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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 18TH, 2015**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, November 18th, 2015 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:10 pm, by Nick Canosa the President of the Strata Council.

B. CALLING OF THE ROLL

The Strata Council Members present were Nick Canosa, Carlos Lau, Bruce Partridge, Arthur Huang, Jaime-Ann Lew and Jeff Leong with regrets from Raymond Lee. Management was represented by Geoffrey Rosen.

Owner Presentations

There was an Owner who appealed a bylaw regarding a series of parking violations that they received.

The Strata Council reviewed the parking violations and that the Owner had paid a series of them already and the Owner then asked that one of them be converted to a warning.

The second presentation was from an Owner regarding hallway pressurization that there continues to be cigarette smoke leeching into their unit through the doorway, they asked that the Strata Council investigate and see if they can find a solution.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Bruce Partridge and seconded by Carlos Lau, it was RESOLVED that the Agenda, as presented, be APPROVED for use at this meeting.

D. APPROVAL OF THE MINUTES OF THE PREVIOUS STRATA COUNCIL MEETING HELD ON MONDAY, AUGUST 17TH, 2015

Upon a MOTION duly made by Carlos Lau and seconded by Arthur Huang, it was RESOLVED that the minutes from the previous Strata Council meeting held on Monday, August 17th, 2015 be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Bruce Partridge, had reviewed the Financial Statements for the months of July through September and noted that they were in good order.

Upon a MOTION duly made by Bruce Partridge seconded by Arthur Huang, it was RESOLVED that the Financial Statements for the months of July through September 2015 be APPROVED as reviewed.

Also note that the Management Company reported that since the Strata Corporation swapped to a third party provider of natural gas, the Strata Corporation saved approximately \$7,000.00 in the 2015 fiscal year.

Arrears

Management noted that there are six (6) Owners in arrears for their Strata Fees. The Strata Corporation has sent letters to the Owners asking for timely payment of their Strata Fees as per the *Strata Property Act of BC*. Owners who do not pay their Strata Fees on time are fined \$100.00 per month, as per the Strata Corporation Bylaws.

F. REPORTS

1. Caretaker

Submitted by Joseph Coutu Nov 18 / 15

- Still getting dogs on balconies and urine running down on neighbors
- Closing of irrigation system
- Fire pumps tested
- Work with fire inspector for keys and infractions
- Building completed for key change
- TV in exercise room new cable hook up install new box
- Elevators have been down sever times new cable ordered
- Pick up supplies
- Power flush and disinfect steam rooms
- Several floors clean carpets from pets and garbage spills
- Call for fire alarm someone pulled fire station in lobby
- Work on 201 strata suite for new tenant
- Complete building carpets have been cleaned
- Work on enter phone system
- Work on equipment for winter snow removal
- Had P3 visitor and part of P3 residential changed to LED
- Adjust and lubricate doors
- Go with landscaper to show what plants need to be moved
- Called for a few leaks in ceilings of apartments and found the dryer vents screens have not been cleaned out and causes condensation to build in the vent pipe and leaks out of seams
- Called from alarm for low pressure in P4 sprinkler system
- Change lights in garbage room
- Work on sticky doors

- Disinfect stem rooms and bathrooms
- Problem with mice and rats around and in building mostly due to the new food scrap program so please remind everyone of keeping garbage off balconies and in proper tied bags
- Cleaned vomit in mail rooms and in plants in lobby please report if you see this happening
- Cut and fit carpet runner for 6th floor from gardens

CONTRACTORS

- Lock smith for all building common locks
- Electrician removed filter for fan in office
- Electrician for change wires in steam control room
- Electrician to change ballast in pot lights
- City irrigation sprinkler system
- Daniel carpet cleaner
- Techs for fire pumps
- A1 fire for low pressure in sprinkler lines

2. Management Report

- There were some outstanding repairs from the insurance loss in the Summer of 2014 which have now been completed.
- Management reported that there had been an ad hoc fire inspection by the City of Burnaby. They noted a couple of things, namely that the room with the fire panel in it needs to have a sign on it and a number of other minor issues that have been resolved.
- Management reported that the buildings fire pump has had its annual inspection and there are no issues at this time.
- At a previous Strata Council meeting the Strata Council had instructed Management to contact Fortis Gas about getting an energy assessment done. Management submitted the request and Fortis reported that the building is larger than those they are doing energy saving assessments on so the request was declined. However, the Strata Council asked Management to be in contact with one of their lighting contractors to see whether or not they can do an assessment on the parkade and the common hallways and determine whether there would be a rebate if the Strata Corporation swapped the remaining light fixtures to LED. Management will report back.
- Management has had a number of complaints regarding the elevator breaking down randomly. The elevator company has been on site a number of times to do repairs and the bulk of the problems appear to be resolved. If Owners do experience issues with the elevator please document the time and email Management at admin@nationalpacific.ca
- The buildings anchors were checked as required by WorkSafe BC, and they passed.
- Please note that there appears to be issues with Residents parking their visitor's cars in the Resident parking area which is not allowed under the Strata Corporation Bylaws. If

you have a long term guest at the building you can rent a long term parking spot from the Strata Corporation at a cost of \$60.00 per month.

- The exercise room television has been re-activated with Novus.
- One of the townhouse Owners decided to install plants at the front of the building and this is prohibited and the plants were removed by the landscapers.
- A Resident in one of the townhouses did not provide access for their dryer ducts to be cleaned and as a result the debris built up resulting in a leak from the ducts into their suite which is their responsibility.
- There was a complaint from the building against an Owner who has allowed debris to build up from garbage leaking out from garbage bags. They will be fined the cost of cleaning.

3. Security

- There have been no security incidents reported since the last Strata Council meeting.
- Management produced a quote to upgrade the buildings analog cameras to an analog/HD technology at a cost of \$12,000.00, the Strata Council will review the quote and may incorporate it into the 2016 annual budget.
- Repairs were made to the enterphone system so that it is now easier to program the four panels.

4. Projects

- There are no projects at present.

5. Correspondence

- There was a letter from a Property Management company reporting that they had found silverfish in a suite that they manage and they had had it cleaned. They recommended that the Strata Corporation should contact the neighbours to let them know, which was done.
- There was a letter from an Owner regarding the fact that the elevators are not always responsive and did not always function properly, this was noted when it was received and passed to the elevator company. The elevator company has sent technicians to investigate and repair the elevator.
- There was an appeal from a unit regarding dogs in the common area, the Owner asked for a specific time. Management will follow up with the Caretaker. It is an Owners responsibility not to allow pets on common property without a leash.
- There was a complaint about a garage gate issue and the car that did not wait for the gate to close; the Owners are claiming that it was not their vehicle. The Strata Council will investigate further.

- A Resident walked through the garage gate and did not wait for it to close and they responded back to the fine indicating that they did not receive the new common area key therefore there was no other way into the parkade. The Strata Council asked that a warning be sent.

REMINDER TO OWNERS

BYLAW 47 (15)

**THE SECURITY GATES ARE FOR BICYCLE AND VEHICLE ACCESS ONLY.
NO PEDESTRIAN WILL USE THE PARKADE GATES FOR ACCESS TO THE
PARKADE COMMON AREAS.**

- There was a complaint by an Owner saying that somebody had cleaned their deck and poured animal urine off their deck onto the deck below. Unfortunately the Strata Corporation does not have cameras on the outside of the building.
- A Resident appealed a garage gate fine but they did note that it was their vehicle in their letter; therefore that Strata Corporation is rejecting the appeal.
- There were a series of fines issued to a Strata Lot for breaking Bylaws related to move ins. An Owner asked that they be slightly reduced which the Strata Council agreed to.

There will continue to be fines levied against Owners who do not pay move in fees or book the elevator in time and move in without notice.

REMINDER TO OWNERS

**MOVE IN/MOVE OUT MUST BE CO-ORDINATED WITH THE BUILDING
MANAGER AT LEAST 7 DAYS IN ADVANCE OF SUCH MOVES, AS PER THE
BYLAWS.**

- There was a query that visitors are only allowed to park for 5 continuous days in visitor parking or their cars will be towed.
- A Resident vomited in a parking stall and it had to be cleaned up by the Strata Corporation. The cost has been billed back to the Owner.
- An Owner vomited in the common hallway and they were fined the cost of cleaning and for damaging common property.
- There has been an issue with people not registering their dogs as per the Bylaws.

- There was a letter of complaint from a Resident saying that there was excessive noise being caused by suites around them, however they cannot source the noise. If any Owners within the building hear noise, please let Management know so that a letter can be issued or the Owner can be talked to.
- An Owner submitted an appeal regarding workers moving materials through the lobby. The Property Manager for the suite denied that it occurred, however it was witnessed by the Caretakers therefore the appeal was denied.
- There was an appeal from an Owner regarding their dog being off leash, the Strata Council denied the appeal.
- An Owner requested clarification of a garage gate violation; this has been sent by email.
- A new Resident to the building argued that they did not receive the Bylaws before they moved in therefore they did not know about the garage gate and they have been issued several fines for not waiting for the gate to close. They asked that one of their fines be converted to a warning and the Strata Council agreed.
- There was a Bylaw fine regarding unregistered pets, the Owner eventually had to register the pet after having denied that there was a pet in their suite and was fined accordingly.
- There was a letter from an Owner regarding a noise complaint, asking the Strata Corporation to write a letter, which will be sent.
- An Owner was sent a letter and fines for not booking a move.
- An Owner argued that the car in the visitor parking was not theirs but their relatives, therefore the Strata Corporation commuted the fine.
- An Owner had their Strata Lot liened for not paying their Strata Fees. The Strata Fees and fines were paid and an additional \$400.00 for placement and removal of the lien.
- An Owner argued that they went through the garage gate but they did not see any signage that they had to wait. The Strata Council felt that there is adequate signage and Owners should pay attention going to and from the building and therefore the fine stands.
- An Owner was fined for allowing a visitor to park in their parking stall which is a violation of the Strata Corporation Bylaws, the fine appeal was denied.
- There was a fine issued to a unit whose pet was defecating on the common property which was witnessed by a member of the Strata Council, therefore the fine stands.
- An Owner complained about cigarette smoke getting into their suite and they asked that a letter be issued to the Owners above and below them.
- There was a letter sent to an Owner reminding them that they should know the Bylaws of the Strata Corporation.

G. UNFINISHED BUSINESS

1. Security Audit

- At the time of the Strata Council meeting there were forty two (42) Audits incomplete, the deadline is Friday November 20th, 2015. Please note that Owners who have not submitted their audits by the 20th of November 2015 will be fined \$200.00 and their fobs will be downgraded to visitor status because the Strata Corporation is uncertain whether the fobs are actually lost or with the Owners. Owners will then have to pay to have their fobs re-activated as per the Bylaw.

H. NEXT MEETING

The next Strata Council meeting will be held on;

**Wednesday January 13th, 2016
at 6:00 pm
in the Amenity Room.**

I. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 8:57 pm.

**The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.
Please retain these Minutes provided to you for future reference, as replacement copies are subject to a fee.**

Minutes Prepared by:

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