



www.centrepointstrata.com

**THE OWNERS, STRATA PLAN BCS 3037  
STRATA COUNCIL MEETING MINUTES  
WEDNESDAY, APRIL 27<sup>TH</sup>, 2016**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, April 27th, 2016 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

**A. CALL TO ORDER**

The Meeting was called to order at 6:12 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, Jeff Leong and Jaime-Ann Lew, with regrets from Raymond Lee. Management was represented by Geoffrey Rosen.

**C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Carlos Lau and seconded by Jaime-Ann Lew, it was RESOLVED that the Agenda, as amended, be APPROVED for use at this meeting.

**D. APPROVAL OF THE MINUTES OF THE PREVIOUS STRATA COUNCIL MEETING HELD ON WEDNESDAY, MARCH 16<sup>TH</sup>, 2016.**

Upon a MOTION duly made by Arthur Huang and seconded by Bruce Partridge, it was RESOLVED that the minutes from the previous Strata Council meeting held on Wednesday, March 16th, 2016 be APPROVED as distributed.

**E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS, ARREARS**

The Treasurer, Bruce Partridge, had reviewed the Financial Statements for the month of February 2016, and noted that they were in good order.

Upon a MOTION duly made by Bruce Partridge seconded by Jeff Leong, it was RESOLVED that the Financial Statements for the month of February 2016, be APPROVED as reviewed.

***Arrears***

Management noted that there are thirteen (13) 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    APRIL 27 / 16**

- Moved back in from flood.
- Work with contractor stripping floors and moving furniture in after hours.
- Paint floor in garbage room and upstairs by entrance.
- Put furniture back in lobby.
- Take Galaxy Plumbing to show leak on 33<sup>rd</sup> floor.
- Take contractor from XTR to check balcony eyebrows.
- Called Police to have homeless person removed from front doors.
- Clean up vomit from walkway at front of building and pillar from a party in the Amenity Room that was not booked.
- Clean up vomit from the same group with another party but this time in the elevator and resident floor.
- Repair carburetor on power washer.
- Power wash and clean water feature.
- Open and fill water feature.
- Repair chlorinator for water feature.
- Power wash front walkways on Hazel Street.
- Change lights in parking lot.
- Work with A1 Fire for 2<sup>nd</sup> Fire Inspection.
- Pick up supplies for building.
- Clean and disinfect steam rooms.

## **CONTRACTORS**

- Window cleaners for outside.
  - Carpet cleaner for entire building.
  - Floor cleaner to strip all floors in lobby and P levels.
  - Contractor to quote generator service.
  - XTR to quote eyebrows on building.
  - Thyssen several times for elevators
  - Petro Clean to quote and then to clean fuel for generator.
  - Daniel carpet cleaner to clean vomit.
  - Haakon for service.
  - Accurate Glass to repair front doors.
  - Pump House Fitness to service and repair exercise equipment.
  - A1 Fire for 2<sup>nd</sup> fire inspection.
  - Painter for elevator trim and outside walls.
- The elevator has been acting up throughout the month of March. Thyssen Krupp, the Strata Corporation's elevator company, has been on site doing repairs and they finally had to replace a CPU board in elevator # 3 which appears to have resolved the issue for the time being.

- One of the issues that the Strata Corporation is dealing with is that there are Owners parking vehicles in the resident parking area and not registering them with the Strata Corporation as required by the Strata Corporation Bylaws. The Strata Council reviewed the issue and determined that procedurally and as per ICBC a Provincial Crown Corporation;

All vehicles parked in the parkade must show the building's address on their ICBC insurance forms to comply with the Strata Corporation bylaws. The Owner of the vehicle must be a resident of the building. Vehicles parked in the parkade that have not been correctly registered with the Resident Manager will be in violation of the Strata Corporation bylaws and issued fines accordingly.

- The Resident Manager also reported that there continues to be issues at the building where there was a party in the Amenity Room in early April where a Resident had some of their guests vomit in the room resulting in additional costs to clean up that were billed back to the Strata Lot.
- There was also an issue where a Resident, during an inspection was found to have changed their window coverings and blinds, which is against the Strata Corporation Bylaws and they have been warned and will be fined unless they put them back to the original condition.
- The Strata Corporation also discussed that there are Owners attempting to do furniture moves when the elevators are being used for a move by a new Resident or a Resident moving out, which means that the furniture move cannot be allowed. There was a dispute in late March. Please note that Owners must give 24 hours advance notice of a furniture move to the Resident Manager and if there is a move going on they will not be able to do a furniture move because the Strata Corporation cannot allow both elevators to be off line for moves as it will trap Residents in other parts of the building, especially those near the top.
- The front fountains have been cleaned, filled and activated.
- The window cleaners were on site and have cleaned the windows.
- The building's common area carpets have been cleaned as per bi-annual schedule.
- The recreational equipment on the mezzanine level has been serviced as per the service contract.

## **2. Management Report**

- There was a request from an Owner regarding the procedure for burnt out lights in the parkade. Please note that the Strata Corporation does replace the bulbs the bulbs that are burnt out on a monthly basis. However, sometimes the bulbs are located over Owners vehicles and they cannot be replaced easily.
- The Strata Corporation's back flow prevention system was tested by A1 Fire and the report has been sent to the City of Burnaby.

- The Strata Corporation's boilers are in need of service, the Strata Corporation got two quotes, the lower quote was for \$1,600.00 and was approved by the Strata Corporation.
- As noted earlier in the minutes both elevators acting up. It was determined after a significant amount of on-going diagnosis by Thyssen Krupp Elevator that in fact a CPU board in the position landing system had to be installed as well as re-mapping the hoist way which has now been done. Thyssen Krupp has assured the Strata Corporation that they will continue to monitor the situation.
- Petro Clean came in to clean the diesel in the emergency generator, as required by Work Safe BC.
- The door frame panel above the front doors came loose and had to be re-installed as the screws wore out and that has now been completed and the issue has now been resolved.
- The speed bumps in the parkade are being re-affixed to the floor as Residents continue to speed over them and break the bolts by which they are attached.
- The annual dryer duct cleaning will be scheduled and Owners will be asked to provide access to AirVac the week of May 30<sup>th</sup>, 2016, please watch for notices.
- The 2<sup>nd</sup> annual Fire Inspection for those Owners who missed the 1<sup>st</sup> inspection was conducted on April 20<sup>th</sup>. The Strata Corporation is still waiting for the final report for which units have not been inspected.
- Please note that the parkade will be cleaned the week of May 2<sup>nd</sup>, 2016. Please ensure that you move your vehicle.
- The Strata Corporation is currently having touch up painting done around the building to deal with any damage that has been caused by moves over the last several months.

### **3. Security**

- The Strata Corporation is still reviewing the proposal for the HD analog camera system, once they have reviewed the proposal with the vendor it will be approved by the Strata Council if it is accepted.
- There have been no security incidents reported since the last meeting.

### **4. Projects**

- There are no projects in progress at present.

### **5. Correspondence**

- There is an issue with Owners who have dogs that are barking and causing a nuisance. An Owner was sent a warning letter accordingly.
- There was a note from an Owner informing the Strata Corporation that they had replaced their smoke detector. Please note that if the smoke detector fails you are responsible for

replacing it as it is not common property and not the Strata Corporation's responsibility to maintain and repair. Please note that you can purchase smoke detectors from Home Depot.

- An Owner disputed a garage gate violation. The Strata Corporation reviewed the footage of the incident and asked Management to contact the Owner and tell them to please come to the next Strata Council meeting so that they can review the footage with the Strata Council.

**REMINDER TO RESIDENTS**

**PLEASE NOTE THAT IF YOU LOOSE YOUR KEYS DOWN THE ELEVATOR SHAFT, THERE IS A COST TO HAVE THYSSEN KRUPP COME AND RETRIEVE THEM OF APPROXIMATELY \$350.00, UNLESS YOU CAN WAIT FOR THEM TO COME FOR THEIR MONTHLY VISIT.**

- There was an email from an Owner regarding smoking. The Strata Council reviewed the correspondence and asked Management to respond that they need visual evidence of where the smoking is coming from to be able to issue fines accordingly. Owners have complained before that in fact the suite that was being focused on was not smoking but was another suite entirely.
- An Owner disputed a garage gate violation they had received, indicating that they thought that they had always waited for the gate to close and they were not aware that when leaving the building they had to wait for the gate to fully close. The Strata Corporation accepted the appeal and partially reduced the fine.
- An Owner who is a recent move in to the building disputed a garage gate violation; the Strata Corporation also reduced this fine.
- An Owner disputed a furniture delivery and said that they had the right to a furniture delivery. There was a dispute over the details of the situation. However, please note that moves in the building take priority over furniture moves as the Strata Corporation cannot have both elevators off line at any time as it will result in Owners being trapped at the top of the building unable to leave or get to their suites.
- An Owner was fined for an illegal move in, it was determined after an investigation that it was not a move in but a furniture move out so the fine was reduced to \$100.00.
- An Owner disputed the noise fine that they had been issued. The Strata Council reviewed the appeal again and determined that the Owners comments were out of context. However, that they would reduce the fine to a warning only as the Strata Corporation's policy in most cases is to issue a warning for noise violations before fines are issued.
- An Owner denied not waiting for the garage gate to close. The Strata Corporation reviewed the appeal and asked Management to advise them that they can send them the video footage if they want to review it as the video footage is quite clear in indicating that they in fact did not wait for the garage gate to close.

- An Owner appealed a garage gate violation saying that it was a friend of their girlfriend and that they did not know. The Strata Corporation did not accept this as an answer therefore the appeal was denied.

## **G. UNFINISHED BUSINESS**

### **4. Insurance Loss December 25, 2015 (Update)**

- Management reported that all the repairs to the suites are complete. However, the carpet on the 2<sup>nd</sup> floor has still not been re-installed as Management has discussed the issue with the carpet vendor and determined that the carpet needs to be replaced as it was compromised by being left in water for so long by the restoration company. Management is awaiting a letter from the manufacturer to provide this to the insurance company to proceed with new carpet for the hallway.

## **H. NEW BUSINESS**

### **1. In-Suite Hose Replacement**

- The Strata Corporation is investigating whether the faucets that were installed into the building will have to be replaced under warranty. They are attempting to reach the warranty vendor for the supplier to get a clear answer.

### **2. Exterior Eyebrow Repair**

- Management received a fourth quote for repairing the eyebrows on the south face of the building. The fourth quote came in at approximately \$100,000.00. The Strata President and Management will meet with the vendor to determine if the scope is as required and will return to discuss the issue with the Strata Council at the next meeting.

### **3. Furniture Moves**

- **Bylaw 37 (12)** If a Resident is delivering furniture into or out of their suite, they must book the delivery with the Resident Manager with 24 hour notice to ensure that the elevator pads are installed in the elevators. The Strata Corporation may charge a \$50.00 furniture delivery fee if security is required during the delivery, as determined by the Resident Manager. Any delivery of furniture and items of that nature, exceeding one hour will result in a \$50.00 fine.

As per the Bylaw furniture moves must be booked with the Resident Manager with at least 24 hours' notice. There is a \$50.00 fee that is at the discretion of the Resident Manager depending on the scope of the move. Please note that the moving elevator must have the pads installed, secured and the 2<sup>nd</sup> door unlocked in some cases to ensure that the front doors are not damaged.

The Strata Council discussed that it is one thing if someone is moving in a television or electronics, or some small boxes but another if it is a large object that requires the elevator to be locked off to be moved and requires the 2<sup>nd</sup> door to be opened on the front doors. The Strata Council determined that any object that is between 4 and 5 cubic feet is

probably within the range of not requiring a fee but again it is up to the discretion of the Resident Manager to determine. This procedure will also determine any time that the elevator door must held open for the object to be moved in the cab for a furniture move, the administration fee of \$50.00 is automatically applied. This is to ensure that the elevator pads are installed to prevent expensive repairs to the elevator cab. Please note that this is the Strata Council interpretation of the Furniture Move Bylaw will be in effect from May 1<sup>st</sup>, 2016 onwards.

**I. NEXT MEETING**

The next Strata Council meeting will be held on;

**Tuesday, May 31st, 2016  
at 6:00 pm  
in the Amenity Room.**

**J. ADJOURNMENT**

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 8:26 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:

National Pacific  
Property Management Services Inc., & Real Estate Services Ltd.,  
885, Helmcken Street,  
Vancouver, B.C.  
V6Z 1B1

(T) 604-685-8830 or (F) 604-685-1423    email: [admin@nationalpacific.ca](mailto:admin@nationalpacific.ca)