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**THE OWNERS, STRATA PLAN BCS 3037  
STRATA COUNCIL MEETING MINUTES  
MONDAY, JANUARY 9, 2017**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday, January 9, 2017 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

**A. CALL TO ORDER**

The Meeting was called to order at 6:27 pm, by Nick Canosa the President of the Strata Council.

**B. CALLING OF THE ROLL**

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

**C. APPROVAL OF THE AGENDA**

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

**D. APPROVAL OF THE MINUTES OF THE PREVIOUS STRATA COUNCIL MEETING**

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 Monday, December 12, 2016 be APPROVED as distributed.

**E. CARTAKERS REPORT Submitted by Joseph Coutu January 9 /17**

- Work on equipment for snow
- Clean and power flush steam rooms
- Clean up garbage room
- Repair floor signs
- Dec 16 salt and sand front of building and ramp snowed all day
- Dec 19 Plow snow salt and sand ( Snow very heavy out 2 times with tractor )
- Change lights in stairs
- Dec 20 4:22 AM call for trouble on fire panel
- Work with electrician for thermostat in exercise room
- Dec 21 3:00 AM Fire alarm valves in pump room again
- Work with Frank for fire equipment in pump room
- Dec 27 shovel snow
- Check for sewer smell in suite ( From shower drain not being used )

- Take down Christmas decorations
- Table from lobby stole due to resident not staying with visitor
- Kim and I power washed parking lot
- Clean up snow and ice that was not done while we were off duty because the city was going to give a \$250. fine

## **CONTRACTORS**

- Electrician for lights and thermostat
- Fire dept for Fire Alarm
- H2O Fire for fire equipment
- A1 fire for valves in pump room
- ThyssenKrupp for elevator service
- Hakkon for mechanical service
- Pump House fitness to service and repair exercise equipment

## **ISSUES**

- The Caretaker reported that a Resident's guest absconded with the table from the front lobby, which has since been returned by the policy.
- There also was an issue regarding the number of car break-ins in the commercial parking area and to please ensure that Residents do not let anyone into the resident area without confirming that they are in fact Residents of the building.

## **F. REVIEW OF 2017 PROPOSED BUDGET**

The Management Company reviewed the Financial Statements for the year 2016 with the Strata Council and provided a draft budget for the 2017 fiscal year. The Management Company was happy to report that there is a \$40,000.00 surplus at the end of the 2016 fiscal year. However due to increased operating costs there will be a slight increase in Strata Fees of 1%, however there will be no change in the Strata Fees as the adjusted fees for 2016 will remain the same for 2017, therefore the Owners will see no significant change in Strata Fees for the building.

Upon a MOTION duly made by Carlos Lau and seconded by Jeff Leong, it was RESOLVED that the Proposed 2017 Budget be provided to the Owners for approval at the upcoming Annual General Meeting.

### ***Arrears***

Management reported that there are eleven (11) 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 plus interest, as per the Strata Corporation Bylaws.

## G. REPORTS

### 1. Management

- The Management Company reported that the Insurance Appraisal for 2017 has been ordered.
- There had been a number of issues with the fire system, repairs are underway and hopefully the issues will be resolved.

Other than these items there have been no significant issues over the past couple of weeks.

### 2. Security

- There have been no incidents of note since the last Strata Council meeting, except for the lobby coffee table being stolen and being returned. The Strata Council is reminding Owners to please not let anyone into the building through the lobby doors or the parkade gates that they do not know, as it is a risk to their property, Strata property and the other Residents property.

### 3. Project Update

- The projects that will be undertaken in 2017 will be the installation of blinds, common hallway in the ground floor amenity room and the exercise area on the mezzanine level. More carpets will be replaced throughout the building as has been done over the last couple of years, and the building's front doors are going to be replaced as the original ones are beginning to crack and the Strata Council is concerned that they will critically fail and there will be no front doors to the building and worse, someone could be injured.

### 4. Correspondence & Appeals

- There was one piece of correspondence this last month from a resident complaining that they smelled an odor in their Strata Lot which turned out to be the p-traps in their tubs, showers, toilets and sinks having dried out and they simply had to run the water to resolve the issue.

**A reminder to residents to run the water in all the fixtures in your unit at least once a week if not, every other week to ensure that the p-traps do not run out water to avoid the stench of sewer gas smells in your Strata Lot.**

- There was one appeal, where an Owner appealed to the Strata Council regarding some move in fee fines, where a tenant moved out unexpectedly and had seriously damaged their Strata Lot, the Strata Council agreed that the fines would be reduced due to the hardship position the Owner had been put in, having their suite significantly damaged by the outgoing tenant.

## **H. UNFINISHED BUSINESS**

### **1. LED Lighting Upgrade**

- The Management Company reported that all of the paper work has been completed for the LED upgrades for the building and LED lights estimated to be installed sometime in late January/February, with electrical cost savings commencing in March. The cost for the upgrade will be paid through the electrical cost savings.

### **2. Annual Security Audit**

- The Management Company reported that the Audit is almost complete and that there are only a handful of Owners who have not submitted their Audits, the Strata Council thanks those Owners who did submit them and those Owners who did not submit their Audits will continue to be fined for not being in compliance with the Strata Corporation's Bylaw.

## **I. NEW BUSINESS**

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

- The Strata Council discussed that in the 2017 they will look into replacing all the washer/dryer hoses and the dishwasher hoses in suites who have not had them replaced, also they will investigate the cost of replacing the sink fixtures as they have been reported as being defective by a number of Owners and have caused some water losses, this item will be discussed further at upcoming Strata Council Meetings.

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

- The Strata Council discussed that there are still two sides of the building that require eyebrow membrane repairs. The per side cost is approximately \$100,000.00, in order to not drain the contingency fund, they will undertake the next side in 2018 and the last side in 2020.

### **3. AGM Review**

- The Annual General Meeting is scheduled for February 14, 2017.

The Bylaws that will be presented to the Owners will be a revision to the Bike Bylaw that was approved by the Strata Council at the December meeting. There will also be a revision to the Move in Bylaw stating the move ins cannot start until 9:30 in the morning. And a Bylaw where Owners or Owner's representatives or their agents must attend when a tenant signs out to move into the building to ensure that everybody is clear regarding the protocols.

The Strata Council did discuss a Rental Restriction Bylaw and felt that there would be significant opposition to such a bylaw, that it would contentious and would not pass, as it would require a  $\frac{3}{4}$  vote, therefore it will not be included on the Agenda.

**J. NEXT MEETING**

The next meeting will be the

**ANNUAL GENERAL MEETING**  
**on**  
**Tuesday, February 14<sup>th</sup>, 2017**

**K. ADJOURNMENT**

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 7:55 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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