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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, DECEMBER 6, 2017**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, December 6th, 2017 at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:06 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, Kevin Lam, Bruce Partridge, Raymond Lee and Jeff Leong. Management was represented by Geoffrey Rosen. The Resident Managers, Joseph Coutu & Kim Robinson, were present.

C. OWNER PRESENTATION

- A representative for an Owner attended the Strata Council meeting to appeal a fine that the Owner had received for a resident parking in the visitors parking. The representative informed the Council that the Owner had just moved into the building and they were, as yet, not aware of the by-law that was violated. The Strata Corporation reduced the fine, with the understanding that the Owner will not violate the visitor parking by-law again.
- An Owner attended the Strata Council meeting in order to appeal an illegal move-in violation. After the Owner explained the situation, and the Strata Council reviewed the video footage, it was determined that it was not an illegal move-in. The Owner did; however, move in furniture after hours, without notifying the Strata Corporation. The fine for an illegal move-in was reduced, but the other fines for not notifying, stay on account.

D. APPROVAL OF THE AGENDA

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

E. APPROVAL OF THE MINUTES OF THE PREVIOUS STRATA COUNCIL MEETING

Upon a MOTION duly made by Kevin Lam and seconded by Carlos Lau, it was RESOLVED that the minutes from the previous Strata Council meeting held on Wednesday, November 8th, 2017 be APPROVED as distributed.

F. CARETAKER'S REPORT

SUBMITTED BY JOSEPH COUTU DEC 06 /17

- Called for leak in 2807 TO 2707
- Call for cab 3 elevator not working
- Train new person for cleaning
- Work with Todd from PGA for elevators
- Clean and disinfect steam rooms
- Go with Atlas for anchor inspection
- Problem with P3 gate staying open
- Resident dropped keys down elevator shaft
- Major leaks in pipes
- Go with prism security for gate fob
- Call for more leaks in o5 lines
- Several illegal moves including after hours
- Call from answering service at 5:05 am for person stuck on elevator
- Check for another leak in suite (dryer vent not cleaned)
- Get equipment ready for winter
- Received delivery of new tractor
- Received delivery of winter salt
- New carpet installed on 2 floors
- Clean up garbage left in stairs again
- Set up Christmas decorations

CONTRACTORS

- Vancouver Pacific Heating and Plumbing to work on leaking pipes
- Haakon for service
- ThyssenKrupp for elevators
- Vancouver Pacific Heating and Plumbing for leaky pipes
- Carpet installer (Jordan's Flooring Outlet)
- Todd from PGA elevators
- Platinum Pro Claim for floods
- Vancouver Pacific Heating and Plumbing for pipes
- Prism Security gate

Observations

- An elevator entrapment was reported in the middle of a night. It turned out to be false report, as a resident's intoxicated guest couldn't figure out how to use the elevator. The guest called emergency service through the elevator's emergency phone, in order to get out of the elevator.
- The Resident Manager reports that people continue to not book the elevator for move-in/out or for furniture moves, which results in fines being levied against the Owners/tenants of the offending strata lots.

If residents need to move furniture in or out of their suites, the elevator needs to be booked to ensure that the elevator pads are installed and there are no conflicting moves scheduled. The doors to the elevator cannot be held open, as doing so could cause the elevator to shut down, causing an emergency call out at extra cost. Lastly, please do not block open the building's front doors, as this will reduce the building's security, and could lead to units being broken into.

G. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS, ARREARS

The Treasurer, Bruce Partridge, had reviewed the Financial Statements from the month of October, 2017, and found them to be in good order.

Upon a MOTION duly made by Bruce Partridge and seconded by Carlos Lau, it was RESOLVED that the Financial Statements for the month of October, 2017, be APPROVED as reviewed.

Arrears:

Management reported that there are ten (10) Owners in arrears for their Strata Fees. Management has sent letters to the Owners asking for timely payment of their Strata Fees on the first of the month, 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.

H. REPORTS

1. Management

- Management reported that they had received the annual elevator brake test report from ThyssenKrupp, showing that all of the building's elevators passed the brake test.
- The building's roof anchors were tested and passed their annual inspection.
- On November 21st, 2017, one of the domestic water risers on top of the building began to leak, which caused water damage to a number of suites. The water damage to the suites is in process of being repaired. The leaking riser and another riser in the upper section of the building, which was also found have a number of small leaks, will be replaced.

Please note that incident is covered under the Strata Corporation's insurance policy and the suites damaged will be repaired under the policy. If residents have any questions regarding this matter, please contact Management via email at vancouver@quaypacific.com.

- Accurate glass repaired an in-suite sliding glass door.

2. Security

- There have not been any significant security issues since the last Strata Council meeting.

<p>It is essential for building security that residents stop and wait for the parkade gate to fully close, before entering or exiting the parkade. Warning – Fines will apply under the Strata Corporation's by-laws.</p>

- An electronic strike has been installed on the door entering the visitor parking area from the commercial parking area has been installed; therefore, residents no longer need a common area key to get in, and can use their FOBS.

3. Project Reports

- The carpet replacement on the fifth and fifteenth floors, as approved in the 2017 budget, has been completed. Another two floors will be budgeted for in the 2018 fiscal year.

4. Correspondence and Appeals

- There have been a number of letters from residents complaining that their neighbors are making excessive noise. Warning letters were issued accordingly.

I. UNFINISHED BUSINESS

1. LED Lighting Upgrade

- All of the approved LED upgrades have been completed.

2. Exterior Eyebrow Membrane Replacement

- At the upcoming Annual General Meeting in 2018, a Special Resolution to authorize money be spent on replacing the membrane on the exterior eyebrows on the north-east side of the building, will be put forward to the Owners to vote upon.

3. In-Suite Washer/Dishwasher Hose Replacement

- The program is anticipated to begin within the next couple of weeks. Please watch for notices.

4. Eyebrow Warranty Issue

- A letter, based on an inspection and structural analysis was provided by RJC Engineers, disputing Intracorp's, the building's developer, claim that the issue of the re-bar coming out of the concrete balcony eyebrows (edges) along the north and east side of the building is not a warranty issue. The letter has been sent Traveller's Warranty Company.

5. Annual Security Audit

- The Strata Corporation will be posting notices on the doors of those residents (Owners or tenants), who have not completed their annual security audit. If audits are not completed and turned into Management or the Resident Manager by December 31st, 2017, the Strata Corporation will reduce the non-compliant suites FOBs access to the building's amenities and the parkade, until Owners/residents submit their completed audits and pay the associated fines.

J. NEW BUSINESS

1. By-law Revisions for 2018

- The Strata Council discussed that there will be a rental restriction by-law proposed at the next Annual General Meeting. The by-law will restrict the number of rentals to half of the building. All of the existing Owners will be grandfathered, and able to rent their suites until they sell their suites.
- Vaping will be added to any section of the by-laws that prohibits smoking.

J. NEXT MEETING

The next Strata Council meeting will be held on;

WEDNESDAY, JANUARY 10, 2017
at 6:00 pm
in the Amenity Room.

K. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 7:50pm.

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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