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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2017**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, September 20th, 2017 at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:20 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 and Jeff Leong with regrets from Raymond Lee. Management was represented by Geoffrey Rosen. The Resident Managers, Joseph Coutu & Kim Robinson, were present.

C. 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.

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

Upon a MOTION duly made by Bruce Partridge and seconded by Carlos Lau, it was RESOLVED that the minutes from the previous Strata Council meeting held on Thursday, July 6th, 2017 be APPROVED as distributed.

E. CARETAKER'S REPORT

Submitted by Joseph Coutu Sept.20 /17

- People stuck on elevator in early August
- Drain and power wash water feature (not serviced while on vacation)
- Elevators still had problems in early August
- Carpet replaced on 7th floor
- Leak from old Best Buy space into disability elevator by garbage room
- Clean dog feces on floor
- Unplug drain for mezzanine bathroom
- Pick up supplies from pool company

- Work on Saturday to show the boss from the new cleaning company where garbage is to be put out again
- Clean and scrub out steam rooms
- Valves in boiler room repaired
- More concrete falling off side of building
- Called in for fire alarm (commercial sprinkler system accelerator valves)
- Install new rugs in elevators and lobby
- Repair door in 6th floor exit and stairs
- All carpets in hallways have been cleaned again
- Plumber in for recirculation line on risers 6 & 7
- Someone keeps removing the lock from the locker room on P3
- Shower drain in another suite backed up
- There are a lot of new people with dogs who do not register with the office or tell us they are only looking after them or have more than one as the bylaws read.

CONTRACTORS

- A1 Fire for accelerators in pump room
- John B Plumbing unplug drain
- First on for floods
- ThyssenKrupp for service
- Haakon for service
- Vancouver Pacific Plumbing & Heating for plumbing repairs
- ThyssenKrupp for repairs
- Better Lock for stair lock covers

Observations

- The Resident Managers noted that there is an ongoing issue with illegal moves
- Due to the Resident Manager checking the toilet paper in the common area bathrooms; it has been noticed that the toilet paper in the bathrooms is disappearing.
- There have been instances of people leaving garbage on the floors in the common areas.

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS, ARREARS

The Treasurer, Bruce Partridge, had reviewed the Financial Statements from the months of June and July 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 months of June and July 2017, be APPROVED as reviewed.

Arrears:

Management reported that there are seven (7) 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.

G. REPORTS

1. Management

- It was decided by the Strata Council that the fall parkade washing isn't necessary. At the time of the Strata Council meeting, the parkade did not appear to be dirty enough to require it to be cleaned.
- In early August, Canada Post had issues with the mailboxes, due to a postal worker having problems with the crown locks. Management arranged for locksmiths to come and service the crown locks. The locksmiths could not find anything wrong with the locks, Canada Post then reinstalled the crown locks.
- In early August, there were a number of issues with the elevators. The building's elevator maintenance vendor determined what the problem was, apparently one of the hoist cables on the larger elevator needed to be replaced. Management asked them, as a favour, to replace the cables over the weekend, at no extra cost to the Strata Corporation. No significant issues have occurred, after the cables were replaced.

The elevators are mechanical devices, and with the high amount of wear and tear caused by the amount of use that elevators receive, parts wear out. Every once in a while, significant parts, at the cost to Thyssenkrupp, have to be replaced to ensure that the elevators continue to run smoothly, as there is a maintenance contract in place. Purchasing new elevators would not change the nature of the wear and tear on the elevators.

- There will be a notice posted at the building with the ten major by-law issues, in English and Mandarin, to remind residents what to watch out for.
- The parkade gas sensors were tested; no major issues were found.
- The restoration project to repair damage, caused by the water incident in April, 2017, has been completed.

2. Security

- There have not been any reported security instances since the last Strata Council meeting.
- There was an issue with the parkade gate not closing properly. It was discovered that the problem was caused by a programming glitch.

3. Project Reports

- This year's capital project is to upgrade more of the common area's carpets, which is currently in process. The carpets have been ordered from a wholesaler, projected to be installed this coming fall.

4. Correspondence and Appeals

- There was an appeal from a resident, who unintentionally parked in visitor parking. The Strata Council felt that the resident should have read the by-laws; therefore, their appeal was denied.
- A resident asked if the Strata Corporation knew of anyone who cleaned balconies. Management will investigate and inform the resident of their findings.
- There was a request from a resident to have their door key changed, as their key broke in there lock.

It is important to note that the locks on the individual unit's doors are the Owners responsibility to maintain and repair.

- There was an indemnity request received from an Owner to do a renovation in their suite.

Any Owners planning to do renovations to their suites from doing major drywall and kitchen upgrades to floor replacement require the Strata Corporations permission.

- There was an appeal from a resident regarding the resident leaving garbage on the floor of the garbage room. Due to the explanation from the resident, the Strata Council decided to accept it, and reduced the fine down to a warning.
- It is important for residents to note that the Strata Corporation by-laws only allow for one cat or one dog to reside in a strata lot. If a resident has more than one cat or dog residing in their strata lot they will be fined as per the bylaws.
- A letter from a resident was received regarding the gym being potentially used by a resident for commercial purposes. The Strata Council will put forward a new by-law prohibiting commercial use of the gym.
- There was an appeal regarding an Owner having non-insured vehicle. The Strata Corporation investigated further, and discovered that they did have insurance. The Strata Council accepted the appeal for the alleged non-insured vehicle, and the fine was rescinded. The appeal of the fine for not moving the vehicle for the parkade cleaning was denied.

H. UNFINISHED BUSINESS

1. LED Project

- There are still final items outstanding, which have not yet been completed. Management is still waiting for final installation date from the vendor.

2. Exterior Eyebrow Membrane Replacement

- This item is currently on hold until the next Annual General Meeting.

3. In-Suite Hose Replacement

- Please watch for notices as the project is scheduled to begin sometime in early October, 2017.

4. Eyebrow Warranty Issue

- Traveller's Warranty Company has responded indicating that have assigned a more senior insurance adjuster review the file. The adjuster will be on-site next week to determine the nature of the claim, based on the letter written by National Pacific which clearly outlines that the balconies of the building is structural and not aesthetic and therefore should be covered under the 10 year structural warranty. Management also received a phone call from Intracorp informing them that Intracorp was willing to participate in the repairs but not accepting full responsibility; however, a letter has not arrived at this time.

5. Annual Security Audit

- The annual security audit is due no later than October 31st, 2017.
- Website: www.centrepoinstrata.com/audit2017.php

I. NEW BUSINESS

1. Sixth Floor Decking Replacement

Management solicited quotes for replacing the wooden slats on the sixth floor common area deck with a composite material. The cost of the upgrade ranged from \$57,000.00 to \$80,000.00. The Strata Council thinks that this is unacceptable amount of money to spend for upgrading the common area deck. Nick Canosa said that he'll check the deck and will replace the wooden decking as needed.

J. NEXT MEETING

The next Strata Council meeting will be held on;

**THURSDAY NOVEMBER 8, 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 8:30pm.

**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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