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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, APRIL 26, 2017**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, April 26, 2017 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:30 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 Kevin Lam. Management was represented by Geoffrey Rosen.

Arthur Huang has resigned from the Strata Council as he is no longer an Owner of the building.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Bruce Partridge and seconded by Carlos Lau, 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 Carlos Lau and seconded by Bruce Partridge, it was RESOLVED that the minutes from the previous Strata Council meeting held on Monday, January 9, 2017 be APPROVED as distributed.

E. SELECTION OF STRATA COUNCIL OFFICERS:

| | |
|--------------------|-----------------|
| Council President | Nick Canosa |
| Vice President | Jeff Leong |
| Treasurer | Bruce Partridge |
| Secretary/Security | Carlos Lau |

F. CARETAKER REPORT Submitted by

Joseph Coutu April 12 /17

- Work on equipment
- Clean and power flush steam rooms
- Clean up garbage room
- Repair door on amenity room
- Fire inspection
- Haakon for maintenance.
- Change lights in stairs
- Garbage left in stairs from 2nd floor
- Way too many moving in with pets and will not register or inform us
- Jan 29 call for elevator not working
- Brass covers stolen from water feature
- Front doors not working
- Feb 3 salt and shovel front areas
- Plumber for town house drain
- Feb 4 shovel & salt
- Feb 6 More snow
- Clean up vomit by elevators
- Clean and disinfect steam rooms (power flush)
- Called in for drunk people stuck on elevator
- Lights have been up graded to LED
- Call in for fire panel
- Check electrical room for leaks
- Still shovel and salt snow
- Card reader for elevators failed/repared
- Front doors quit working again had new board installed
- Several leaks from units from kitchen taps
- Check another leak in apartment (Dryer vent switch turned off)
- Had a break in penthouse as resident let the person follow them in front doors
- Check units for water problems
- Window cleaning has been done
- Power wash parking lot
- Open water feature
- Another flood 6 apartments from sewers residents putting baby wipes down the toilets
- Annual generator test complete

CONTRACTORS

- Electrician for LED lights upgrade
- Fire Dept. for Fire alarms
- First Onsite for floods on 7th Floor
- A1 Fire for the Annual fire inspection
- ThyssenKrupp for monthly Elevator service
- Haakon for service
- Pump House Fitness to service and repair exercise equipment

Three Months of Observations

- Snow removal in January and February consumed a lot of the Caretaker's time.
- Due to poor road conditions caused by poor weather, there were a number of garbage collection delays and issues.
- **A reminder to Owners that all moves must be booked through the Resident Manager at Centrepont, not through the Property Managers, National Pacific.**
- There was an issue with Owners who are offering their suites through Airbnb failing to submit moving fees and Form Ks.
- There is an ongoing issue with Owners not maintaining their Strata Lots. Water from bathroom faucets leaked into the suites below.

G. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS, ARREARS

The Treasurer, Bruce Partridge, reviewed the Financial Statements for the months of January and February 2017 and found them in good order. He noted that the Strata Corporation is on budget year to date.

Upon a MOTION duly made by Bruce Partridge and seconded by Carlos Lau, it was RESOLVED that the Financial Statements of the months of January and February 2017 be APPROVED as distributed.

Arrears:

Management reported that there are thirteen (13) Owners in arrears for their Strata Fees. Management 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.

H. REPORTS

1. Management

- Management reported that on April 8, 2017, as a result of residents flushing diaper wipes down the toilet, drainage pipes were plugged up, which caused approximately six units to have water damage due to flooding. This did result in an insurance loss; the water damage deductible was \$10,000.00 that will be paid by the Strata Corporation.

Reminder to Owner: Please do not flush any paper products (excluding toilet paper), nuts, birdseed or anything of that nature down the drains.

- Carpet cleaning is scheduled for May 1st and 2nd, 2017. The lobby floors will be stripped, and re-waxed on May 3rd, 2017.
- Two Strata Lots have an issue with sliding patio doors that are not functioning properly. The Strata Corporation is in contact with the original installer and is arranging for the service division to come and maintain them.
- Residents are leaving shoes in the common hallways. This violates the City of Burnaby's fire code. Please do not leave anything in the hallways, as it poses a tripping hazard.
- A tenant reported that there were issues with inconsistent hot water. Management had the mechanical vendor investigate the issue. It was determined that some of the pressure reducing valves in the building had failed. The replacement valves have been ordered. When the replacements are installed, this will resolve the inconsistent hot water levels.
- Dryer vent cleaning will be scheduled in May 19th ~ 31st. Please watch for notices.
- The Strata Corporation renewed its insurance for 2017 - 2018 at a cost of approximately \$105,000.00. The Strata Corporation estimated that the cost would be \$115,000. Management succeeded in getting a \$10,000.00 savings for the Strata Corporation.
- There was a letter from an Owner regarding cracks in their drywall. Management reported back to the Owner indicating that as the building settles the concrete shifts and the drywall will crack. Unless the crack is in the building's hallways, it is an Owner's responsibility to maintain.
- Management met with Haakon Mechanical, Centrepont's HVAC service maintenance company, who advised the Strata Corporation that the MUA unit has a motor, at the top of the building, that is beginning wear out. It will need to be dealt with sometime in the next 12 months.

The Strata Corporation was also advised that there were some PRV's that have been ordered that need to be replaced.

There was also discussion that in 2018, the Strata Corporation will clean the domestic hot water boilers again.

- As the bulbs on the buildings domestic hot water booster system burned out, Management arranged to have them replaced with LED bulbs.
- Management also reviewed an annual maintenance schedule with the Strata Council with the approximate times of year when major service projects will be done at the building. This schedule will be posted on the website. Management will make arrangements to have the annual projects undertaken at the same time every year so that Owners can arrange their travel, or to make sure that their units are accessible during the major maintenance projects.
- It was discussed that the Strata Corporation should install a TV in the main lobby to provide information to residents about upcoming service projects. Jeff Leung is investigating a cost for the installation of the TV.
- The building is now appraised at a replacement value, not including land, at \$76,000,000.00 for 2018.

2. Security

- There was a break-in in March. Someone got into the building then walked up the stairs to the top of the building, broke the latches in the stairwell, and then broke into the units.

The Strata Corporation has begun upgrading the latches in stairwells to a more secure latch that cannot be easily broken. The cost to do the entire stairs is \$12,000.00. The Strata Council is investigating if there is money in the budget for that.

The Strata Council also determined that the elevator will be reprogrammed so Owners can no longer get the mezzanine level without a FOB.

- There was an issue where someone snuck into the parkade. The Strata Corporations managed to identify the individual and report them to the police.

As a reminder to Owners, please do not let anyone into the building or through the gate that you do not know. They could attempt to vandalize, damage, or steal other Owners property.

3. Project Reports

- The Strata Corporation will replace two additional levels of hallway carpeting. The Strata Council is still deciding which floors will be re-carpeted.
- Management reported that the seventh floor carpet was damaged in the water loss earlier this month. The carpet on the 7th floor will be replaced with new carpet tile as part of the insurance claim.

4. Correspondence and Appeals

- Several Owners complained about their neighbours regarding noise at or after 10pm.
- There was an incident with a resident smoking and disturbing their neighbours. They were sent a warning letter.
- An Owner sent a letter requesting that the Strata Corporation investigate installing electric vehicle charging stations into the parkade. The Strata Council thought that this would be a good idea; however, there is no money in the annual budget for such a project. They asked Management to investigate the cost for electrical charging stations and if there are financing options. They asked that this proposal be presented at the 2018 Annual General meeting as a capital project. The Council thought that the electric charging stations should be installed in the long-term parking. Please note that the charging stations would on a pay for use to cover the cost of electricity.
- There was another letter from the resident suggesting the Strata Corporation should hire a 24 hour day guard service. After discussing the matter, the Strata Council felt that the cost for a guard service 24 hours a day would be approximately \$200,000.00 a year, and that it would significantly increase Owners Strata Lot fees. The Strata Council noted that there are other security measures that can be done at the building to help secure the building.
- There was a letter from an Owner concerning the fine that they received for violating the building's By-Laws regarding letting non-residents into the building.

A reminder to Owners: you are responsible for anybody that you let into the building, whether it is a guest or visitor. If they damage the building you are responsible for the cost to repair the damage.

- There was a suggestion that the Strata Corporation hold a monthly coffee meeting with the residents. The Strata President noted that Radiance will be offering a wine and cheese event to educate the Owners on LED technology, and that may be an opportunity for Owners to talk with the Strata Council.
- There was an issue with a pet urinating in the common area. An Owner was fined for that.

- Several Owners, who were present to observe the meeting, requested that the Strata Corporation update the notices in the building and outline to residents the process for emergencies.

Management reported that if residents need to communicate in Mandarin, there is a Mandarin speaker at their office.

Appeals:

- There was a resident fined for dumping garbage in the wrong place. The Strata Council agreed to reduce the fine.
- A resident appealed a fine for not breaking their cardboard down before putting into the recycling bin. The resident said that they were from a place that didn't break down cardboard before placing into the recycling bin. The Strata Council thought that that was not an acceptable answer as there are notices, and writing on the bins that say that cardboard must be broken down.
- There was an appeal from a resident regarding the fine for someone running a business in their Strata Lot. The Strata Council felt that this had been confirmed by a member of the Strata Corporation, and that the fine would not be removed.
- A resident appealed a fine for late dog registration. The Strata Council reduced the fine to a warning.
- There was another appeal for a resident failing to register their dog. The Strata Council, under advisement, reduced the fine to a warning.
- There was an appeal for someone letting a non-resident into the building at 5 o'clock in the morning. They said that they were not in a position to stop them. The Strata Council felt that, especially after 10 PM, a resident should be very cautious of who they are letting into the building as they could cause mischief and harm to the building and denied the appeal.

I. UNFINISHED BUSINESS

1. LED Project

- The project is approximately 90% complete. The parkade and hallways lighting have been upgraded to LED.
- There are a number of additional areas that need LED. The six halide lights at the top of the Hazel Street entrance will be upgraded to LED with the number of lights being reduced to four. There are other lights on level 2 of the parkade that need to be upgraded as well.

2. Exterior Eyebrow Repair

- On hold until 2018.

3. In-Suite Hose Replacement

- It was discussed by the Strata Council that in the upcoming years the building's washer and dishwasher hoses will likely begin to fail; therefore, it was decided that the process of replacing all of the original washer and dishwasher hoses will begin in the fall of 2017. Please watch for notices.

J. NEXT MEETING

The next Strata Council meeting will be held on;

THURSDAY JUNE 1st, 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 10:00 pm.