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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
TUESDAY, APRIL 17, 2018**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday, April 17th, 2018, at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:35 pm, by Yuan (Lysandra) Lee Cheng, the Strata Council Vice-President.

B. CALLING OF THE ROLL

The Strata Council Members present were Nick Canosa, Yu chin (Lysandra) Lee, Linli (Lily) Ruan, Jeff Leong and Raymond Lee, with regrets from Jason Wang and Yun Liu. Management was represented by Geoffrey Rosen.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Raymond Lee and seconded by Jeff Leong, 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 Jeff Leong and seconded by Raymond Lee, it was RESOLVED that the minutes from the previous Strata Council meeting held on Wednesday, March 14th, 2018, be APPROVED as distributed.

E. CARETAKER'S REPORT

The Strata Council review the Caretaker's Report;

Submitted by Joseph Coutu April 17, 2018

- Call for water leak on 31st floor (Dryer vent)
- Worked on equipment and the tractor to remove salt that accumulated over the winter
- Steamed tile in steam room with new hand steamer
- There is still a leak still on 16th floor hallway
- Clean locker rooms
- Put new numbers on lockers – Notices put up and completed all lockers
- Damage to 34th floor fire door
- Working on flushing the lines and valves to get water feature operational (This is a work in progress)

- Cleaned a large amount of dog feces from common property, as residents are allowing their dogs to defecate on common property without immediately cleaning up the excrement.
- Power flush steam room and clean
- It has been noted that more vagrants are loitering near the building, and trying to get into the building. (Please report all attempts made to gain entry into the building)
- Escorted Bullet Security up to the room in order for them to install a camera on the roof

CONTRACTORS

- A-1 Fire for parkade sprinklers
- Haakon for service
- ThyssenKrupp for elevators
- Plumber for drains on 05 lines
- West Coast for leaks in P3 electrical rooms
- Electrician to replace all receptacles by elevators
- A-1 Fire for fire phone
- Bullet Security for camera on roof
- Daniel for carpet cleaning and floors
- Window Cleaners
- Pumhouse Fitness Systems for exercise equipment
- Haakon for water shut down back flows

Observations

- The Strata Council discussed the issue of vagrants loitering around the building and trying to gain entry into the building.

Nick Canosa and Jason Wang arrived

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS

The Treasurer, Linli (Lily) Ruan, had reviewed the Financial Statements for the months of January and February, 2018, and found them to be in good order.

Upon a MOTION duly made by Linli (Lily) Ruan and seconded by Raymond Lee, it was RESOLVED that the Financial Statements for the months of January and February, 2018, 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.

G. REPORTS

1. Management

- Management reported that the TV in the amenity room is broken. The Strata Council asked Management to replace it.
- The annual power washing of the parkade is scheduled for May, 2018. Please watch for notices.
- The spring window washing of all inaccessible windows, scheduled March 26th to April 6th, 2018, has been completed. Please note only the windows that cannot be reached by residents were washed.
- The building's dryer duct cleaning is scheduled for May 3rd to May 9th, 2018. Please watch for notices.
- The building's carpet cleaning and lobby floor cleaning was scheduled for the week of April 16th, 2018.
- Orkin, the building's pest control vendor, reported that there continues to be activity at the pest control stations.

2. Security

- Management is investigating options to upgrade the building's access control system to a more secure FOB system. The cost to upgrade all of the doors, all of the panels and to give each Owner two fobs would be approximately \$50,000.00. The fobs for the new system would be encrypted; they cannot then be copied or duplicated. The Strata Council asked that Management continue to investigate the options and to report back to Council at the next Strata Council meeting.
- The Strata Council discussed that the enterphone panel on the P3 level should be moved to the other side.

3. Project Reports - 2018

- Management will be ordering the carpet tiles for one more floor's common area hallways.

4. Correspondence and Appeals

- The Strata Corporation received complaints of residents not waiting for the garage gate to completely close before proceeding into or out of the building. The Strata Corporation issued warning and fine letters (if appropriate).
- The Strata Corporation received a complaint of a resident's dog excessively barking. An appropriate letter was sent to the Owner.

- The Strata Corporation received a complaint about a resident not waiting for the front entrance door to completely close before proceeding into the building, which resulted in a non-resident gaining entry into the building.

Residents, please be reminded to wait for the garage gate or front door to completely close before proceeding into or out of the building, failure to do so could result in property being damaged or stolen. Do not let anybody into the building who is not known to you, let them use their fob or get buzzed in.

- The Strata Corporation received a complaint that a resident moved in illegally. An appropriate letter was sent to the Owner and tenant. Move in/Move out by-laws must be observed.

H. UNFINISHED BUSINESS

1. LED Lighting Upgrade

- Radiance Energy, the vendor responsible for upgrading the building's common area light fixtures, reported that a number of broken fixtures have been replaced, and that the other light fixtures have failed, replacements are on order. **2. Exterior Eyebrow Membrane Replacement**

- Management is in process of obtaining second and third quotes to replace the building's west side eyebrow membrane. The project will be scheduled for July to August, 2018.

3. In-Suite Washer/Dishwasher Hose Replacement

- Management reported that approximately 200 units have had their washing machine hoses replaced. There is approximately 20 units with hoses that still need to be replaced.

4. Eyebrow Warranty Issue

- The mediation with Traveller's Warranty Company, the insurance company for the building's warranty, will be scheduled for May 2018.

5. Annual Security Audit - 2017

- Management is following up with the Owners who have not submitted their security audits.
- Please note that Management and the Strata Council discussed that the security audit for 2018 will have to be structured different, as a number of residents reported submitting their audits, and Management did not receive them.

I. NEW BUSINESS

- There was no new business to transact.

J. NEXT MEETING

The next meeting of the Strata Corporation will be the Strata Council Meeting on;

**Tuesday, May 22nd, 2018
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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