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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 10, 2018**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, January 10th, 2018, at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:10 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 Raymond Lee, with regrets from Jeff Leong. Management was represented by Geoffrey Rosen.

C. APPROVAL OF THE AGENDA

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

F. CARETAKER'S REPORT

Submitted by Joseph Coutu JAN 10 2018

- Work on decorating building
- Work on equipment
- Move two skids of salt
- Problem with elevator card reader again
- Clean and disinfect steam rooms
- Enter 2017 audits received at office
- Card reader on P3 main garage door
- Work with contractor for generator service
- More leaks in pipes

- Plow snow /Shovel and salt
- Salt walkways and ramp several times
- Several illegal moves including after hours
- Leak from apt 10th floor 9th
- Several smoke detectors are beeping they need replaced
- Power flush steam room and clean
- Care taker suite flooded again
- Trying to find a leak going into apt on the 5th floor
- Fire Department did an inspection
- Working on infractions from fire inspection
- Take down Christmas decorations

CONTRACTORS

- Vancouver Pacific Heating and Plumbing to work on leaking pipes
- Haakon for service
- ThyssenKrupp serviced the elevators
- Across Town Plumbing to auger drains
- Carpet installer (Jordan's Carpets)
- Todd from PGA elevators
- Platinum Pro Claim for floods
- Haakon for leak in hot water tank (BOILER ROOM)
- Power West for generator
- XTC for quote on side of building

Observations

- The Caretaker submitted his report and raised the following issues:
 - a) There is an ongoing issue with residents not taking care of their pets properly.
The Strata Council responded that they will, again, put forward to the Owners at the upcoming Annual General Meeting, a by-law proposal to further restrict pets.
 - b) There is an ongoing issue with residents either texting Management or one of the Council Members if there is an after-hours emergency in the building, which requires that they follow up with the Caretaker.

If there is an in-suite emergency after hours, please contact the after-hour emergency phone number at 604-685-8830.

- **Reminder to Owners: The maintenance of in-suite smoke detectors is an Owner responsibility.**

G. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS, ARREARS AND PROPOSED 2018 BUDGET

Management reviewed the Financial Statements for the 2017 Fiscal Year, and provided a proposed budget for 2018. Management was happy to report that there was an estimated surplus of \$25,000.00 at the end of the 2017 Fiscal Year. However, due to increased operating costs, the proposed 2018 budget will include a 2.00% increase in strata fees. This is primarily to account for increasing electrical costs on the part of BC Hydro and increasing waste management costs due to dumping fee increases, as well as setting aside an increased amount of money for the building's insurance premium, which is likely to increase due to the number of insurance incidents, over the past twelve months.

Upon a MOTION duly made by Bruce Partridge and seconded by Raymond Lee, it was RESOLVED that the proposed 2018 budget be PRESENTED to the Owners, for their approval, at the upcoming Annual General Meeting.

Arrears:

Management reported that there are nine (9) 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 the main pump in the domestic cold water system needs to be serviced in the upcoming year, at an estimated cost of \$6,500.00 plus tax.
- All of the repairs to the pipes that were leaking in November have been completed. The costs to repair the affected drywall have been approved by the Strata Council and the insurance company. Those Owners, who are affected, will be contacted by the repair company within the next two weeks, to arrange for repairs in their suites.
- The Strata Corporation investigated a report that the steam room was not working, and found that it was operating normally. If residents find that the steam room, or other common area services are not operating, please let the caretaker know.
- Management received a report that the TV in the recreational room is not working. Management will investigate and report back at the next Strata Council meeting.

2. Security

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

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.**

- The electronic strike and a FOB reader have been installed on the door going from the commercial parking area into the resident parking.
- The Strata Corporation has completed the replacement of all the door handles in the stairwells, with guards to make it difficult to enter the floors from the stairwell.

3. Project Reports

- There no current projects.

4. Correspondence and Appeals

- There is ongoing issue with pets in the building.

Reminder to residents: Please ensure that your pets are on a leash while in building’s common areas.

- An Owner appealed a move violation that they had received. The Strata Council is still investigating.
- An Owner wanted to review the video footage of their alleged garage gate violation. The Strata Council will email the Owner and suggest that they contact the Caretaker.
- An Owner appealed their alleged violation of improperly sorted garbage being left in the garbage room. The Strata Council asked Management to inform the tenant that the Owner of the suite is ultimately responsible for everything to do with their strata lot.

I. UNFINISHED BUSINESS

1. LED Lighting Upgrade

- All of the approved LED lighting upgrades have been completed. Management reports that it will take approximately three years to pay off the installation costs, with continuing savings thereafter, with an estimated \$2,000.00 per month savings in electrical costs.

▪ **2. Exterior Eyebrow Membrane Replacement**

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

3. In-Suite Washer/Dishwasher Hose Replacement

- The program is anticipated to begin soon. Please watch for posted notices.

4. Eyebrow Warranty Issue

- Traveller's Warranty Company, the insurance company for the building's warranty, has rejected the consulting engineers opinion letter. The Strata Corporation has requested arbitration to review the matter.

5. Annual Security Audit

- The data is still being input and reviewed.

J. NEW BUSINESS

1. Insurance Incident – Water loss – November 21st, 2017

- The repairs have begun on the affected suites. The repair company will contact those Owners who require repairs to be done to their suites.

2. AGM Preparation

- The Annual General Meeting will be held on February 13th, 2018. There will be a by-law proposed for the Owners to vote upon, which will prohibit anyone who owes money to the Strata Corporation from serving on the Strata Council, or voting at the Annual General Meetings.
- There will be a rental by-law put forward for the Owners to vote upon, which will limit the number of rentals at the building to 50.0% of the total number of suites. The Strata Corporation currently has a rental rate of 40.0%, based on the submitted Form K's (Notice of Tenants Responsibilities).
- There will be a proposed by-law change, which will increase the number of days per month that a visitor parking permit maybe used, from five days to ten days.

J. NEXT MEETING

The next meeting of the Strata Corporation will be the Annual General Meeting;

TUESDAY, FEBRUARY 13, 2018

at 6:00 pm

at the Holiday at Station Square.

(Invitations will be delivered under separate cover)

K. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 7:48pm.

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:

Quay Pacific Property Management Inc.
& National Pacific Real Estates Services Inc.

885 Helmcken Street6

Vancouver, BC, V6Z 1B1

Ph. 604-685-8830 Fax: 604-685-1423

E-mail: Vancouver@quaypacific.com