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**THE OWNERS, STRATA PLAN BCS 3037**  
**STRATA COUNCIL MEETING MINUTES**  
**WEDNESDAY, MARCH 14, 2018**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, March 14<sup>th</sup>, 2018, at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

**A. CALL TO ORDER**

The Meeting was called to order at 6:05 pm, by Nick Canosa, the Strata Council President.

**B. CALLING OF THE ROLL**

The Strata Council Members present were Nick Canosa, Yuan (Lysandra) Lee Cheng, Linli (Lily) Ruan, Jason Wang, Yun Liu 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 Raymond Lee and seconded by Yuan (Lysandra) Lee Cheng, 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 Raymond Lee and seconded by Yuan (Lysandra) Lee Cheng, it was RESOLVED that the minutes from the previous Strata Council meetings held on Wednesday, January 10th, 2018 and Tuesday, February 13th, 2018 be APPROVED as distributed.

**E. CARETAKER'S REPORT**

**Submitted by            Joseph Coutu    MARCH 14/ 2018**

- Work on equipment
- Was called in for several leaks
- Clean and disinfect steam rooms
- Check apt above 5th floor for leak found it on the 7th floor
- Break in on 29th floor
- We have had a number of calls for the enterphone not working for individual suites (in- suite trouble)

- We plowed and salted walkways and the ramp several times due to inclement weather, including during the weekends.
- Another illegal moves including after hours
- Annual fire inspection
- Power flush steam room and clean
- The Caretaker's suite had ongoing issues with its drains, which were repaired.
- Fire Department did a second inspection
- Working on infractions from fire inspection
- Several afterhours calls from police to get into building
- Scrub rubber floor in exercise room
- Work with West Coast Coatings for leaks in P3
- Go with electrician for lights on P3
- Called in for another leak on 5th floor (fire sprinkler )
- Called for fire in loading bays by garbage
- We had another resident let a non-resident walk in the front doors
- Called in after hours for a leak in P5 the floors do leak from joints or cracks
- Problem with fire panel due to water leaking inside (Repaired)
- Problem with fire phone in front panel
- We were called due to all floors being accessible without a FOB (Transformer trouble )
- We have had more excessive noise complaints from other residents at all hours (Please call the non-emergency number for the RCMP and inform them of the noise complaint)

## **CONTRACTOR**

- A-1 Fire for annual fire inspection
- Haakon for service
- ThyssenKrupp for elevators
- Across Town Plumbing to auger drains
- Electrician for light on P3 level of the parkade
- Electrician to replace all receptacles by elevators
- Kelly from PGA elevators
- Platinum Pro Claim for floods
- XTC for quote on side of building
- Burnaby fire
- Bullet security for camera on roof

## Observations

- The Caretaker reported that there had been a targeted break-in, in what appeared to be a short-term rental unit.
- There is an issue with non-residents sneaking in behind residents who do not close the entrance door behind them.

**Reminder to residents: Please ensure that you are fully closing the entrance doors before proceeding into or out of the building.**

- The Caretaker is re-labelling the storage lockers with new labels, as the old ones have begun to become unreadable.
- The Strata purchased a tractor for snow removal in December. The Strata is obligated to clear the sidewalks and the parkade's Hazel Street exit by 10:00am every morning. The Caretakers and the cleaners will put de-icer down in advance, if they know it's going to snow. The Council also has access to the de-icer, in the event that the Caretaker or cleaners are not on site.
- If residents are found to be using the wrong storage locker, the Strata Corporation will give the resident a one week notice to remove the contents of the locker. If the contents are not removed, the Strata Corporation will arrange for the lock to be cut off and the contents of the locker removed and put into storage.

## F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS

The Treasurer, Linli (Lily) Ruan, is still reviewing the Financial Statements; therefore, the Treasurer's Report will be tabled until the next Strata Council meeting.

### *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 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.

*Linli (Lily) Ruan left the Strata Council Meeting.*

## G. REPORTS

### 1. Management

- Due to the required inspection and servicing of the buildings fire protection system's backflow prevention assemblies, a water shut down has been scheduled for March 23<sup>rd</sup>, 2018 from 9:00am to 10:00am.
- The Strata Corporation scheduled the building's spring window washing from March 6<sup>th</sup> to April 6<sup>th</sup>, 2018.

- The power washing of the parkade will be scheduled for three days in April. Please watch for notices.
- **Reminder to Owners: If you are going to sell your suite, you do need permission from the Strata Corporation to post open house signage.**
- The repairs associated with the November 2017 insurance losses are complete.
- The building's annual fire inspection occurred February 26<sup>th</sup> to March 2<sup>nd</sup>, 2018. The next fire inspection will occur in April, if you missed the previous one.

The Strata Corporation would like to remind Owners that the in-suite smoke detectors are an Owners responsibility to maintain and repair, and not the Strata Corporations, as they do not connect to the central common fire alarm system.

- As required under the City of Burnaby's fire code, the building's stand pipes on the roof were inspected in January, 2018.
- Management received the building's insurance appraisal. As of April 1<sup>st</sup>, 2018, the building's insurable replacement value, excluding land, is \$78,311,600.00.
- There was a water leak in the ceiling of one of the building's main electrical rooms. Epoxy needed to be injected into the crack to seal it.
- A domestic booster pump needed to be removed from the building to be serviced. It was re-installed during the second week of March.
- Residents can rent long term parking spots at the building at \$60.00 per month. Please contact the caretaker, if interested.

## 2. Security

- The Canada Post mail carrier broke their key off in the master lock for the mailboxes. Management arranged for Canada Post to replace the lock at no charge to the Strata Corporation.
- Reminder to residents: During the fire inspection, while the inspectors are doing the alarm testing, the maglocks will occasionally deactivate, resulting in the front door being unsecure. It is usually reset by the end of the day, but if you notice the front doors are unsecure, please inform Management at 604-685-8830.

The Strata Corporation has completed the installation of guards on all the door handles in the stairwells, making it difficult to enter the floors from the stairwell.

<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. <b>Warning – Fines will apply under the Strata Corporation's by-laws.</b></p>
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### 3. Project Reports

- More of the common area hallway carpets will be replaced, later in the year. This is the only project, out of the operating budget, scheduled for this year.

### 4. Correspondence and Appeals

- A resident appealed a fine that they had received for an illegal move in violation. It turned out to be a furniture move that had been scheduled; therefore, the Council decided to waive the fine.
- Another resident appealed a fine that they had received for an illegal move in violation. It was discovered that there was a misunderstanding between the resident and the Caretaker. The Council decided to reduce the fine.
- A resident appealed a fine that they had received for their dog making excessive noise. The Council decided to reduce the fine.

**Reminder to residents: You must register your pets with the Caretakers when you move into the building.**

- A resident appealed a fine that they had received for parking in visitor parking. The vehicle in question is no longer registered to the building; therefore, the Council removed the fine.
- A resident appealed a fine that they had received for parking in visitor parking. The resident claims that they don't own the vehicle registered. After an investigation by the Strata Corporation, the Council decided to waive the fine.
- A resident appealed a fine that they had received for a garage gate violation. After an investigation by the Strata Corporation, it was determined that the vehicle did not belong to that suite; therefore, the Council decided to remove the fine.
- Another resident appealed a fine that they had received for a garage gate violation. The resident claimed that they could not have been on-site when the violation was alleged to have occurred. The Council decided to remove the fine.
- An incident occurred where FOBS were cloned and led to a security incident in the building. The Strata Corporation notified the resident that their FOBS would be shut off after a week, if they did not come and replace them. The resident came and replaced their FOBS.
- Another resident appealed a fine that they had received for a garage gate violation. The resident claimed that they had stopped, but they had stopped out of camera view. The Council decided to reduce the fine.
- A resident appealed a fine that they had received for walking through the garage gate. The resident claimed that they had done so on the basis that there wasn't signage telling them that they couldn't do so. The Council decided to deny their appeal.

- A resident appealed a fine that they had received for not breaking down cardboard boxes before disposing them in the appropriate container, due to the resident being new to the building and not knowing better. The Council decided to reduce the fine, but did remind the resident that if they re-offended, they will be fined accordingly.
- Another resident appealed a fine that they had received for a garage gate violation. After the video footage of the violation was provided to the resident, the resident withdrew the appeal.

## **H. UNFINISHED BUSINESS**

### **1. LED Lighting Upgrade**

- Management reported that the LED upgrade is complete. On inspection, there are a number of defective light fixtures in the building, and Management ordered replacements. They will be installed when they arrive.

### **2. Exterior Eyebrow Membrane Replacement**

- Management is waiting for additional quotes to confirm the pricing on this project. It was approved by the Owners at the last Annual General Meeting. The project is expected to be completed in the summer of 2018.

### **3. In-Suite Washer/Dishwasher Hose Replacement**

- The program is about fifty percent complete. The technicians will contact the residents directly, if they were not previously contacted by the resident. Please watch for posted notices.

### **4. Eyebrow Warranty Issue**

- The Strata Corporation is going into mediation with Traveller's Warranty Company, the insurance company for the building's warranty, to determine who is responsible for the re-bar popping out of the concrete balcony eyebrows along the north and east side of the building. The Strata Corporation must submit the name of a mediator to Traveller's. Both parties must agree to the mediator, which is expected to occur in the next couple of weeks.

### **5. Annual Security Audit**

- The Strata Corporation will be issuing letters to those Owners who have not completed the annual FOB security audit. They will be given thirty days to submit their audits. If they do not submit their audit, their FOBS will be turned off and a fee will be charged to re-activate 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;

**Wednesday, April 18<sup>th</sup>, 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 9:21pm.

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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