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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
MONDAY, APRIL 6, 2020**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday, April 6, 2020, at Centrepoint, via GoToMeeting.

A. CALL TO ORDER

The meeting was called to order at 6:26 pm, by the Strata Vice-President, Raymond Lee.

B. CALLING OF THE ROLL

The Strata Council Members present were Raymond Lee, Earl Joseph Leclere, Bruce Partridge, and Jeff Leong, with regrets from Nick Canosa, Jason Wang, and Mehran (Michael) Shekahi. Geoffrey Rosen represented Management.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Jeff Leong and seconded by Bruce Partridge, 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 MEETINGS

Upon a MOTION duly made by Jeff Leong and seconded by Earl Joseph Leclere, it was RESOLVED that the minutes from the previous Strata Council meetings held on Tuesday, January 7, 2020, and Thursday, February 13, 2020, be APPROVED as distributed.

E. CARETAKER REPORT

Duties Performed:

- Replaced and updated the advertisements in the elevators and parkade.
- Created a spreadsheet for the manifolds review in all units due to the poor quality of materials in these parts.
- Late in the night on January 9, I spread ice melt on the sidewalks around the exterior of the building during the snowstorm.
- January 10 - Removed the snow from the sidewalks and stairs around the exterior of the building.
- January 12 - Removed the snow from the sidewalks and stairs around the exterior of the building.
- January 13 – Removed snow from the driveways and parking lot entrance, spread ice melt on all the sidewalks.
- Resumed checking the manifolds and valves in those units that I hadn't checked previously.

- January 15-16 – Continued to remove snow from the sidewalks and stairwells around the exterior of the building, also performed maintenance on the tractor, and filled it with gas.
- Sought permission from and accessed units 1502 to 2202, granted permission to cut small holes in their drywall to prepare for the riser exchange in this section.
- February 3 – I called Better Lock to request that they come in and repair the storage room door on the P2 level due to someone breaking into a storage locker.
- I further inspected the storage rooms due to a break-in report in the P407 storage to see the damage, I found more lockers broken in, reported this incident.
- February 14 – from 9:30 pm to 11:45 pm - The residential parking gate on the P3 level broke down because the belt that works with the opening motor was broken. I contacted High Volt Electric and asked them to repair the issue.
- February 19 – A resident reported a problem was reported with the main entrance. I contacted Better lock to repair the issue.
- February 24 - 26 - Supported A-1 Fire with inspection by giving them access to those owners that permitted me to.
- February 24 – The resident of unit 2603 reported that they were experiencing a water leak from the unit above them. I investigated the cause of the leak and determined that the unit 2703 had a leaky kitchen faucet. I instructed the resident of unit 2703 to stop using the faucet and arrange for a plumber to repair the issue.
- Late in the evening on February 27,– one of the doors in the main entrance became stuck. Upon investigation, I was able to determine that the bottom lock on the door became stuck in the locked position. I contacted Accurate Glass and arranged for them to come the next day and repair it.
- March 2 – Posted inaccessible windows cleaning notices around the building.
- March 4 – Strata Council President, Nick Canosa and I attended the resident of unit 908 due to possible condensation issues in the unit. We explained to the tenant how to prevent condensation from occurring in the unit. We notified the owner of the issue and how to avoid it from occurring again.
- A resident reported an issue with the steam room. I restarted it, which appeared to have resolved the problem.
- March 19 – The resident of unit 2905 reported a water leak through the ceiling of their unit. Upon an investigation, I realized that faucet in the kitchen sink in unit 3005 had a water leak. I directed the resident of unit 3005 to call a plumber called and, in the meantime, not to use the kitchen faucet.
- March 20 - Five residents did not pay their annual payments for their bicycle lockers. At the direction of the Strata Corporation, the padlocks were cut on the bicycles in those lockers, and the bicycles were placed into storage.
- March 21 – A resident reported that someone broke into the mailroom. After reviewing the security cameras video footage – I notice that at 5:30 am; two men destroyed four of the main doors on the mailboxes. I called the RCMP and provided the video footage that the constable requested.
- March 25 – I worked with Council Member Earl Leclere to repair the damage to the mailboxes. After almost seven hours of work, the doors were repaired and are now in very good working order.
- We received complaints from residents about a resident on the 32nd floor, allowing their visitors to park their bikes in the common hallways.
- March 30 - Someone broke an acrylic in the fountain area and stole the jet tube.

- March 30 - 11:15 am – a false alarm was registered in the building. I checked the fire control panel and noticed that the alarm was activated in one of the stairways of the commercial area. I concluded that the alarm was triggered due to people smoking.

TRADES

A-1 Fire

- February 24 – 27, 2020: Onsite doing Annual Fire Inspection.

Abrahams Home Improvement & Contracting

- January 27, 2020: Onsite to cut drywall in units # 1502 to 2202 and preparing access for riser exchange in these units.
- January 31, 2020: Onsite to cut drywall in units# 2609 to 3309 and preparing access for riser exchange in these units.
- February 11, 2020: Onsite to patch and paint the drywall in units# 1602 to 2202.
- February 12^{and} 13, 2020: Onsite repairing and painting units and hallways.
- February 19, 2020: Onsite to patch and paint the drywall in units # 2809, 2909, 3009, 3109, 3209.
- February 24th, 2020: Onsite to patch and paint the drywall.

Accurate Glass

- February 27, 2020: Onsite to repair a door in the main entrance, as the bottom lock had become stuck in the locked position.

Better Lock Group

- February 5, 2020: Onsite to repair the broken hasps in storage lockers on the P2 and P4 levels.
- February 19, 2020: Onsite to repair a door on the main entrance as it was stuck.
- March 23, 2020: Onsite to take size measurements of the main doors mailboxes.

Claims Pro

- January 27, 2020: Onsite to inspect the building areas to perform insurance adjustment services.

FAIRLANE Fire

- March 12, 2020: Onsite to inspect and do the annual maintenance on a main valve in the Water Room.

FibreStream

- March 2, 2020: Onsite to install a Wi-Fi modem in the Amenity Room.
- March 9 – 11, 2020: Onsite to promote and launch the start of service in the building

Garaventa Lift

- February 12, 2020: Onsite to perform scheduled maintenance to the vertical platform lift in the garbage area.

Haakon Industries

- December 10, 2019: Onsite to investigate a complaint in unit # 2806 for a humming noise. The noise was coming from the building next door. On February 4, 2020, repairs are done at the Newmark building (4888 Hazel St.), and the noise stopped.

High Volt Electric

- February 12th, 2020: Onsite to repair the resident gate in parkade due to the belt that works with the opening motor was broken, they swapped the belt and leaves the gate working.
- March 17, 2020: Onsite to repair and swap the breaker in unit 309 due to a failure in the electrical panel in the unit.

NexGen Technologies

- March 17, 2020: Onsite to repair the elevator camera, replacing wires, and make adjustments.

Paladin Technologies

- January 14, 2020: Onsite to inspect the Fire Alarm Panel connections, a problem was found with the internet connection card, it will have to be replaced.

Pest Control

- January 21, 2020: Onsite to perform scheduled maintenance in mouse traps in the building.

PGA Systems Ltd.

- January 22, 2020: Onsite to review elevator cameras due to image quality failure.
- February 21, 2020: Onsite to continue the review in elevator cameras due to image quality failure, exchanging a transmitter in the telecom room.
- March 2nd and 10th, 2020: Onsite to help review the elevator cameras.

Pumphouse Fitness

- January 8, 2020: Onsite to perform scheduled maintenance on the gym equipment.
- January 28, 2020: Onsite to perform scheduled maintenance on the gym equipment.
- February 27, 2020: Onsite to perform scheduled maintenance on the gym equipment.

ThyssenKrupp

- January 14, 2020: Onsite to repair a breakdown with the access door in elevator #4, they fixed it.
- March 20, 2020: Onsite to perform scheduled maintenance on the elevators.

Sunrise Window Cleaning

- From March 16 to March 23, 2020: Onsite to clean all Exterior inaccessible windows, also Lobby and Gym inside and outside.

Vancouver Pacific Plumbing

- January 8th, 2020: Onsite to repair a broken manifold in unit # 2505
- January 20th, 2020: Onsite to inspect the 11th floor and also in the water room to possibly exchange valves.
- January 29th, 2020: Onsite to work in units #1502, 1602, and 1702 exchanging part of the riser and manifolds in these units.
- January 30th, 2020: Onsite to work in units #1702, 1802, and 1902 exchanging part of the riser and manifolds in these units.
- February 11th, 2020: Onsite working in units # 3109, 3209, and 3309, swapping manifolds and riser in these units.
- February 12, 2020: Onsite working in units # 3009, 2909, 2809 swapping manifolds and riser in these units.
- February 18, 2020: Onsite to replace a valve on the 26th floor because the current one had failed.

- February 25, 2020: Onsite working in units # 2609, 2709, and 3309 swapping manifolds and riser in these units.
- March 17, 2020: Onsite working in units # 2808 and 3008 swapping manifolds in these units.

Williams Machinery

- March 17, 2020: Onsite to maintain and check the "Pallet Jack," which is used to move the containers in the garbage room.

OTHER

- Resident Manager and the cleaners have been dedicating extra time to cleaning the high touch areas (e.g., door handles).

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS

The Treasurer, Bruce Partridge, reported that he had reviewed the financial statements for January and February 2020 and had found them to be in good order.

Upon a MOTION duly made by Bruce Partridge and seconded by Jeff Leong, it was RESOLVED that the Financial Statements for January and February 2020, 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 B.C.* 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 as follows;

- February, Garaventa Lift was onsite to repair the lift in the garbage room.
- The Strata Council decided to table the review of electric vehicle charging stations until the next fiscal year.
- FibreStream, an independent internet service provider, finished installing its core cables and is now offering its service to the building. In exchange for being allowed to provide their services to the residents of Centrepont, FibreStream installed a Wi-Fi hotspot in the ground floor amenity room, at no cost to the Strata Corporation.

The login information is posted in the amenity room.

- A booster pump for domestic cold water failed and needs to be replaced. The replacement pump has been ordered at the cost of \$12,000.00 and is expected to arrive late April 2020.
- From February 17 to 24, 2020 A-1 Fire Supplies was onsite, to do the building's annual fire inspection. The inspector's report indicated that twenty owners did not provide access to their unit.

- The building's backflow preventer valve on the fire sprinkler system was tested, and the report was sent to the City of Burnaby.
- From March 16 to 23, 2020, Sunrise Window Cleaning was onsite to clean the building's inaccessible exterior windows.
- A resident had informed Management of an issue with their window and window frame, which was repaired.
- The mortgage on the guest suite and the caretaker's suite comes up in September 2020. A motion was made by Jeff Leong and seconded by Earl Joseph Leclere to appoint Geoffrey Rosen, Nick Canosa, and Bruce Partridge to negotiate the new mortgage on the Strata's behalf. The motion PASSED unanimously.
- The Strata Corporation had installed additional security measures on the storage room doors, as there have been several recent break-in attempts.
- An owner who had rented an additional parking stall from the Strata Corporation, on a six-month lease, requested a refund for the remaining four months of the lease, as they no longer needed the additional parking stall. The Strata Council approved refunding the owner the remainder of the money.
- Management reported that on February 12th, 2020, the motor for the residential gate had failed and that they had arranged for High Volt Electric to come onsite to make the necessary repairs.
- Management reported that they had received several reports from owners on the east side of the building that they could hear a humming sound in their units. After an investigation, it was determined the sound was coming from "The Newmark" at 4888 Hazel Street. Management contacted the Strata Management Company for "The Newmark" and asked them to investigate the source of the sound. Management was informed that the source of the sound came from a poorly maintained mechanical room at "The Newmark." The humming sound stopped once the maintenance was performed.
- Management reported that a communications module in the fire panel had failed and was replaced for \$270.90, including taxes.
- Management reported that in January 2020, a resident slipped and fell outside of the building, due to the build-up of ice. The incident is being dealt with by the Strata's insurance company.
- Management reported that as a result of a failed in-suite manifold, Platinum Pro-Claim was brought in to do remediation in the unit for \$1,800.00.
- Management reported that the common area hallway carpets would be cleaned, and the parkade will be power washed. However, due to the COVID-19 pandemic, only the aisles in the parkade will be power-washed, so residents don't have to move their vehicles.
- Management reported that the Strata Corporation's insurance is due to be renewed April 19, 2020, and that they have not yet received the terms from the building's insurance broker. They expect to receive the terms the second week in April and that they will send the new insurance certificate to the owners via e-mail.

2. Security

- On March 21st, 2020, two people entered the building using a cloned fob, broke the doors off several mailboxes and stole multiple items from individual mailboxes. The fob that was cloned was deactivated and will not be reactivated. Council Member Earl Leclere and the caretaker were able to repair the mailbox doors, with the costs of repairs to be charged back the unit owner whose fob was cloned.
- Due to several attempts to break into the storage lockers in the parkade, the Strata Council approved the installation of additional astragal bars on the doors.
- The caretaker reported finding homeless people living in the building's emergency stairwells.
- Since the last Strata Council Meeting, the Strata Corporation levied twenty-three (23) fines for January and February 2020, against strata lots whose residents violated Strata Corporation by-law 47. (1), which states;

47. (1) Garage Gate to underground parking: To help prevent unauthorized entry to the building, all drivers must wait until the gate is closed behind their car before proceeding to their parking stall. The drivers in any subsequent cars must wait until the gate is starting to close before pressing the garage button on their key fob to re-open the gate. This indicates to the preceding driver that the following driver is a resident of Centrepoint.

Centrepoint Residents - please be reminded to wait for the garage gate or front door to close entirely 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.

Centrepoint Residents – The Strata Corporation highly encourages you not to leave anything of value in your vehicles, and if you see anything suspicious, please immediately report it to the caretaker.

3. Project Reports

- The in-suite manifold inspection was discussed later in the meeting.

4. Correspondence and Appeals

- The Strata Corporation received complaints from residents regarding excessive noise being created in neighbouring units. The Strata Corporation issued appropriate letters to the residents of the offending units.
- The Strata Corporation received complaints regarding a resident leaving their bicycle in the common hallway outside their unit, which is a violation of the Strata Corporation by-laws.
- The Strata Corporation received an appeal from two residents for fines received for allegedly not waiting for the parkade gate to fully close before proceeding to their destination – in violation of the Strata Corporation's by-laws.

After careful deliberation, the Strata Council decided to reduce the fines down to a warning.

- The Strata Corporation received several requests from residents to use the common 110v plugins to charge their electric vehicles. The Strata Council will investigate further before deciding on a final course of action.
- The Strata Corporation received a request from an owner to delay the levy for the re-pipe of the building, due to the COVID-19 pandemic.

The Strata Council request that any owner who has an issue with paying the building re-pipe Special Levy approved by the owners at the Annual General Meeting, held on February 2020, please contact Management via e-mail at vancouver@quaypacific.com to report a hardship, which will be reviewed by the Strata Corporation.

- A resident notified the Strata Corporation that they had a water leak into their unit from the unit above. After an investigation, it was discovered that the unit's shower malfunctioned, which caused the leak into the unit below.

H. UNFINISHED BUSINESS

1. In-suite Manifold Investigation

- The caretaker will continue to contact residents and seek access to their unit, so he can check the in-suite manifold and arrange for necessary repairs. The Strata Corporation asks that residents cooperate with the caretaker and give access to your unit.

I. NEW BUSINESS

1. Eyebrow Remediation

- This project is on hold until the COVID-19 restrictions are lifted.

2. Re-pipe Special Project

- Management is waiting for two potential contractors to provide quotes for the re-pipe of the building. Due to the restrictions in place because of the COVID-19 pandemic, prospective contractors are closed and are not likely to re-open until restrictions are lifted. Once the restrictions have been lifted and the vendors provide the remaining quotes, the Council will review the quotes and decide on which vendor to use for the project.

3. COVID 19 Pandemic

- Management reported that social distancing and handwashing recommendations, from the government, to protect residents from COVID-19 had been posted in the building. The Strata's caretaker has also been asked to use disinfectants on all high touch point areas on the common property (e.g., common area door handles, elevator call buttons, etc.). A notice has also been sent to the residents advising them not to flush paper towels, wet wipes, or other non-flushables down the toilet to prevent backups.

- Due to health and safety concerns, Strata Council Meetings will be held electronically until further notice. The Real Estate Council of British Columbia, the licensing authority for all real estate professionals in B.C., has advised that Strata Managers are not to attend in-person Council Meetings.
- Management suggested that Strata postpone all non-essential work until further notice, due to concerns about increased contact between vendors and residents, as well as controlling spending in case COVID-19 affects the Owners' ability to pay their Strata fees.
- *The Canadian and Provincial Governments have now mandated that individuals who have traveled abroad must present an acceptable plan to self-isolate and monitor their health for 14 days after they arrive in Canada. There is a slight possibility that you may have come into contact with the COVID-19 virus in another country.*
- The Strata Corporation wishes to remind owners that to help prevent the spread of the novel coronavirus (2019-nCoV) the World Health Organization (WHO) recommends the following steps;
 - **Wash your hands frequently**
Wash your hands frequently with soap and water or use an alcohol-based hand rub if your hands are not visibly dirty.
 - **Practice respiratory hygiene**
When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.
 - **Maintain social distancing**
Maintain at least 2 metres (6 feet) distance between yourself and other people, particularly those who are coughing, sneezing, and may have a fever.
 - **Avoid touching eyes, nose and mouth**
 - **If you have fever, cough and difficulty breathing, seek medical care early**
Tell your health care provider if you have traveled outside Canada and are experiencing symptoms of COVID-19 or if you have been in close contact with someone who has traveled outside Canada and has respiratory symptoms.

J. NEXT MEETING

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

Tuesday, May 11th, 2020
At 6:00 pm
Via GoToMeeting

K. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 7:45 pm.

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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