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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
TUESDAY, JANUARY 18, 2022**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday, January 18, 2022. The meeting was held at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, B.C., and by way of Zoom.

A. CALL TO ORDER

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

B. CALLING OF THE ROLL

The Strata Council Members present were Nick Canosa, Bruce Partridge, Jeff Leong, and Kevin Lam Lee, with regrets from Mehran (Michael) Shekohi, Raymond Lee, and Jason Wang. Geoffrey Rosen represented Management. The Building Manager, Juan Lara, was present.

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 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 December 7, 2021, be APPROVED as distributed.

E. RESIDENT MANAGER REPORT

Abrahams Home Improvements

- December 7th- 9th, 2021: Onsite to do repairs, maintenance, and painting in the lobby and mailroom.

Across Town Plumbing

- December 29th, 2021: Onsite to try to repair the pipe that broke due to below-freezing temperatures in the parking lot next to gate #1. They couldn't because the pipe and the insulation were frozen. It was postponed for another day.

Atlas Anchors

- December 7th, 2021: Onsite to perform the scheduled annual inspection of anchors in specific units and Roof Garden.

High Volt Electric

- December 3rd, 2021: Onsite to repair Gate #2, parkade exit side due to a broken roller.
- December 6th, 2021: Onsite to perform maintenance on the parking gates.

Haakon Industries

- December 17th, 2021: Onsite to investigate several units' hot water issues.

ORKIN Pest Control

- December 15th, 2021: Onsite to perform scheduled maintenance in the traps in the building.

Power-West Industries Ltd.

- December 15th, 2021: Onsite to perform the annual generator maintenance and service test.

PumpHouse Fitness

- December 15th, 2021: Onsite to perform scheduled maintenance to the Gym equipment.

T.K. Elevators

- December 15th, 2021: Onsite to repair elevator #3 due to failure after the generator test.

West Coast Building Restoration Inc. (WCBR)

- December 02nd, 2021: Onsite in unit on the 18th floor to perform a test to find the source due to a water leak or condensation issue in the bedroom window.

XTR Building Services Ltd.

- December 7th, 2021: Onsite to repair the balcony's roof of a unit on the tenth floor.

OTHER

- Several owners reported water backing up into their sinks. The Strata Corporation had their drains augured. Residents are requested to inform the Resident Manager if they are experiencing issues with their sink drains or toilets backing up.
- Several units on the 03 riser have reported issues with hot water. Haakon Mechanical, the building's mechanical maintenance contractor, is investigating the cause. Residents are requested to inform the resident manager if they experience an issue with their unit's hot water.
- Orr Development informed Strata that they would power wash the parkade's commercial areas on January 9, 2022.
- As a result of the water loss in April 2021, the elevator cables in all elevators will need to be replaced, requiring the elevators to be shut down over three weeks. Please watch for notices.

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS, ARREARS, AND PROPOSED BUDGET 2021/2022

The Treasurer, Bruce Partridge, reported that he had reviewed the Financial Statements for November 2021 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 November 2021 be APPROVED as reviewed.

Arrears:

Management reported that there are five (5) owners in arrears for their Strata Fees. On behalf of the Strata Corporation, Management 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. and the Strata Corporation's by-laws. Owners who do not pay their Strata Fees on time are fined \$100.00 per month plus interest per the Strata Corporation by-laws.

Management further reported that thirty-seven (37) owners are in arrears for the Special Levies, due and payable on December 31, 2021. Management will follow up with those owners in arrears for their Special Levies, following standard collection procedures.

Proposed Budget 2022/2023:

Management and the Strata Council reviewed the proposed budget line by line. The proposed budget included a 7.00% increase in strata fees. The proposed increase in strata fees would primarily account for the \$24,000.00 that the Strata was overbudget on the natural gas line item for the last fiscal year and an increase in the Contingency Reserve Fund contribution from \$113,000.00 to \$145,000.00 annually, as well as an anticipated increase in the Strata's insurance premium. Overall, the Strata Corporation had an operating surplus in the last fiscal year.

A Motion was made by Bruce Partridge and Seconded by Jeff Leong to present the proposed budget to the owners at the upcoming Annual General Meeting. The Motion passed unanimously.

G. REPORTS

1. Management

Management reported as follows:

- Power-West Industries was onsite to perform the annual testing and maintenance on the building's emergency generator. The generator was found to be in good working order; however, a glitch occurred during the testing, which resulted in a partial building power outage. Management communicated with Power-West regarding the incident and were informed that, unfortunately, it does happen on a rare occasion. The Strata Corporation apologizes for any inconvenience that the power outage may have caused.
- On December 28, 2021, a hose bib supply line ruptured due to the unseasonably cold temperatures. The supply line was shut down and has since been repaired.
- An owner reported a water leak into their unit through their ceiling. After an investigation, it was determined that there was water condensation in their dryer exhaust. Please note that the Strata Corporation did the investigation; however, the repairs are at the owner's expense, as the duct services only the one suite.
- On December 7, 2021, the building's roof anchors had their annual inspection and were found to be in good working order.

- The Strata Council thanked Juan, the Resident Manager, for his herculean efforts to remove the snow during the December snowstorms.
- There appears to be an increase in Resident complaints of construction noise emanating from units. As a result, the Council will propose a by-law as a Special Resolution that will require owners doing significant renovations to their unit (e.g., deconstruction, demolition, flooring, or concrete work) will be required to inform the Resident Manager before work begins, so residents in neighbouring units can be alerted.
- Management received correspondence from T.K. Elevators, informing them that WorkSafe BC has implemented new rules governing the elevators.
- The Strata Council asked Management to draft a Special Resolution amending a by-law prohibiting scooters from the main lobby, common hallways, or the elevators.
- The Strata Council asked Management to draft a Special Resolution creating a rule that would require residents to wear masks while in common areas, if Provincial Health Orders require them to be worn in public spaces.

2. Security

- The Strata Corporation received complaints that eight (8) residents allegedly did not wait for the parkade gate to close before proceeding to their destination. The Strata Council directed Management to write by-law violation letters to those residents.

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. Also, do not let anybody into the building who is unknown 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. If you see anything suspicious, please immediately report it to the Resident Manager.

- On January 17, 2022, the Hazel Street gate became stuck open. Management arranged for the gate to be repaired and asked for video footage of the area from Orr Development to help determine the cause.

3. Project Reports

- The Strata Council will propose a Special Resolution authorizing an \$8,000.00 expenditure from the Contingency Reserve Fund to service the building's transformer in 2023.

4. Correspondence and Appeals

- The Resident Manager reported that he had received several complaints of construction noise emanating from two units in violation of the by-laws. The Strata Council directed Management to send by-law violations letters to the owners.

- The Strata Corporation received correspondence from an owner regarding their kitchen sink becoming clogged. They had a plumber attend who determined that the cause of the backup resulted from a blocked common area pipe. The owner requested that the Strata reimburse them for the plumber's costs. The Strata Council agreed to their request; however, they would like to remind owners to inform Juan, the Resident Manager (Email: managercentrepont@gmail.com Office: 604-771-7304), or Management (Email: vancouver@quaypacific.com Office: 604-685-8830) if they are experiencing drainage difficulties, so a plumber can be called to attend.
- The Strata Corporation received correspondence from a resident appealing a fine they received for allegedly not waiting for the garage gate to close before proceeding to their destination.

After careful deliberation, the Strata Council agreed to reduce the fine to a warning due to the mitigating circumstances.

H. UNFINISHED BUSINESS

1. Eyebrow Remediation

- This project is now complete. Owners are reminded that the Special Levy was due and payable on December 31, 2021.

2. Electric Vehicle (E.V.) Charging Stations

- The Strata Council will propose a Special Levy of \$35,000.00 to install four E.V. Charging Stations in the visitor's parking.

I. NEW BUSINESS

1. Annual Security Audit (September 1 through October 31, 2021)

- Forty-six (46) owners have not submitted their security audit, as required by Strata Corporation by-law 47. (14).

47. (14) Owners must submit an Annual Security Audit form to the Strata Corporation. The Strata Corporation will give notice of the Audit. The Audit Form must be fully completed by the Owner of the Strata Lot. Fobs not reported on the Audit form will be deleted from the Security System and the reactivation of the fobs will be \$25.00 per FOB.

- Owners who do not submit their security audits by February 8, 2022, will have their fobs turned off as per the above by-law 47. (14).

2. Insurance Loss – April 25

- As previously noted, the only outstanding repair left from the water loss is replacing the elevator cables.

3. Building Insurance Renewal

- Management reported that the building's insurance was renewed on **April 19, 2021**. As a reminder, the deductibles remain unchanged from the previous year and are as follows:

<u>All loss (fire) Deductible:</u>	<u>\$25,000.00</u>
<u>Vacant Units All Loss Deductible:</u>	<u>\$100,000.00</u>
<u>Water Deductible:</u>	<u>\$100,000.00</u>

As the owner of your suite, please remember that you are responsible for any loss dollars less than the deductible amount if the loss emanates from your suite as per the Strata Corporation's Bylaws and the Strata Property Act of B.C.

The Strata Corporation highly recommends that all owners contact their insurance broker/insurance company and have them adjust your condominium insurance policy to cover you up to the new deductibles.

4. Annual General Meeting (AGM) Preparation

- The Annual General Meeting is scheduled for February 16, 2022, at 6:30 pm. The meeting will be held in long-term visitor parking on the P3 Level.
- The following Special Resolutions will be presented to the owners for their approval.
 - Housekeeping by-law amendment to by-law 6.13.
 - Special Levy of \$35,000.00 to install four E.V. Charging Stations.
 - By-law amendment prohibiting Scooters in the main lobby, common hallways, and elevators.
 - Create a rule that would require residents to wear a mask when Provincial Health Orders require masks to be worn in public spaces.
 - Authorization of an \$8,000.00 expenditure from the Contingency Reserve Fund to service the building's transformer in 2023.

J. NEXT MEETING

The next meeting of the Strata Corporation will be the **Annual General Meeting** to be held on:

Wednesday, February 16, 2022

Registration: 6:00 pm

Commencement: 6:30 pm

The meeting will be held in long term visitor parking on the P3 Level

(Invitations will be sent 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 8:15 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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