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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
TUESDAY, MAY 10, 2022**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday, May 10, 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 6:30 pm by the Strata Council Vice-President, Raymond Lee.

B. CALLING OF THE ROLL

The Strata Council Members present were Raymond Lee, Bruce Partridge, Jeff Leong, and Kevin Lam, with regrets from Mehran (Michael) Shekahi and Jason Wang. Strata Council President, Nick Canosa, arrived after the meeting commenced and assumed chairing of the meeting at that point. Geoffrey Rosen represented Management. The Building Manager, Juan Lara, was present.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Bruce Partridge and SECONDED by Kevin Lam, 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 Bruce Partridge and SECONDED by Jeff Leong, it was RESOLVED that the minutes from the previous Strata Council meetings held on January 18 and February 16, 2022, be APPROVED as distributed.

E. RESIDENT MANAGER REPORT

- The Council and Management are reviewing the Resident Manager's report.
- On May 10, 2022, a resident's vehicle hit and broke a sensor on the P3 gate, resulting in the gate not working.
- On May 10, 2022, a vehicle hit the ramp wall to Hazel Street, resulting in a broken metal door. The Strata Corporation requested the video footage of the incident from Orr Development.
- The Resident Manager reported that a resident was running a business out of their unit, violating the City of Burnaby's by-laws. The Strata Council directed Management to write an appropriate by-law violation letter.
- The water feature at the front of the building has been turned on until the fall.

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS

The Treasurer, Bruce Partridge, requested that the Treasurer's Report be tabled until the next Council meeting; however, he noted that the Strata Corporation is \$20,000.00 over budget year to date due to the insurance premium being over budget. The building's water loss in April 2021 resulted in the building's loss history being affected and caused the insurance premium to increase.

Arrears:

Management reported that there are twelve (12) 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.

G. REPORTS

1. Management

Management reported as follows:

- The follow-up fire inspection has been scheduled for May 24, 2022.
- At the beginning of April, a gasket on one of the boiler pumps failed, and at that time, a small crack in the boiler room floor was discovered. These items resulted in a minor water leak into the unit beneath. The gasket has since been replaced, and the crack has been sealed with epoxy.
- A weld on the 35th floor has failed. Management has contacted the building's engineer to draw up a plan to repair it.
- An owner reported that their toilet tank failed, which damaged the units beneath. The owner is responsible for the damage and the repairs, as required since the damage originated from their unit.
- Residents and owners are reminded that their vehicles must have valid road or storage insurance under the by-laws. The Strata Council directed Management to send appropriate letters to those owners and residents whose vehicles do not appear to have valid insurance. If the vehicle owner is storing their vehicle and does not wish to display the storage on their dash, they may provide a copy of the insurance certificate to the Resident Manager.
- The building's landscaping is being serviced weekly by its landscaper, as per their contract.
- On February 23, 2022, there was elevator entrapment. TKElevator was dispatched to release the resident.
- The building's inaccessible windows were washed from March 14 to March 25, 2022.
- Air-Vac Services Canada Ltd. was onsite from the end of February to the beginning of March to clean the dryer exhaust vents. Their report indicates that residents of 28 units did not provide access to their units.

- On April 14, 2022, there was a building-wide fire alarm due to someone smoking in the commercial area's stairwell. Management contacted Orr Development and asked them to remind their tenants to be more careful and not smoke in the stairwells.
- As per their contract, Orkin Pest Control has been onsite monthly to monitor its pest control stations. Their reports indicate minimal activity around the building's exterior and no activity in the parkade.
- Atlas Power Sweeping & Parking Lot Services was onsite to power wash the parkade from April 20 to April 22, 2022. The Council voiced that they were happy with their work.

2. Security

- The Strata Corporation received complaints that fourteen (14) 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.

- Residents reported issues with the front door, which have since been repaired. If residents note that the front door is not locking, they are asked to report it to the Resident Manager immediately so it can be dealt with.

3. Project Reports

- There was nothing to report as of the meeting.

4. Correspondence and Appeals

- In between meetings, the Strata Corporation received correspondence from a resident regarding a by-law violation letter for allegedly creating excessive noise in their unit, which violates the by-laws. The Council agreed to reduce the letter to a warning, as it appeared to the Council that the resident's landlord had failed to provide the by-laws.
- The Strata Corporation received correspondence from a resident appealing a fine letter they had received for allegedly not waiting for the garage to close before proceeding to their destination. The resident stated that their landlord had not provided them with the by-laws or rules.

After careful deliberation, the Strata Council directed Management to write a by-law violation letter to the landlord and remove the by-law violation letter from the tenant's record.

- In between meetings, the Strata Corporation received several complaints from different residents regarding excessive noise coming from neighbouring units. The Strata Corporation

investigated and directed Management to write appropriate by-law violation letters. The Council wants to remind residents that it is challenging to investigate the complaints as noise travels in the building; however, the Strata wants to encourage residents to contact the Resident Manager if they are disturbed by excessive noise outside of regular hours.

- In between meetings, the Strata Corporation received several complaints of residents smoking. Residents are reminded that the building is a **no-smoking** building, including strata lots and all common areas, as per by-law 51. Residents who are found to be smoking in the building could face a fine of up to \$200.00 per violation.

51. The entire building and lands of Strata Plan BCS 3037 "Centrepont," are "non-smoking" and smoking, vaping or smoking marijuana is prohibited in all interior and exterior areas including inside a strata lot. An Owner, tenant, occupant or visitor must not smoke on common property (including limited common property, patios and balconies) whether inside or outside of the building.

- The Strata Corporation received correspondence from an owner who has requested permission to replace their unit's front door.

After careful deliberation, the Strata Council denied the request, as they felt that doors throughout the building must be uniform in appearance.

- In between meetings, the Strata Corporation received from a resident who appealed a by-law violation letter they had received for allegedly not waiting for the gate to close before proceeding to their destination.

After an investigation, it was determined that the resident had not waited for the gate to close on several occasions; therefore, the Strata Council denied their appeal.

H. UNFINISHED BUSINESS

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

- The Strata Corporation is continuing to seek options for free charging stations. If that is not possible, the Strata Council will propose a Special Resolution at the next Annual General Meeting.

I. NEW BUSINESS

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

- The next security audit will be from September 1 through October 31, 2022.
- Owners who did not submit their security audits by February 8, 2022, had their fobs turned off as per 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.

2. Insurance Loss – April 25

- All outstanding repairs have been completed. The insurance company is examining subrogating the loss to the installation company. However, while replacing the elevator cables, TKElevator discovered that a brake part had failed and needed to be replaced, which involved the elevator being taken offline while repairs were made. The Strata Corporation acknowledges and apologizes for any inconvenience that may have been caused by the lengthy amount of time that the elevator was offline due to the parts being custom manufactured. It was noted that the repairs were made at no expense to the Strata Corporation, as the brake repair is covered under the maintenance contract.

3. Building Insurance Renewal

Management reported that they had received the terms for the 2022/2023 fiscal year. The Strata Council reviewed and approved the terms and directed Management to sign the renewal on their behalf.

The Strata Corporation's new deductibles, as of **April 19, 2022**, are as follows:

<u>All loss Deductible:</u>	<u>\$10,000.00</u>
<u>Vacant Units All Loss Deductible:</u>	<u>\$100,000.00</u>
<u>Water & Sewer Backup Deductibles:</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 up to the new deductibles.

J. NEXT MEETING

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

Tuesday, June 14, 2022

@ 6:00 pm

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:



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

885 Helmcken Street

Vancouver, BC, V6Z 1B1

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

Email: Vancouver@quaypacific.com

Insured	The Owners Of Strata Plan BCS3037, Centre Point c/o Quay Pacific Property Management Ltd. & National Pacific Real Estate Services Inc.	Property Policy Number: CMW M1215
Policy Period	From: April 19, 2022 To: April 19, 2023	Effective April 19, 2022
Location(s)	4808 Hazel Street, Burnaby, BC V5H 0A2 4818, 4828, 4838, 4848, 4858, 4868 Hazel Street, Burnaby, BC V5H 4T3	

Description Of Coverages

	Limits Of Liability	Deductibles
Property of Every Description –Per Occurrence, Form CMWM-DECEMBER-2021, Appraisal: Nov 30, 2021, Year of Cycle: 3	\$93,306,000.	\$10,000.
John Deere Tractor and Blade	\$14,066.	
Business Interruption – 18 Months Indemnity Period	\$31,000.	
Earthquake – Annual Aggregate	\$93,351,066.	10%, Minimum \$100,000.
Flood – Annual Aggregate	\$93,351,066.	\$25,000.
Water Damage		\$100,000.
Sewer Backup		\$100,000.
Exterior Glass Breakage - Frame Construction		\$250.
Exterior Glass Breakage - All Other Construction		\$1,000.
Commercial Glass Breakage		\$1,000.
Canopy Glass Breakage		\$1,000.
Master Key Coverage		\$2,500.
Lock and Key Coverage		\$2,500.
Illegal Drug Activity		\$50,000.
All Losses arising from Vacant Units		\$100,000.
Equipment Breakdown - By-laws Included	\$93,306,000.	\$1,000.
John Deere Tractor and Blade	\$14,066.	
Business Interruption - Loss of Profits (Gross Rentals)	\$31,000.	
Included Debris Removal; \$500,000 Water Damage; \$500,000 Ammonia Contamination; \$500,000 Hazardous Substances; \$500,000 Professional Fees; \$100,000 Contingent Business Interruption; \$100,000 Brands And Labels; \$100,000 Fungus Clean Up Or Removal Coverage; \$100,000 Service Interruption; \$250,000 Extra Expense; \$1,000,000 Expediting Expense	Included	
General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$10,000,000.	
Non-Owned Automobile	\$10,000,000.	
Advertising Injury Liability	\$10,000,000.	
Medical Payments – Each Person	\$50,000.	
Tenants’ Legal Liability – Any One Premises	\$500,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage (Weekly Indemnity of 2/3 of Employee’s Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)	\$50,000.	
Strata Corporation Directors & Officers Liability – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation	\$10,000,000.	Nil
Professional Liability Extension for Property Manager per Wrongful Act – Annual Aggregate – Claims Made	Included	Nil
Discrimination Defense Costs	Included	
Employment Practices Liability	Included	
Broad Form Money & Securities - Loss Inside & Outside Premises, Depositors Forgery, Fraud, Theft, Robbery or Burglary	\$25,000.	Nil
Employee Dishonesty, Coverage – Form A	\$50,000.	Nil
Pollution Liability – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs	\$1,000,000.	\$10,000.
Aggregate (Master) Policy Limit	\$5,000,000.	
Terrorism and Sabotage Coverage	\$500,000.	\$2,500
Volunteer Accident Coverage	\$250,000.	7 Day Waiting Period
Principal Sum - \$250,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.		
Intellect Privacy & Data Breach		Nil.
Liability	\$50,000.	
Expense	\$10,000.	
Earthquake Deductible Buy-Down Coverage – Annual Aggregate	Not Covered	

Platinum Legal Services Retainer Contract	Aggregate Fees Cap per Legal Proceeding
Per Claim – \$1,500,000 Term Aggregate	\$1,000,000.

Note: The Legal Services Retainer Contract with Clark Wilson LLP is not a contract of insurance but is a Retainer agreement between the Strata Corporation and Clark Wilson LLP for Legal Services as described in the Contract. Premium is fully earned.

Conditions – Property

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws
- Co-insurance Basis – Stated Amount
- Extended Replacement Cost – Not Covered
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – General Liability

- Property Manager is an Additional Named Insured for their management of the Strata Plan.
- *\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

Notable Exclusions & Endorsements

- See Schedule of Forms
- Property Cyber and Data Endorsement / Property & Equipment Breakdown Communicable Disease Exclusion / Virus, Bacteria or Microorganism Exclusion / Declaration of Emergency Endorsement