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**THE OWNERS, STRATA PLAN BCS 3037  
STRATA COUNCIL MEETING MINUTES  
TUESDAY, JANUARY 10<sup>th</sup>, 2023**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday, January 10<sup>th</sup>, 2023. The meeting was held at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, B.C., and via 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 Mehran (Michael) Shekahi, with regrets from Kevin Lam 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 Bruce Partridge and SECONDED by Jeff Leong, 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 Jeff Leong and SECONDED by Bruce Partridge, it was RESOLVED that the minutes from the previous Strata Council meeting held on December 6, 2022, be APPROVED as distributed.

**E. RESIDENT MANAGER REPORT**

**TRADES**

**Abrahams Home Improvements**

- From December 06<sup>th</sup> to Dec 09<sup>th</sup>, 2021: Onsite working in unit #2405 doing repairs after replacing the broken sprinkle pipe.

**Across Town Plumbing**

- December 19<sup>th</sup>, 2022: Onsite working on a clogged pipe in unit #1708 in the laundry room. It was resolved.
- December 20<sup>th</sup>, 2022: Onsite to repair and clean a clogged drain and sewage backup in unit #4838 TH3.

**Atlas Anchor Systems Ltd.**

- December 05<sup>th</sup>, 2022: Onsite to perform the annual anchor inspection in the building.

**Better Lock Group**

- December 06<sup>th</sup>, 2022: Onsite to repair the locks and door closer in the Garbage Room.

**Beck Glass**

- December 15<sup>th</sup>, 2022: Onsite to replace the glass door after the vandalism and install a temporary door using plywood and frame studs, as well as take measurements for new glass doors.

**Garaventa Lift**

- December 30<sup>th</sup>, 2022: Onsite to perform scheduled maintenance on the vertical platform lift in the garbage stairway area.

**Haakon Industries**

- December 01<sup>st</sup>, 2022: Onsite to review the A.C. motor in the Gym area.

**LEDONNE Painting (Fab)**

- December 30<sup>th</sup>, 2022: Onsite to paint the elevator frames at levels P3, P4, and P5 and the access door at P3.

**ORKIN Pest Control**

- December 14<sup>th</sup>, 2022: Onsite to perform scheduled maintenance in the traps at the building.

**PGA Systems Ltd.**

- December 15<sup>th</sup>, 2022: Onsite to repair and replace the Fob reader in the main entrance after the break-in.

**OTHER**

- The Resident Manager reported that the front door was smashed in December. The door is temporarily repaired. The replacement front door glass is expected in February.
- Fire alarms were triggered in December by visitors smoking in the parkade.
- There have been a few sink backups in the lower townhouses along Hazel street. The building's plumbing company Across Town has been called in to auger and clear the lines.
- There have been a couple of dog barking complaints. Juan is investigating.
- There is a unit with condensation issues, resulting in high humidity from the suite fans not being run after showers.

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

The draft budget for 2023 was reviewed by the Strata Council, which incorporated a Strata fee increase of 5% to cover the anticipated increased insurance costs for the upcoming year.

Upon a MOTION duly made by Bruce Partridge and SECONDED by Jeff Leong, it was RESOLVED that the proposed budget for 2023 be presented to the owners at the upcoming AGM in February.

The Strata Council discussed that the Contingency fund requires additional funding due to the insurance loss in the summer that cost the building \$100,000. Unfortunately, the Burnaby Fire Department reported that the issue was a faulty fire sprinkler. The Strata determined that a levy of \$150,000 is required to get the Contingency back to \$250,000, which is required by the Strata Property Act (25% of the operating budget)

Upon a MOTION duly made by Bruce Partridge and SECONDED by Mehran (Michael) Shekahi, it was RESOLVED that a special levy in the amount of \$150,000 be presented to the owners for their vote at the upcoming AGM in February be APPROVED as reviewed.

### ***Arrears:***

Management reported that six (6) owners are 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.

There are still six (6) owners who still owe for the last special levy. The owners with outstanding balances have had liens placed on their titles as no payment has been forthcoming. The owners with outstanding balances will also be fined as per the approved special resolution.

## **G. REPORTS**

### **1. Management**

Management reported as follows:

- The building parkade sprinkler system was winterized
- The Council agreed to renew the Contour landscaping contract for 2023.
- The maintenance plan for 2023 is being worked on and will be discussed further at the next meeting.
  - Window washing is tentatively planned for March

## **2. Security**

- One of the entrance doors was vandalized On December 15<sup>th</sup>, 2023, which resulted in one of the doors shattering. The RCMP has been given the video footage.
- Residents are reminded to wait for the parkade gate to close fully before proceeding to their destination.

## **3. Project Reports**

- There are currently no projects to report.

## **4. Correspondence and Appeals**

- None

## **H. UNFINISHED BUSINESS**

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

- The Strata Council will put forward another special resolution at the next Annual General Meeting authorizing the installation of 4 E.V. Charging stations into visitor parking.

### **2. A/C / Heatpump installation**

- Owners can contact Broadway Mechanical or Airstream Mechanical if they want an a/c unit or heat pump installed in their unit. However, owners must submit indemnity agreements before the installation and have them approved by the Strata Corporation, with the scope of work included.
- A/C Units provide cooling only, while heat pumps provide cooling and heating.

## **I. NEW BUSINESS**

### **1. Annual Security Audit (September 1 through October 31, 2022)**

- The annual security audit was conducted with a submission deadline on October 31, 2022.
- Owners who have not submitted their security audits have been issued a by-law warning letter to submit their security audit within 30 days of receiving their warning letter.

Owners who fail to complete their security audit will have their fobs turned off as per by-law 47. (14) and can be issued a by-law violation. A by-law violation letter will be issued before the fobs are turned off.

### 3. Building Insurance Renewal

- Management reported that the building's insurance was renewed on **April 19, 2022**. As a reminder, the deductibles remain unchanged from the previous year and are as follows:

All loss (fire) Deductible: **\$25,000.00**

Vacant Units All Loss Deductible: **\$100,000.00**

Water Deductible: **\$100,000.00**

**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 By-laws 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 them up to the new deductibles.**

### 4. Insurance Loss – July 5<sup>th</sup>, 2022

- Platinum Pro-Claim is almost complete with the in-suite and common area repairs.

### 6. Depreciation study

- The Strata Council reviewed the final draft of the Depreciation report and approved the report.
- Owners who would like to receive a copy of the strata's Deprecation Report are asked to please contact management via email at [vancouver@quaypacific.com](mailto:vancouver@quaypacific.com).

### J. NEXT MEETING

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

**Thursday, February 16th, 2023**

**Registration: 6:00 pm**

**Commence: 6:30 pm**

(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 7:01 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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