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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
TUESDAY, JANUARY 23RD, 2024**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday, January 23rd, 2024. The meeting was held at Centrepoin, via Zoom.

A. CALL TO ORDER

The meeting was called to order at 6:06 pm by the Strata Council President, Nick Canosa.

B. CALLING OF THE ROLL

The Strata Council Members present were Nick Canosa, Maryan Brodina, Mehran (Michael) Shekahi, Jason Wang and Jason Kelders, with regrets from Kevin Lam. Geoffrey Rosen represented Management. The Building Manager, Juan Lara did not attend.

Management reported Bruce Partridge had submitted his resignation from Council, resigning due to his travel schedule for the upcoming year would not allow him to participate.

Jason Kelders agreed to replace Bruce as Treasurer, moved by Mehran (Michael) Shekahi, and was seconded by Maryan Brodina, and approved.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Jason Kelders and SECONDED by Maryan Brodina, 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 Jason Wong and SECONDED by Jason Kelders, it was RESOLVED that the minutes from the previous Strata Council meeting held on October 17th, 2023, be APPROVED as distributed.

E. RESIDENT MANAGER REPORT

Duties Performed:

- October 02nd, 2023: An issue with the loading bay gate was reported to the commercial area manager; the gate stayed open all night, and they sent a technician to fix it.
- October 03rd, 2023: I replaced the blower filters in the mechanical boiler room.
- October 05th, 2023: The fountain was turned off, cleaned, and drained for the winter season.
- October 13th, 2023: A fire alarm was triggered in the building due to a small, controlled fire in unit #3101. Firefighters were dispatched to the scene and were informed that the fire was

caused by a leak from a portable gas stove. Fortunately, the fire did not cause any significant damage to the unit or the common areas.

- October 16th, 2023: Another fire alarm was activated, but this time in the commercial area. As it appeared, someone in the school area activated the pull station. Firefighters were dispatched to the scene.
- October 18th, 2023: A fire alarm was triggered in the building due to a child accidentally pulling the station on level P5 of the parkade. Firefighters attended to verify and reactivate the fire system.
- October 19th, 2023: Juan Lara responded to a call for a water leak on the 9th floor. Upon inspection, he discovered a clogged drain and requested the assistance of Across Town Plumbing to resolve the issue.
- October 27th, 2023: After review, it was reported that there was a rupture and water leak from the hot water recirculation tank in the main water room that supplies the townhouses. Haakon's support was requested.
- October 31st, 2023: A report was received for water leakage on the 2nd floor; upon review, it was determined that condensation was the issue, and support was requested from WCBR.
- November 15th, 2023: A problem was reported with elevator #4, which got stuck on the 19th floor; fortunately, no one was inside, TKE support was requested to repair it.
- November 20th to 24th, 2023: The set up of Christmas Decorations in the Lobby began with the great support of Sofia.
- November 24th, 2023: A problem was reported with elevator #4 getting stuck on the 9th floor; with the doors open, TKE support was requested to repair it.
- December 5th, 2023: Report a broken handle in the P5 level parking door.
- December 12th, 2023: Juan Lara reported that a unit on the 17th floor illegally moved out without booking the elevator and during restricted hours.
- December 14th, 2023: A problem with the heat trace in the parkade area caused the fire control panel to activate. We requested support from Hi-Volt Electric.
- December 16th, 2023: On Saturday, it was reported that there was a water leak in one of the units. However, upon investigation, it was discovered that there was no major problem; it was just a water spill in the unit above.
- December 22nd, 2023: A problem was reported with the mail room reader, which stopped working correctly and did not provide access; PGA Systems Support was requested.
- December 27th, 2023: Once again, the issue with the mail room reader is back; the Fob access system needs to be reviewed, as it stopped working and did not provide access. PGA Systems was requested for support.

TRADES

A1 Fire

- October 20th, 2023: Onsite to deliver the fire extinguisher to replace the one used in the small fire on the 31st floor.
- November 22nd, 2023: Onsite to winterize the sprinkler pipes in the building parkade during the winter season.

Across Town Plumbing

- October 19th, 2023: Onsite to review and repair a clogged drain in unit #909, after work, the issue was solved.
- October 31st, 2023: Onsite to install a new valve in the Gym's bathroom.

AIR-Vac Services Ltd.

- From October 10th to October 13th, 2023: Onsite to perform the annual dryer exhaust ducts cleaner inside the units according to each day's program.
- From October 16th to October 18th, 2023: Onsite to perform the second part of the annual dryer exhaust duct cleaner from outside the units (Balconies) according to each day's program.

Better Lock Group

- December 06th, 2023: Onsite to repair and replace a broken handle in the P5 level parking door.
- December 08th, 2023: Onsite to repair the frame and the door on the P2 level and replace the lock on the storage.

City Irrigation Ltd

- October 23rd, 2023: Onsite to shut off, purge, and winterize the irrigation system of gardens and surroundings of the building in the winter season.

Chubb Fire Security (Scott Krishan)

- November 29th, 2023: Onsite to perform maintenance and make repairs in the fire panel due to a previous problem.

Garaventa Lift

- October 27th, 2023: Onsite to perform scheduled maintenance in the vertical platform lift in the garbage stairway area.

Haakon Industries

- October 06th, 10th, and 12th, 2023: Onsite to review and perform scheduled maintenance in the air filters and pumps in the building.
- October 27th, 2023: Onsite to review the rupture and stop the water leak from the hot water recirculation tank in the main water room that supplies the Townhouses, quotes and repairs will be processed.

- November 14th, 2023: Onsite to repair and replace the hot water recirculation tank in the main water room that supplies the Townhouses. Also, to revise and fix the exhaust fan in the Garbage Room.

High Volt Electric

- October 27th, 2023: On-site to check the exhaust fan on level P3 of the parkade (bicycle area) for a repair quote.
- November 10th, 2023: On-site to continue checking the exhaust fan on level P3 of the parkade (bicycle area) to take some measurements for a repair quote.
- December 14th, 2023: On-site to review and try to find the issue with the heat trace in the parkade area which caused the fire control panel to be triggered.
- December 27th, 2023: On-site to do the repairs due to the issue with the heat trace in the parkade area, which caused the fire control panel to be active and showing trouble. Finally, the problem was solved. They also carried out maintenance on all the parking lot gates.

ORKIN Pest Control

- October 17th, 2023: On site to perform scheduled maintenance on the traps at the building.
- November 28th, 2023: Onsite to perform scheduled maintenance on the traps at the building and add 6 new traps (3 on the roof garden and 3 on the Parking levels).
- December 19th, 2023: Onsite to perform scheduled maintenance on the traps at the building on all levels.

Pacifico Cleaning Services

- October 19th, 2023: On-site to perform carpet cleaning on all the floors and common areas in the building.

PGA Systems Ltd.

- December 22nd, 2023: On-site to review the Fob access system due to an issue with the mail room reader, it stopped working and did not provide access.

Power-West Industries Ltd.

- December 05th, 2023: On-site to perform annual maintenance service and test the Power Generator.

Pumphouse Fitness

- October 25th, 2023: On-site to perform scheduled maintenance to the Gym equipment.
- November 15th, 2023: On-site to perform scheduled maintenance to the Gym equipment.

TKE ThyssenKrupp Elevators

- November 15th, 2023: On-site to repair elevator #4, which got stuck on the 19th floor; after working on it, the elevator started working.
- November 23rd, 2023: On-site to perform scheduled maintenance to the elevators.
- November 24th, 2023: On-site to repair elevator #4 after it stuck on 9th floor.
- December 15th, 2023: On-site to perform scheduled maintenance to the elevators.

Vancouver Pacific Plumbing (Morris)

- November 23rd, 2023: On-site to review and perform maintenance to boiler room and PRVs.
- December 05th, 2023: On-site to review and perform maintenance on the boilers in the mechanical room, finding an issue in one of them.
- December 08th, 2023: On-site to carry out the necessary repairs on boiler number 2.

WCBR West Coast Building Restoration Inc.

- November 01st, 2023: On site will review the parkade on the P3 level and other areas for wall leakage. Also, check unit #206.
- December 11th, 2023: On site to review Parkade P5 level due to cracks on the floor.
- December 13th, to 22nd, 2023: On-site to carry out waterproofing work on the P3 level of the parkade due to a water leak affecting level P4, causing leaks in several points.

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS

The Treasurer Bruce Partridge had reported before the meeting that he had reviewed the financial statements from September to November 2023 and found them in good order.

Upon a MOTION duly made by Jason Kelders and SECONDED by Jason Wang, it was RESOLVED that the Financial statements for September to November 2023, be APPROVED as reviewed.

Arrears:

Management reported that eleven (8) 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.

Management reported that two (2) owners are in arrears for their Special Levy that was due on June 1, 2023. On behalf of the Strata Corporation, Management sent letters to the Owners asking for timely payment of their Special levy on the required date, as per the Strata Property Act of B.C. and the Strata Corporation's by-laws. Owners who do not pay their special levy on time are fined \$100.00 per month plus interest.

Budget 2024:

Management reviewed with the Council the proposed budget for 2024. The Strata Corporation ran a surplus in 2023, however, due to outstanding strata fees owed by some owners there are no operating surplus funds to carry forward to the 2024 budget. As a result, between inflation and increased natural gas and project increases in insurance premiums, the strata fees will need to increase by 4%.

The Strata Council asked Management to prepare two draft budgets for 2024, one that incorporates the cost of four added EV Charging stations and one that does not. There will also be a special resolution to

approve the payment of 4 EV Charging stations from the CRF fund. The estimated cost to install the stations will cause a 6% increase in strata fees.

G. REPORTS

1. Management

Management reported as follows:

- The common area painting project is currently underway in the building.
- Reheat tank for the Townhouse hot water failed and had to be replaced at a cost of \$4425.75.
- An envelope leak in a parkade mechanical room was repaired at a cost of \$3500, management is monitoring it the application solved the issue.
- Elevator entrapment on November 18, 2023, TKE arrived within about an hour to free the trapped people.
- Telus hosted an event In November to promote their services.
- New Landscape vendor Silent Gardner will start on March 1, 2024.
- Orr Developer (owner of the Commercial portion of the building) power washed their parkade area on November 23, 2023, at their cost.
- Management received a quote to repair the concrete floor cracks on P5, for \$7800. Strata Requested a second quote.
- Backflow for the fire system was tested in December.

2. Security

- Management reported there have been no break-in issues since the last Council meeting.
- Management issued, on behalf of the Strata Corporation, five (5) parkade gate bylaw violation letters in September 2023, and another five (5) in October 2023.
- Reminder to residents to always wait for the parkade gates to close when entering or exiting the building. Gate #3 (Resident gate) is left open during peak weekday hours to reduce wear and tear on the gate and save on maintenance costs.
- Over the last month or so there have been access issues into the mailroom using a fob. The building security vendor investigated and determined the control board for the fob was defective, the Control board was replaced under warranty and the access has been restored.

- Council also discussed that once the EV stations are added a camera will need to be added to monitor the spots, and management will ask the security vendor for a quote.

3. Project Reports

- The strata council will review replacing carpets on another floor in the coming months as part of the annual capital upgrades.

4. Correspondence and Appeals

- A tenant submitted an appeal for failing to wait for the parkade gate to close. The owner provided their explanation; however, this was their second incident and the council felt that a fine should be issued in the amount of \$100.00.
- An Owner submitted an appeal that they had failed to wait for the gate to close, they apologized and were issued a bylaw warning.
- A tenant wrote in an appeal for a gate bylaw violation they received. They outlined their mistake and asked that the fine be waived. The Strata Council accepted the explanation and issued a warning, as this was a first offence.
- An owner wrote an appeal for a gate bylaw violation and explained that they were unaware of the bylaw and would be more careful in the future, the Strata Council issued the owner a warning.
- An owner submitted a request to exclude fines for failing to pay their special levy on schedule due to being out of the country on a personal matter. The Strata Agreed to reduce the bylaw violation down to \$200.00.
- An owner submitted a noise complaint about a neighbouring unit's loud noise requesting the Strata address the matter. The Strata always attempts to respond to noise complaints; however, the noise is not always coming from the neighbouring unit. The neighbouring unit was contacted and insisted their tenant was not making any noise and threatened to sue the Strata Corporation over the bylaw violation. The Resident Manager will be asked to investigate and report back to Council.
- An owner submitted an apology for violating the parkade bylaw, they explained they had received an emergency call they had to attend to. The Strata Council issued a bylaw warning.

H. UNFINISHED BUSINESS

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

- The Strata Council received the EV Ready plan from the electrical vendor. The building does not have the electrical infrastructure to support individual chargers in every unit's parking spots without using load sharing.
- The Strata Council decided that they will propose to the Owners at the AGM, the installation of four Hypercharge EV charging stations, into long-term visitor parking, to be paid from the Contingency

fund or Budget expense, as the re-sale value of strata lots is likely to be affected if there are no chargers available in the building. The estimated cost is around \$21,000, before the rebate from Hydro.

2. Insurance renewal 2023/2024

- Management reported that when the building's insurance was renewed on **April 19, 2023**. The deductibles remained unchanged from the previous year and are as follows:

All loss (fire) Deductible: **\$10,000.00**

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 their condominium insurance policy to provide coverage for the deductibles.

A copy of the new insurance summary was emailed out to owners in April. Owners can request a copy from the management company via email – vancouver@quaypacific.com

3. A/C / Heat pump installation

- Owners can contact Broadway Mechanical or Airstream Mechanical if they want an a/c unit or heat pump installed in their unit. Other vendors can be used, their proposals must be reviewed by the Strata Council before approval can be given.
- However, owners must submit an indemnity agreement with the full scope of work included before the installation and have it approved by the Strata Corporation.

4. Annual Security audit – 2023

- The annual security audit has begun, and notices have been emailed to residents and posted at the building.

<http://www.centrepoinstrata.com/audit.html>

The security audit must be completed by October 31, 2023

- If you do not know your fob serial numbers, the building's manager can scan your fobs and give you the fob numbers.
- There are still 21 owners who have not submitted their security audit.

I. NEW BUSINESS

1. Annual General Meeting 2024

The AGM for 2024 will be held on February 20, 2024, in the long-term parking area.

The Strata Corporation will be presented with two contingency expense proposals.

1. Four EV Charging stations for long-term parking \$21k
2. Parkade floor crack repairs – approval of up to \$20k for repairs

J. NEXT MEETING

The next meeting will be the Annual General Meeting:

February 20th, 2023,

6:00 pm.

P2 – Long Term Parking

4808 Hazel Street, Burnaby

K. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 7:21 p.m.

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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