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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
MONDAY, OCTOBER 28TH, 2013**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday, October 28th, 2013 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:06 pm, by Paul Wehr, the President of the Strata Council.

B. CALLING OF THE ROLL

The Strata Council Members present were Paul Wehr, Tim Li, Jeff Leong, Victor Samon, Carlos Lau and Teresa Lei. The Management Company was represented by Geoffrey Rosen. Joseph Coutu and Kim Robinson the Resident Managers were also in attendance.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Tim Li 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 MEETINGS HELD ON MONDAY SEPTEMBER 23, 2013

Upon a MOTION duly made by Jeff Leong and seconded by Victor Samon, it was RESOLVED that the minutes from the previous Strata Council meetings held on Monday September 23rd, 2013 be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Teresa Lei, was absent from this portion of the meeting therefore the report was tabled until the next Strata Council meeting.

Arrears

The Management Company reported that there were eighteen (18) Owners in arrears in Strata Fees. Any Owner in arrears will be charged a fine of \$100.00 per month for non-payment of their strata fees as per the Strata Corporation's Bylaws.

F. REPORTS

1. Caretaker

1. REPLACE PATIO STONES ON 6 TH FLOOR
 2. LIGHTS IN GARBAGE ROOM
 3. CLEAN OUT LOCKER FOR NEW RESIDENTS
 4. CHECK AND ADJUST ALL LOCKER ROOM DOORS
 5. CLEAN UP LOCKER ROOMS
 6. WORK ON WATER FEATURE ON HAZEL ST
 7. MEET WITH NEW CLEANERS FOR WEEKEND CLEANING
 8. CHANGE ALL PARKADE LIGHTS
 9. REPAIR DOOR ON P3 FROM FIRE DEPARTMENT
BLOCKING OPEN
 10. REMOVE FURNITURE ETC FOR FLOOR CLEANING IN
LOBBY
 11. REMOVE CARPETS ETC FROM P LEVELS FOR FLOOR
STRIPPING
 12. PUT FURNITURE ETC BACK IN LOBBY
 13. CLEAN AND REPAIR FIREPLACE IN LOBBY
 14. CHISEL OUT FLOOR IN LOBBY AND MAKE BOARD TO
FILL IN HOLE
 15. REMOVE OLD SAND AND WINTERISE PUMP AND FILTER
FOR VAC SYSTEM FOR PONDS
 16. REPAIR FLOOR LIGHTS BY DOOR IN LOBBY
 17. CLEAN AND DISINFECT STEAM ROOMS
 18. FIRE ALARM FOR BURNT MOTOR IN BOILER ROOM_
- The Caretaker made a number of suggestions to the Strata Council;
 - The Caretaker noted that some of the shower valves that were replaced under warranty by Global Union are still having issues and asks Owners to please be aware of this and if they do have a problem they will need to call a plumber.
 - There was a discussion about whether the garbage room floor should be repainted, it will be brought forward to be discussed at future meetings.
 - The Caretakers reported that there were more used needles being found on the grounds of the Strata Corporation property and the commercial area and they recommend to Owners to please be careful.
 - There are more dogs being found in the 6th floor garden which is prohibited under the Bylaws. Any Resident who allows their pet on the 6th floor will be fined.
 - There are more Residents not reading the Bylaws and Rules before moving into the building and signing a Form 'K' therefore there are more fines being issued as people are not paying attention.

- There was a Resident who caused damage to the common property while they were moving out, they will be charged for the repairs to the common property through the damage deposit they paid to the Strata Corporation.

NOTE TO RESIDENTS

PLEASE DO NOT LEAVE ANY DONATIONS OF CLOTHING OR ANYTHING ELSE IN FRONT OF THE BUILDING. INTINERRANTS ARE STEALING THE ITEMS AND LEAVING THE BAGS OPEN AND SCATTERED AROUND THE COMMON PROPERTY. IF YOU DO HAVE ITEMS TO DONATE WE RECOMMEND YOU TAKE THEM DIRECTLY TO THE ORGANIZATION.

- Just prior to the Strata Council meeting a Resident drove through the P3 exit gate and destroyed it. The incident has been reported to ICBC and the garage gate people are on site doing the necessary temporary repairs until a new gate can be manufactured.
- The parkade will be cleaned from November 5th to 8th
- The fountain will be shutdown on or around November 1st, 2013 to be restarted in April of 2014.

2. Management Report

- There have been reports from Residents that some of the fire doors are not properly closing, this is due to changing pressure inside the building as the weather changes. Please be aware if you are going out of an emergency exit be conscientious and ensure that the door closes securely behind you.
- The Management Company was approached by Canada Post Delivery services with a request that the Strata Corporation allow the installation of a parcel locker in the lobby. The Strata Council discussed the request and it was approved by Council. The Management Company will follow up with Canada Post.
- A letter was received from Gravaventa Lifts regarding the Annual Preventative Maintenance contract for the wheelchair lift outside the garbage room; the annual cost will be increasing by 5%.
- There are Residents on the 10th floor that do not bag their garbage properly and as a result they are being charged the clean-up cost. The carpets on that floor are stained so extensively that the Strata Corporation is budgeting to replace them in 2014 as a capital expense.
- There was a note from a Resident regarding burnt out ceiling lights. Please note that the Resident Manager and the relief cleaners do change light bulbs on an almost daily basis, if you notice that any bulbs have not been changed please contact the Management Company and arrangements will be made to replace the bulb. In some cases it may be the ballast or the fixture that has broken, replacement may take slightly longer.

- During the Thanksgiving long weekend the motor for the HVAC unit failed and as a result there was no make up pressurization in the building, however the item was repaired on Tuesday after the long weekend.
- There was a Resident who paid \$50.00 too much for their fines as they sold their suite, however they failed to make the appropriate move out arrangements with the building and as a result their overpayment will not be refunded.
- There was a report on October 8th, that some of the buttons in elevator cab #3 were not lighting up properly, Thyssen Krupp, the Elevator Maintenance Company has now repaired them.
- The elevator maintenance contract with Thyssen Krupp Elevator will be increasing by 3.5% in 2014 as agreed in the twenty (20) year contract the Strata Corporation signed with Thyssen Krupp.
- There was an incident on October 7th where Residents were unable to access the 26th floor. This was as a result of a fuse failing in the access control system which was repaired the next day by PGA the Strata Corporations Security Equipment Maintenance Company.

REMINDER TO RESIDENTS

IF YOU ARE DOING ANY RENOVATIONS IN YOUR SUITE YOU NEED TO REQUEST AN INDEMNITY AGREEMENT FROM THE MANAGEMENT COMPANY.

NOTE TO OWNERS

AS OF JANUARY 1ST, 2015 THE PROVINCE OF BRITISH COLUMBIA IS REQUIRING ALL MULTI-UNIT BUILDINGS TO PARTICIPATE IN THE FOOD SCRAP RECYCLING PROGRAM. THE STRATA CORPORATION WILL SIGN UP FOR SUCH A SERVICE AT THAT TIME.

3. Security

REMINDER TO RESIDENTS

PLEASE WAIT FOR THE GATE TO CLOSE BEFORE PROCEEDING TO YOUR PARKING STALL OR ONWARDS TO YOUR DESTINATION.

- There are reports of Residents driving down the left hand side of the parkade, not the right hand side. **This is considered as dangerous driving.** Any Resident found driving down the wrong side of the driving aisle would be fined accordingly.

- There are Residents who are speeding in the parkade, ignoring the 10kmh speed limit and there have been a number of close calls where speeding drivers have almost killed Residents or their children. Any witnessed incidents will result in a fine for the Resident.

4. Project Reports

- The Strata Council is going to investigate purchasing a large Christmas tree for the lobby for the Christmas season.

5. Correspondence/Appeals

- A Resident asked the Strata Corporation to investigate whether the Resident above them had permission to conduct renovations; they had in fact completed the Indemnity Agreement as required.
- There was an appeal on the fines for outstanding Strata Fees. A Resident reported that they had been out of the country for six (6) months and as a result they had allowed their Strata Fees to go into significant arrears. They asked that the Strata Corporation please grant them a waiver on their late fines. The Strata Council discussed the letter and declined the request.
- There was a Residents' agent who is conducting some short term and some longer-term rentals in the building and they are asking that the seven (7) day notice for move-ins be waived. The Strata Corporation declined their request and continues to insist that all Residents must give seven (7) days notice before they move into or out of the building.
- Owners and the Strata Corporation received a letter from a Resident regarding smoke detectors going off in the building.

NOTE TO ALL RESIDENTS

SMOKE DETECTORS ARE NOT WIRED INTO BUILDINGS CENTRAL FIRE MONITORING SYSTEM, THEY ARE AN IN SUITE DEVICE. THEREFORE RESIDENTS NEED TO BE AWARE THAT IF THEIR SMOKE DETECTOR IS GOING OFF THEY NEED TO TAKE STEPS TO ENSURE THAT WHATEVER HAS CAUSED IT HAS BEEN RESOLVED. RESIDENTS CAN RUN THEIR HOOD VENT FAN OR OPEN WINDOWS TO HELP CLEAR THE SMOKE FROM THEIR SUITE.

VENTING SMOKE BY OPENING THE DOOR FROM YOUR SUITE TO THE COMMON AREA HALLWAY IS NOT ALLOWED AS THIS MAY TRIGGER THE BUILDING ALARM SYSTEM.

ONLY IF THERE IS A FIRE IN THE SUITE WILL THE HEAT DETECTOR SIGNAL TO THE FIRE MONITORING SYSTEM THAT THERE IS A FIRE WHICH WILL THEN SET OFF THE BUILDING FIRE ALARMS.

- There was an appeal from a Resident about their elderly mother had dumping a T.V. box in the garbage room on the floor, rather than in the recycling bin. The Strata Council listened to the request and determined that the Resident knew better and that they should have asked for help rather than just abandoning it in the garbage room.
- The Management Company continues to receive calls and emails from Residents who do not understand that all move-ins **MUST** be booked through the Resident Managers office seven (7) days prior to the move-in.
- The Management Company received a letter from BC Hydro indicating that you may no longer submit faxes regarding starting or canceling BC Hydro service, instead please check their website BCHydro.com/moving to learn more.
- The Management Company received a letter from a Bank indicating that one of the Strata Lots in the building is in foreclosure.

G. UNFINISHED BUSINESS

1. Building Audit

- The Building Audit is still in progress and fines will be issued to Residents who have not submitted their Audit Form in time.

2. Landscaping

- Some areas around the front of the building where plants had died have been filled in. There was also a discussion that some of the trees along the grounds in front of the townhouses need to be trimmed back and the Management Company was asked to contact the Landscaping Company to ensure that this was done.

3. Patio Gardens

- There are Residents who have vegetable gardens on their patios; this is against the Strata Corporation Rules 6 (4a). They will be given until January 1st, 2014 to remove them or the Strata Corporation will have them removed and bill the cost back to the suite.

H. NEW BUSINESS

1. Carpet Replacement

- There are two (2) floors of the building that need to have the carpet replaced due to Residents not properly packing their garbage and staining the carpets as they transport garbage to the garbage room. The Strata Corporation discussed carpet replacement and will go with carpet tile replacements. The Strata Corporation asked the Management Company to make arrangements to budget for three (3) floor replacements in 2014 and to include it in the next budget. The cost per floor is approximately \$2,000.00 plus tax.

I. NEXT MEETING

The next Strata Council meeting is on:

**Monday November 25th, 2013
at 6:00 pm
in the Amenity Room.**

J. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 8:00pm

The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.

Please retain these Minutes

Minutes provided to you for future reference, as replacement copies are subject to a fee.

Minutes Prepared by:

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