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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 20, 2018**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday, November 20th, 2018, at Centrepoint, in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:45 pm, by Nick Canosa, the Strata Council President.

B. CALLING OF THE ROLL

The Strata Council Members present were Nick Canosa, Carlos Lau, Jason Wang, Bruce Partridge, Jeff Leong and Raymond Lee. Management was represented by Geoffrey Rosen. The Resident Managers were represented by Joseph Coutu.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Jason Wang and seconded by Carlos Lau, 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 Wednesday, October 24th, 2018, be APPROVED as distributed.

E. CARETAKER'S REPORT

Submitted by Joseph Coutu November 20 2018

- Cleaned out more locker rooms due to residents leaving personal items outside of their lockers.
- Power flushed the steam room.
- Steam cleaned the tiles in the steam room with the hand steamer.
- Received several more reports of low water pressure in individual units, after the pipe repairs were completed. Thus far, we have been able to repair the issue and bring the unit's water pressure back to normal.
- Cleaned up the mess outside the building, which was caused by the homeless loitering.
- Worked on the common area doors and closers throughout the building.
- Repaired the floor lights in the main lobby.
- Removed the elevator carpets to have them cleaned, due to garbage juices leaking through improper garbage bags.

- Tried to repair the strike for the door in the P3 lobby – it will require a locksmith to come on-site to repair.
- Placed notices on all non-licensed vehicles or vehicles lacking proof of storage insurance.

CONTRACTORS

- Haakon Industries to service mechanical systems
- ThyssenKrupp to service the elevators
- Pump house to clean, check and service an exercise equipment.

OBSERVATIONS

- Management reported the new weekend cleaners, Master Care Janitorial, will be starting December 1st, 2018.

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS

The Treasurer, Bruce Partridge, had reviewed the Financial Statements for the months of April to September 2018, and had found them to be in good order.

Upon a MOTION duly made by Bruce Partridge and seconded by Carlos Lau, it was RESOLVED that the Financial Statements for the months of April to September 2018, be APPROVED as reviewed.

Arrears:

Management reported that there are ten (10) Owners in arrears for their Strata Fees. Management has 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 BC*. Owners who do not pay their Strata Fees on time are fined \$100.00 per month plus interest, as per the Strata Corporation Bylaws.

G. REPORTS

1. Management

- Management reported that the common area carpets and floors were cleaned from October 15th to October 17th, 2018.
- There is an ongoing issue with residents not running their fans while cooking or showering, which results in condensation building up in their suite.

Residents, please be reminded to run your fans when cooking or showering, and maintain the temperature in your suite between 18.0°C and 24.0°C, in order to prevent the build-up of condensation in your suite.

- Management reported to ThyssenKrupp, the building's elevator maintenance vendor, that there were burned out floor call buttons on the elevator panel; however, they appear to burn out right after being installed. If any residents notice any burned out bulb for the elevator call buttons on the elevator control panel, please inform Management so they can arrange for ThyssenKrupp to replace them.

2. Security

- The Strata Corporation levied eight (8) fines against strata lots for the residents of those strata lots violating Strata Corporation by-law 47. (1), which states;

47. (1) Garage Gate to underground parking: To help prevent unauthorized entry to the building, all drivers must wait until the gate is closed behind their car before proceeding to their parking stall. The drivers in any subsequent cars must wait until the gate is starting to close before pressing the garage button on their key fob to re-open the gate. This indicates to the preceding driver that the following driver is a resident of Centrepoint.

- **Centrepoint Residents, please be reminded to wait for the garage gate or front door to completely close before proceeding into or out of the building, failure to do so could result in property being damaged or stolen. Do not let anybody into the building who is not known to you, let them use their fob or get buzzed in.**

3. Project Reports - 2018

- The Strata Council is holding off doing any carpet replacement at this time.

4. Correspondence and Appeals

- Management noted that a resident is violating the Strata Corporation by-laws by keeping a dog and a cat in their strata lot. Only one cat or one dog is allowed in reside in a strata lot.
- There are ongoing issues with Owners not submitting Form K's (Notice of Tenant's Responsibilities) when they have new tenants, or booking moves with the Resident Manager, as directed by the Strata Corporation by-laws.
- A resident appealed the fine that they had received for violating the Strata Corporation's garage gate security procedure, as they had waited for the gate to mostly close before they chose to proceed.

After careful deliberation, the Strata Council chose to reduce the fine down to a warning.

- The representatives of an Owner of a strata lot, where the strata fees were paid late, asked that the fines received for late payment be waived.

After careful deliberation, the Strata Council decided to decline their appeal.

- An Owner appealed, on the behalf of their tenant, fines which were received for violating the garage gate security procedures, one day after the tenant moved into the unit, and another violation one month later.

After careful deliberation, the Strata Council declined the appeal, as they felt that the Owner should have informed their tenant of the Strata Corporation's by-laws when they signed the Form K (Notice of Tenant's Responsibilities).

- The Strata Corporation received an appeal from a resident regarding the fine that they had received for their child being allowed to run around in the common areas.

After careful deliberation, the Strata Council agreed with the resident to reduce the fine to a warning, but did note that children should not be allowed to play on the billiards table, as the felt on the table could be easily be damaged and that billiard balls should not be thrown, as that is not their intended use.

H. UNFINISHED BUSINESS

1. Eyebrow Warranty Issue

- The Strata Corporation is still waiting to receive the date of the final meeting with Intracorp.

2. In-Suite Hose Replacement

- The Strata Council is still trying to get access to twenty-one (21) units to replace their in-suite washing machine hoses.

3. Annual Security Audit 2018

- **Management, as requested by the Strata Corporation, sent a letter to forty-one (41) Owners who have not submitted their security audits, informing them that they have until the end of December to submit their security audits. If the audits are not been submitted by that time, the Strata Corporation will issue a fine against their strata lot.**

The security audit can be found at www.centrepoinstrata.com/audit.html.

I. NEW BUSINESS

1. Visitor Vehicle Charging Stations

- Management obtained a quote to install four (4) electric vehicle charging stations in the visitor parking area, at a cost of approximately \$44,000.00. The Strata Council had discussed proposing this item as a Special Resolution, at the next Annual General Meeting, but decided to table the proposal due to the cost of installation.

J. NEXT MEETING

The next meeting of the Strata Corporation will be the Strata Council Meeting on;

**Tuesday, January 8th, 2019
at 6:30 – 8:30pm
in the Amenity Room.**

K. ADJOURNMENT

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

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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Avoiding Condensation Problems



Homeowner
Protection Office

Have you ever noticed water droplets on your window or black staining on the drywall of your walls? Have you ever wondered why the moisture returns around your windows after you have wiped it away? This type of moisture is from the interior air and is commonly referred to as condensation.



Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors.

What is condensation and how does it form in my home?

Condensation occurs in your home when moist air comes into contact with a surface which is at a lower temperature. Moist air contains water vapour — commonly referred to as humidity. Indoors, we can increase humidity through our activities and lifestyle. If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors. These surfaces are typically cooled by lower exterior temperatures during the winter months much more easily than the walls which are kept warm by insulation. For example, if it is cold enough outside and/or warm and humid enough inside, condensation may occur on or around your windows resulting in fogging, water or ice on

the windows themselves or even a puddle of water on the window frame or sill. Other examples of condensation in your home can include damp spots or mildew on outside wall corners, closet walls or baseboards. Areas of your home with poor air circulation, such as behind furniture or in a cupboard or closet, can also be susceptible to condensation.

If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

A small amount of condensation appearing on a surface may not necessarily be a problem, depending on the amount of moisture that forms,

Maintaining your building envelope

This publication is one in a series of bulletins designed to provide practical information on the maintenance of the building envelope of multi-unit residential buildings including townhouses, low-rise and high-rise residential buildings.



What is a building envelope?

The building envelope includes all parts of the building (assemblies, components and materials) that are intended to separate the interior space of the building from the exterior climatic conditions. It includes, for example, the foundation, exterior walls, windows, exterior doors, balconies, decks and the roof.

Who should read this bulletin?

Anyone who lives in or looks after a multi-unit residential building should read this bulletin including residents/unit owners, strata councils, housing co-ops, maintenance managers, property managers or building owners. Proper maintenance of the building envelope can help prevent damage and avoid costly repairs in the future.



This bulletin is funded by the Homeowner Protection Office in partnership with Canada Mortgage and Housing Corporation and Polygon Homes Ltd.



As a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

how long it stays, and whether it accumulates on surfaces that can be damaged by water. Condensation can be short-term during a severe cold spell, or occur in a localized area such as kitchen, bathroom or laundry room.

In many instances, condensation moisture simply evaporates back into the air once the surfaces warm up or the moisture source is reduced. An example of this is moisture that condenses on a bathroom window during a shower and quickly disappears shortly after the shower is turned off. However, as a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

Taking preventative steps to avoid condensation will help prevent problems in the future.



Condensation has led to mould problems on the drywall.

hygrometers

measure

humidity levels

Why must I avoid condensation problems?

Condensation can cause serious damage to the interior and structural elements of your home or building. If condensation occurs frequently enough and for prolonged periods of time, materials in contact with the moisture may be damaged. Drywall and wood finishes around windows are two examples of materials in your home that can readily absorb moisture and become damaged if they remain wet for a sustained period of time. If left unchecked, condensation problems can cause:

- crumbling or soft spots in drywall
- decay in wood framing or corrosion of steel framing
- peeling paint
- damage to the insulation inside the walls, and
- mould and mildew problems in your home.

Most importantly, taking preventative steps to avoid condensation from occurring in your home will help prevent avoidable and expensive problems in the future.

Sources of moisture in the home

We add to humidity levels in our home through our activities and lifestyle. Water vapour is added to the air in large quantities by our breathing and perspiration, cooking, bathing, cleaning and other daily activities.

How we produce humidity in our homes

- A family of four can add moisture to the air equivalent to 30 to 40 litres of water per week
- Showering, cooking, bathing and washing can add 15 to 20 litres per week
- Drying clothes indoors can add 10 to 15 litres per week

Source: Natural Resources Canada



Evidence of problems resulting from condensation can be seen on the interior window sill.

Newly constructed homes may temporarily exhibit a higher potential for condensation as moisture in plaster, cement and other building materials escapes into the air during the first heating season. This elevated level of moisture in the air should taper off after a month or two. If it doesn't, you should inform your building or maintenance manager of the situation.

What should the indoor temperature and humidity levels be?

Interior temperature and relative humidity is often a matter of personal preference, but exceeding recommended humidity levels for extended periods of time can lead to a higher risk of condensation problems in your home. The recommended relative humidity level varies between winter and summer, and by location.

As a rough "rule of thumb", interior air temperatures should generally be maintained between 18°C and 24°C with relative humidity falling between 35% and 60% for the coastal temperate climate regions of British Columbia during the winter months. In colder and drier regions of the province, interior humidity levels should be limited to between 25% and 40% during the winter months. If you are unsure of the relative humidity in your home, small devices called "hygrometers" can be purchased that will allow you to measure the humidity levels in your home. See the "For more information" section at the end of this bulletin for references to other publications that provide information on how to measure humidity in your home.

Humidity cannot be eliminated from the air altogether. It is needed to maintain a comfortable and healthy interior environment. Without humidity we would suffer from chapped lips and dry skin, sore throats, breathing problems, static electricity, and damage to equipment and furniture. However, if humidity gets too high, problems will arise in your home such as condensation, musty smells, mould growth, allergic reactions and damage to walls and interior finishes.

How do I avoid condensation problems?

There are number of steps that you can take to prevent condensation problems from occurring in your home.

1) Reduce the amount of moisture or humidity generated in your home

- Do not regularly hang large amounts of clothes to dry indoors. Wherever possible, dry your clothes in a dryer with an outside vent.
- Shut off the humidifier if you are using one.
- While cooking, put a lid on boiling water — it will also boil faster!
- Try to have shorter showers. You will save the energy required to heat the water and conserve on water.
- Ensure the lint trap in your clothes dryer is clean. The lint trap should be inspected and cleaned before each use.
- As much as possible, try to wash full loads of dishes in the dishwasher.
- Do not store wood for your fire place indoors.

2) Promote good air circulation in your home

- Open blinds and drapes so that air can circulate freely over the windows.
- Direct heat towards exterior walls and windows.
- Where condensation at window sills is a persistent problem, remove any objects on the window sill such as books, photographs, and knickknacks as they prevent air from circulating and removing the moisture.
- Move furniture such as sofas and

bookcases so they are not touching outside walls. This will improve air circulation around the cooler outside wall and reduce condensation potential.

3) Promote good ventilation in your home

- Use the kitchen exhaust fan or range hood to remove humidity generated by cooking. Note: the exhaust fan or range hood should be vented to the outside.



Use your kitchen exhaust fan or range hood to remove humidity generated by cooking. The exhaust fan should be vented to the outside.

- Use bathroom fans and humidistats (if you have them) while bathing or showering. Some bathroom exhaust fans are connected to a humidistat that can be preset to ventilate the room when the humidity reaches a certain level, and keep the fan running until the humidity is below that set point. It is important that humidistats be set to the appropriate level and not turned to “off”. If the bathroom does not have a humidistat, the exhaust fan should be left running for a period of time after bathing or showering to remove the excess moisture from the bathroom. The exhaust fan should be vented to the outdoors.
- Some newer homes have a pre-set principal exhaust fan. Ensure that this fan is set to run for two 4-hour periods per day.
- Open windows periodically and

ensure that fresh air intake vents are not blocked.

- Make sure exterior vent hoods for your dryer, bathroom and kitchen vents are unobstructed and operating freely. Clothes dryers that take longer to dry than usual, and kitchen or bathroom fans that seem to not move the air could be signs of some obstruction in the duct or the outlet. Keeping vent hoods and lint traps clear will also reduce the amount of energy required to dry the clothes, thus reducing utility bills. Qualified professionals should be used to carry out this maintenance item.
- Consider upgrading your kitchen or bathroom fans. If you feel that your kitchen or bathroom fans make noise, but don't seem to do anything, you may be right. Some older or cheaper units may not work effectively and tend to be noisy. A simple upgrade is relatively inexpensive and will often dramatically improve performance. Look for units with high air movement measured in cubic feet per minute (cf/m) or litre per second (L/s), and a low noise rating measured in decibels (dB) or sones.



Use bathroom fans, and humidistats if you have them, while bathing or showering.

In most cases you can address high humidity and condensation through reducing the amount of humidity generated in your home. Ventilation may only reduce humidity levels if the air introduced into the room is drier than the interior air. When ventilation is not effective at lowering the humidity sufficiently, you may need to incorporate the use of a dehumidifier (or air con-

ditioner) to further reduce humidity levels. However, this should be considered as a last resort after you have taken necessary steps to reduce the amount of humidity generated in your home. Also, dehumidifiers require electricity to operate and, therefore, may be an expensive option for you to pursue.

Dealing with persistent condensation problems

Condensation is usually a localized problem that you can address by taking the steps described above to reduce the humidity or to promote good air circulation and ventilation in your home. However, if you have taken these steps and continue to experience condensation problems, other problems may exist that are more appropriately addressed by your maintenance manager or a qualified professional. Symptoms related to *persistent condensation* problems include:

- windows that continue to have water droplets or that fog up, frost or get ice build-up, even after you have taken necessary steps to lower humidity levels and prevent condensation in your home
- black staining on the inside of walls, mainly in corners and near the floor or ceiling
- mould or mildew growth
- ice or frost under roof sheathing-boards
- delamination of plywood materials
- damp or moist basement walls or floors

Report persistent condensation problems to your maintenance manager. Persistent condensation problems may relate to air leakage in your home, typically at the base of the wall, (sometimes causing black staining at carpet edges) or at electrical lighting and receptacle outlets, and around windows¹ and doors. This air leakage can allow cold air into the wall assembly and thus cool the wall and increase the potential for condensation. In other cases, it may be necessary to bring warm air to cold surfaces, either by changing the building's heating patterns or by providing dedicated heat sources to problem areas.

Blowing warm air at problem areas has the additional effect of encouraging evaporation at the problem location. In some cases the solution may be to insulate surfaces against cold temperatures, usually by increasing insulation levels in the walls behind the problem areas. The solutions to each of these potential problems, however, must be carried out by qualified professionals and co-ordinated by your maintenance manager.

¹ In some climates, such as central and northern British Columbia, a historical remedy for condensation around windows was to open the window slightly to allow the very dry outdoor air to mix with the relatively humid indoor air and reduce the potential for condensation. This approach is NOT recommended as it can result in condensation and serious damage in parts of the wall that are not visible to the occupants. It also results in a large consumption of energy.

ACTION PLAN TIPS

- Take steps to avoid condensation problems in your home:
 - Reduce the amount of moisture

or humidity generated in your home. For example, do not hang laundry to dry indoors and take shorter showers.

- Promote good air circulation in your home. For example, open blinds and drapes and move furniture so that it is not touching an outside wall.
- Promote good ventilation in your home. For example, use kitchen exhaust fans, bathroom fans and humidistats as well as consider upgrading your exhaust fans if they are poor performers.
- If a persistent condensation problem becomes evident (after taking the above steps), notify your maintenance manager. A qualified professional may be needed to address the underlying cause of this problem.

For more information

1. "About Your House" fact sheets on The Importance of Bathroom and Kitchen Fans (CE 17), Measuring Humidity in Your Home (CE 1), Choosing a Dehumidifier (CE 27) published by Canada Mortgage and Housing Corporation (CMHC). Available online at www.cmhc.ca.
2. "Moisture Problems: Why Should I Worry About Moisture Problems?", published by Natural Resources Canada, EnerGuide for Houses. Available online at www.oeenrncan.gc.ca.
3. "Condensation on Inside Window Surfaces" (Canadian Building Digest 4), "Moisture Problems in Houses" (Canadian Building Digest 231), and "Current Approaches for Mechanical Ventilation of Houses" (Construction Technology Update No. 15) published by National Research Council of Canada's Institute for Research in Construction. Available online at www.irc.nrc-cnrc.gc.ca.
4. "Best Practice Guide to Wood-Frame Envelopes in the Coastal Climate of British Columbia", published by CMHC and available online at www.cmhc.ca.
5. See your building's maintenance manual.

Note: This bulletin and others are available on the HPO website.

promote good ventilation

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