

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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Held on Tuesday, October 6, 2015 at 6:30 p.m.
Within Unit #21 – 6670 Rumble Street, Burnaby, BC

COUNCIL IN ATTENDANCE:	Kin Leong	President
	Michel Gagnon	Vice-President
	David Mah	Treasurer
REGRETS:	Lisa Chow	Member
	Natalie Degoe	Member
	Zina Roitman	Member
STRATA MANAGER:	Steven Loo	FirstService Residential

The meeting was called to order at 6:38 p.m. by the Strata Manager, Steven Loo.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on July 21, 2015 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Monthly Statement(s):** It was moved and seconded to approve the financial statement(s) for May to August 2015. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

2. **Review of Accounts Receivable:** The Strata Manager presented an Owner's list for Council's review. One Owner is a month in arrears on their strata fees. Council thanks all Owners for their diligence.

One Owner (S/L#15) has not paid the Special Levy passed at the November 2014 Annual General Meeting and the \$5,000.00 insurance deductible that was assessed back to their unit. Late fines have been accumulating each month until the Special Levy is paid. A letter demanding full payment within 21 days will be sent or a lien will be placed on the unit. The \$460.00 costs will also be assessed against the unit. Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

3. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Window Replacements - Update:** All windows have been installed except for 2 units. The Strata Manager has confirmed access for the remaining 2 units.
2. **Community Pot Luck:** A great time was had by the twenty Residents on August 15, 2015.
3. **2015 Special Levy Project Updates:**
 - Gutter Replacement: As previously reported, the work was completed on May 5, 2015.
 - Building Wash: This has been completed to Council's satisfaction. No complaints were received.
 - Patio Levelling: This will commence on Tuesday, October 13, 2015 (weather permitting).

As we are under budget for the Special Levies, Owners can expect to receive a portion of their Levy returned by way of a cheque.

4. **Organics:** The program has been implemented with the majority of Residents attending one of the four information workshop sessions. As a reminder, no plastic is permitted in the organics bins. All food items must be wrapped in newspaper or compostable paper bags/boxes. Please ensure no animal blood is placed in the organics bin as this will bring on bad odours that will be difficult to remove.

CORRESPONDENCE

An Owner filed a smoking complaint alleging the smoke is infiltrating their unit. The complaint states their children are allergic to the second hand smoke. A letter was sent to the offending unit regarding the concerns. No reply has been received. The Owner also requests that a "No-Smoking" Bylaw be included in the AGM agenda for Owners to approve. Council will include the bylaw proposal for the Owners to decide.

An Owner emailed their concern of the new gutters keeping them up because of the excess amount of water travelling down the downpipe. The contractor was contacted for a resolution. The following was approved by Council at a cost of \$285.00 +GST:

1. Install EPDM rubber along the inside of the elbow to reduce the tap, tap, tap of water dripping directly on the metal.
2. Offset the downpipe so it runs with a slight sideways angle from top to bottom. This forces the water to run along the side of the downpipe, opposed to the back/free falling. This isn't as aesthetically pleasing, but it works.

An Owner sent a reply regarding the bylaw fine received for not turning on their patio lights. They provided an explanation and requested the fine be reversed. Council confirmed that the process of reviewing the lights was over a 3 to 6 months period. A unit was found to be in contravention if they found the patio lights or motion sensor were not turned on or triggered after dusk. Council reviewed the request and determined the request did not provide any information on why the lights were not on or functioning. Regrettably, Council had no choice other than to deny the request.

NEW BUSINESS

1. **Proposed Budget 2015/16:** Council will continue to discuss the budget for the upcoming year. The main topic will be the amount of the Contingency Reserve Fund contribution. Council will review the funding models in the Depreciation Report and present an acceptable budget. The following are projects being considered
 - (a) **Tree and Shrub Removal:** A number of alders at the back of the property have been identified to be a potential risk/hazard and recommended to be cut down. These trees (along with a large number of shrubs) will be chipped and removed in order to minimize the falling and fire hazard. Two fence panels will need to be temporarily removed to allow the chipping equipment access the area. Prior approval from the City will also be required. The cost will be \$6,048.00 (inclusive of taxes) plus any permits and related costs. Council also noted that the protective netting is in disrepair and needs to be replaced. Costs will be sourced out prior to the AGM and the project will be presented to the Owners for approval.
 - (b) **Man Gates:** To upgrade the security of the underground parkade, a quote was acquired to install full length astragals to the 3 man doors. Presently, the astragals are 24 inches in length. These astragals do not allow anything to be placed between the door and the frame so the doors cannot be pried open. The cost is \$1,133.94 (inclusive of taxes).
2. **Winterization:** The Strata Manager has scheduled University Sprinklers to shut down the sprinkler system. This is to ensure water is not trapped in the sprinkler lines to avoid freezing, which could burst the pipes.

Reminder: The City of Burnaby will pick up larger items for disposal free of charge. Please call 604.294.7210 for information or to schedule a pick-up.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:30 p.m.

Next meeting: The next meeting has been scheduled for November 26, 2015. (Annual General Meeting) The location is The Nikkei Cultural Centre, 6688 Southoaks Crescent, Burnaby, B.C. Please look for the AGM agenda in early November 2015.

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/cm

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Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

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| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

To sign up, please visit the following site to complete the **FSRConnect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>