

**MINUTES**  
**STRATA COUNCIL MEETING**  
**THE OWNERS STRATA PLAN LMS 3316**  
**MERIDIAN BY THE PARK**  
[www.meridianbythepark.com](http://www.meridianbythepark.com)

***Held on Monday, August 15, 2016 at 6:30 p.m.***  
***Within Unit #26 – 6670 Rumble Street, Burnaby, BC***

<b>COUNCIL IN ATTENDANCE:</b>	Kin Leong	President
	Michel Gagnon	Vice-President
	David Mah	Treasurer
	Lisa Chow	Member
	Young Seok Lee	Member
<b>REGRETS:</b>	Natalie Degoe	Member
<b>STRATA MANAGER:</b>	Steven Loo	FirstService Residential

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The meeting was called to order at 6:33 p.m. by the Strata Manager, Steven Loo.

Prior to the meeting, Zina Roitman informed Council that she has sold her unit and has resigned her seat on Council. The Strata Corporation wishes to extend their appreciation for her efforts and contributions and wish her and her family the very best.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on May 17, 2016 as circulated. **MOTION APPROVED.**

**FINANCIAL REPORT**

1. **Monthly Statement(s):** It was moved and seconded to approve the financial statements for April – June 2016. **MOTION APPROVED.**

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. Every account is up to date. Council thanks all Owners for their diligence.
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. **Electrical Room Repair - Update:** A start date is pending from Nikls "One Call".
2. **Strata Caretaker:** A Scope of Duties has been prepared and approved amongst Council. The start date is anticipated to be September 15, 2016. The Scope will be revised, if required.
3. **Deck Resurfacing-Update:** The contractor has notified the Strata Manager he will be on site on Thursday, August 18, 2016 to assemble a quote to repair/resurface the balconies over a garage. Council has tabled this item to the next meeting.
4. **Power Washing Party:** Thirty-Five (35) Residents representing twenty-six (26) units attended the June 11, 2016 session. Many thanks to each and every person attending.

### **CORRESPONDENCE**

1. A complaint was received regarding an Owner who allowed their white dog on common property without being on a leash. A reminder letter was sent to the unit without a reply.
2. An Owner submitted her suggestions regarding Bylaws to include/update. Council agreed the wording should be updated. The Strata Manager will provide a draft for the next meeting.
3. Numerous concerns have been forwarded to the rental agent of S/L#20 regarding Bylaw contraventions from the tenants. The agent has informed the Strata Manager they are in the midst of an eviction process. The Strata Manager has informed the agent that fines may be levied if action is not taken in a timely fashion.
4. An Owner that reported a break-in to his unit during the daytime on May 10, 2016 has informed Council of a suspected attempt on August 14, 2016. He has provided reasoning for his suspicions and has requested video footage from Council; which Council will provide.

The Owner noted that he witnessed a white male, about 6' tall around the garbage area.

### **PLEASE BE VIGILANT AND REPORT ANY SUSPICIOUS PEOPLE TO THE RCMP.**

5. Since the new gutters/downpipes have been installed, an Owner has informed the Strata Manager that the sound of the rain hitting the gutter is keeping him awake. A number of adjustments have been completed to resolve the issue, without success. Precision Gutters has provided a quote to upgrade the gutter/downpipe. The Owner has been provided the address of two locations where these gutters have been installed so he can listen to the rain draining down the downpipe. This item has been tabled until he reports back.

### **NEW BUSINESS**

1. **Man Door Vandalized:** The north side man-door was vandalized on May 19, 2016. Thanks to an Owner who assisted in the repairs. Council discussed a number of options to upgrade the man doors/underground parkade. Costs will be upgraded and discussed at the upcoming budget meeting.

2. **Security Upgrade:** As per the issue with the attempted break-in, Council discussed and agreed to be proactive and investigate the costs to upgrade the DVR and additional security cameras to protect the property. Costs will be acquired and discussed at the upcoming budget meeting.
3. **Next year's Projects:**
  - Man Gate Upgrade
  - Garbage Room Door (painting)
  - Sagging Garage Doors
  - Mailbox Upgrade
  - Stairway/Common Area Lighting Upgrade
4. **Improper Recycling:** This continues to be problematic and not improving. Many bags are found to be of mixed items and placed in incorrect bins. Please spend a few minutes flattening cardboard, removing Styrofoam from boxes, and placing items in the correct bin. Please refer back to the coloured poster that was delivered to each Residence which shows what items can be placed in each bin. Here is a summary:
  - BLUE BIN: Mixed containers
  - GREY BIN: Glass
  - YELLOW BIN: Paper/mixed paper

Residents are also reminded of the following:

- Wash out all containers before recycling
- NO PLASTIC BAGS
- NO STYROFOAM
- Pictures are found on the lids of each bin

**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.

5. **Back Patio Motion Sensors:** Council discussed the issue of security and hinted that with the priority of security, uniformity may not be a priority. Council acknowledged that the availability of the current styles of back patio lights is slim, this may be best that the Strata Corporation be responsible for replacing non-functioning light. Costs will be investigated and discussed at the upcoming budget meeting.
6. **Children's Playground:** Council noticed the rebar is starting to show on certain areas of the playground. Discussions revolved around either replacing the playground toys or removing the current items and putting in a family friendly meeting place; such as a gazebo or picnic area. Council will investigate possibilities and costs for the budget meeting and a survey will be sent to owners.
7. **Strata Insurance Renewal:** The Strata policy has been renewed. For budgetary purposes, Council requested that the renewal date match the Strata Corporation's year-end. The policy now has a 14-month term (to September 30, 2017) and a renewal premium of \$49,856.00 (please see attachment to be provided to your agent).

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 8:22 p.m.

The date of the next meeting is tentatively scheduled for October 11, 2016 (budget) and November 29, 2016 (Annual General Meeting)

### **FirstService Residential BC Ltd.**



Steven Loo  
Strata Manager  
*Per the Owners*  
Strata Plan LMS 3316

SL/lm

**Email:** steven.loo@fsresidential.com  
**Direct Line:** 604.689.6969  
**General:** 604.683.8900 (24 hours emergencies)  
**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

[www.fsresidential.com](http://www.fsresidential.com)

**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:

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

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>



**FS Insurance  
Brokers**

did you  
**KNOW?**

## Dishwashers

*Did you know* that a slow leak may go undetected for years, leading to huge water damage claims? Many leaks are visible, but a good majority are hidden and you should take appropriate action to properly inspect. Water pooling, mold, mildew, and damage to neighbouring units are common results of leaking dishwashers. Use the following tips to help prevent dishwasher related losses:

- Visually inspect the rubber gasket around the inside edge of the door and replace if cracked or worn
- Use steel-braided supply hoses and inspect them often for damage
- Consider installing a water leak detection system for hard-to-reach areas: pumps, valves, etc.
- Only use detergents specifically formulated for dishwashers; avoid detergents that create suds
- Keep the drain basket clean



**Always maintain insurance to protect yourself and your contents.**

*DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.*