

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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Held on Tuesday, January 5, 2016
Within Unit #21 – 6670 Rumble Street, Burnaby, BC

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

The meeting was called to order at 6:36 p.m. by the Strata Manager, Steven Loo.

As this is the first Council Meeting after the Annual General Meeting (AGM), nominations were made and accepted for the Council positions, as indicated above.

The Strata Manager reviewed the Code of Conduct (COC) with the Council members. The document outlines the expectations of Council to represent all Owners of the community through due diligence. The Strata Manager reviewed the 12 points of the Code and reminded to work as a collective group, act honestly and in good faith, for the good of the Strata Corporation. He reminded members the importance of the privacy issues. Each member agreed to sign off on the document.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on October 6, 2015 as circulated. **APPROVED.**

FINANCIAL REPORT

1. **Monthly Statement(s):** It was moved and seconded to approve the financial statements for September to November 2015. **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. One Owner is a month in arrears on their strata fees. The Council thanks all Owners for their diligence.

With the refund of the Special Levy, only nine (9) Owners are in arrears. The total amount is \$266.00. Strata Lot #15 has 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. The Strata Manager confirmed with Council that Owners in arrears more than 30 days will receive late notifications with a lien being approved after 90 days if full payment is not received.

The 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. **Gutter Repairs - Update:** Gutter cleaning has been approved and will be completed on Thursday, January 8, 2016. Minor gutter repairs will also be completed in front of three units. (Please see Correspondence #1)
2. **Man Gate- Upgrade:** A quote to install full length astragal plates was tabled at the last meeting. The Council will investigate other methods to upgrade the security to ensure the good use of funds. It has been reported by Owners that the main doors have not been secured. **PLEASE ENSURE THE MAN DOORS ARE FULLY LOCKED WHEN YOU GO THROUGH THEM.** This will ensure intruders are kept out of the underground parkade.
3. **Tree Removal Update:** As approved at the recent Annual General Meeting (AGM), Bartlett Tree Service will be removing a number of alders located at the south end of the property. The trees slated for removal will be those that will likely cause damage to our buildings in a windstorm. This tree removal work is currently scheduled to take place on Monday, January 25th, 2016.

CORRESPONDENCE

1. Three Owners submitted concerns about leaking gutters around their area. The Strata Manager has informed Precision Gutters to address when they are on site to clean and inspect the gutters.
2. An Owner was witnessed a resident dumping window drapes in the garbage area. A letter had been sent to the unit asking for them to properly dispose of the items. No reply has been received. The Council has asked for another letter to be sent as fines have been approved by Council.
3. An Owner informed the Council that his locked bike was stolen from the underground bike rack on December 29 or 30, 2015. The Council could not find any evidence of a theft after reviewing the surveillance video on those 2 dates. A further review will be conducted.
4. An Owner submitted a suggestion to the Council on how to deal with new Owners who undertake upgrades and leave construction material on common property. The suggestion has Council introducing themselves and providing a reminder of the Bylaws. Council understands the reasoning but was uncomfortable with the task. The Council discussed the matter and the Strata Manager will include the information in the Welcome Package that all new Owners receive.
5. An Owner has informed Council that she found two wet spots on her ceiling. After investigation, it was deemed that the dryer duct was leaking from the joints. She alleges that the dryer duct contractor did not properly clean out her dryer duct and is seeking reimbursement for the repair (\$1,655.01). The drywall repair and painting is pending.

Council reviewed the communication and details of the invoice. It was noted that the dryer duct in question vented at the roofline. Council recalled that notification was sent to Owners via Strata minutes asking for Owners to notify Council if their dryer vent came out on the roofline or if they did not know where their venting came out. This was to assist the contractor as he cannot know the location for each unit. As the Owner did not contact council with this information or for assistance on the location, council felt it was unfair for the Strata to cover the costs. Council discussed and agreed to reimburse \$552.00, which represents approximately 10 years of dryer duct cleaning and repair of the sagging vent pipe.

NEW BUSINESS

1. ***Items from the AGM:***
 - (a) ***Garbage Room Door:*** The Council paint the door when the weather warms.
 - (b) ***Anticipated Discarded Cigarette Butts:*** An Owner voiced their concern that Residents will be tossing their cigarette butts everywhere as a result of smoking being banned on common and limited common property. The Council is anticipating residents will be respectful and use common sense when discarding their butts. The Council will monitor the situation.

- (c) **Cleaning/Sweeping:** The Council is addressing the issue of an Owner asking if a janitorial company can be hired to spend a couple of hours every week washing the garbage area and some light sweeping on common property. The Council would like to offer the position to residents first. If anyone is interested, please contact the Strata Manager. The Council will assemble a job description for the next meeting.
 - (d) **Stairway Lighting Upgrade/Common Area Lighting Upgrade:** Council will source energy efficient lighting to improve safety and security on the property.
 - (e) **Deck Resurfacing:** As per the Depreciation Report, resurfacing will need to be addressed. The Strata Manager will acquire a quote for budgetary purposes.
 - (f) **Garage Doors:** The garage doors to the units facing Rumble Street are beginning to sag and also need a coat of paint. The Strata Manager will contact a garage door company to have a report provided as the best way to deal with the problem.
2. **Signage:** The Council has approved purchasing signage. The Strata Manager will order signage that is not readily available from the local hardware stores.
3. **Improper Recycling:** While most residents are placing items in the correct bin, a number of residents are not. The Council has delivered a colored poster to each Residence which shows what items can be placed in each bin. Here is a summary:
- **BLUE BINS:** Mixed containers
 - **GREY BIN:** Glass
 - **YELLOW BINS:** paper/mixed paper
- Residents are also reminded of the following:**
- Wash out all containers
 - NO PLASTIC BAGS
 - NO STYROFOAM
 - Council has distributed posters to each unit
 - Pictures are found on the lids of each bin
(Council will upgrade lighting so pictures are easily seen)
4. **Condition of Grass:** The Council discussed the current condition of the grass on the property. Some areas have been affected by the chafer beetle and with the drought last summer (and the expected drought to continue), The Council is deciding how to effectively deal with these areas. This item will be tabled to the next meeting.

5. **Mailbox Security.** The Council has opened discussions on how to better secure this area. The Strata Manager provided options to the Council. These options include improved lighting (set on a motion sensor), metal cages and full enclosures. The Council has asked the Strata Manager to acquire exact costs for these options. This item is tabled to the next meeting.

<p>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.</p>

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:00 p.m.

2016 Council Meeting Dates (tentative)

March 15, May 10, July 19, October 11(budget) and November 29, 2016 (Annual General Meeting)

FirstService Residential BC Ltd.



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Per the Owners
Strata Plan LMS 3316

SL/sc

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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:

- | | |
|---|--|
| ✓ <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>