

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

***Held on Tuesday, March 22, 2015***  
***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>GUEST:</b>	Owner	Strata Lot 19
<b>REGRETS:</b>	Natalie Degoe	Member
	Zina Roitman	Member
<b>STRATA MANAGER:</b>	Steven Loo	FirstService Residential

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The meeting was called to order at 6:30 p.m. by the Strata Manager, Steven Loo.

**GUEST BUSINESS**

The Owner of Strata Lot 19 requested a hearing to dispute the decision by Council at the last meeting, regarding reimbursement for repairs of a damaged ceiling, where it was cut to investigate an alleged leaking vent pipe. During the discussion, there was clarification that the vent pipe was not leaking, but a design flaw, where there were many bends in the vent pipe that caused problems in the drying cycle. The Owner had installed a booster fan to assist with moving air through the vent pipe. The Strata Manager also forgot that he had instructed the contractor to investigate the source. With the new facts, Council agreed to cover the costs to repair the ceiling and to ensure the dryer vent is cleaned from the inside as well. A quote will be sourced for the ceiling repairs. The Owner thanked council and left the meeting.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on January 5, 2016 as circulated. **MOTION CARRIED.**

**FINANCIAL REPORT**

1. ***Monthly Statement(s):*** It was moved and seconded to approve the financial statement(s) for December 2015 and January 2016. **MOTION 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. It is noted that all Owners are current with their strata fees. 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. **Gutter Repair - Update:** An Owner continues to be inconvenienced due to a gutter that is magnifying the noise when it rains. Precision Gutters was to come out and adjust the angle of the gutter to eliminate the noise. Council confirms that the adjustments were not done correctly as the contractor adjusted the wrong downpipes – leaving holes in the vinyl siding. The contractor will return this Thursday to correct their errors. The contractor will fill in the 2 holes they left when adjusting the downpipes, and adjust the correct downpipe to reduce the water noise.
2. **Man Gate:** The quote to install astragals is tabled to consider other options.
3. **Tree and Shrub Removal:** A number of alders at the back of the property have been removed. A row of alders were left along the baseball field to assist in shielding our property from fly balls until the City Parks has the chance to install the protective netting. Two coniferous trees were identified as needing to be removed also. This will be tabled for the summer months.
4. **Signage:** A number of signs have been ordered and delivered to the property by the Strata Manager.
5. **Cleaning/Sweeping:** The list of duties is near completion. Anyone interested in this part time position is to contact the Strata Manager before May 1, 2016.
6. **Stairway Lighting/Common Area Lighting Upgrade:** This item is being looked after by Council. As one Council Member who was tasked with contacting a lighting distributor for this upgrade was unable to attend this meeting, this has been tabled to the next meeting.

7. **Garbage Room Door:** The garbage room door will be painted when the weather becomes warmer.
8. **Deck Resurfacing:** As per the Depreciation Report, a quote will be acquired to resurface the balcony surfaces. Please report any visible damage to the Strata Manager immediately. A photo of the damage would also be helpful.
9. **Recycling:** The situation is improving. The two major issues continue to be plastics being placed into the glass container, and people using plastic bags with the recycled items (which are not permitted).
10. **Garage Doors:** A number of units that face Rumble Street have a private garage door. The Strata Corporation is only responsible for the door. All hardware, such as the motor, chains and the annual maintenance are the responsibility of the unit Owner. An Owner has investigated the costs for maintenance/replacement of the springs. Creative Door: \$309.00 and Door Pro: \$265.00. Each price does not include taxes.
11. **Mailbox Security:** The Strata Manager presented Council with a security proposal to better secure the mailboxes. It involves a custom made cage that wraps around each mailbox. As there is no option to totally eliminate vandalism, the idea is to secure the mailbox where it is too time consuming for the thieves to take the chance on being caught. The cost of \$7,000 for both mailboxes is reasonable as that is the cost to make the associated repairs. Council will discuss this further for the next Annual General Meeting.

### **CORRESPONDENCE**

1. An Owner sent an email to the Strata Manager that residents are continuing to smoke on the property even though there is a NO SMOKING Bylaw in place. She had concerns that not all residents would know about the Bylaws. The Strata Manager reminded the Owner that it is the duty of each Owner to read the minutes and to inform their tenants accordingly. Minutes are the acceptable method of distributing information. Signage will/has also been posted on common property. All incidents of Bylaw contraventions should be sent to the Strata Manager, in writing, for him to follow up with the unit.
2. A complaint was received about a dog at the playground running freely, without being on a leash. The parents with young children playing at the playground were nervous when they saw the breed of the dog. A warning letter has been sent to the unit Owner reminding them of the dogs-on-leash Bylaw.
3. A complaint was sent of a male that was smoking while walking on the driveway. A reminder letter has been sent to the unit reminding them there is no smoking on common and limited common property.
4. The Owner of Strata Lot 50 was informed someone associated with their unit had dumped a set of window coverings/drapes curtains in the garbage area on November 30, 2015. No reply was received after a follow up email. Council has approved a \$50.00 disposal fee to have the blinds properly disposed.

**NEW BUSINESS**

1. **Faulty Smoke Detectors:** Four Owners have contacted the Strata Manager and Council President that they have a smoke detector that is not functioning properly. The concern has been brought to the original installer, who has referred us to the supplier. They are disputing the matter and sent a list of tests to ensure proper installation. The Owners have completed the testing with no improvement. The Council President will follow up with the supplier.
2. **Electrical Room:** Council has noticed that moisture is seeping through the cinder block wall. The Strata Manager will have a contractor investigate a solution/repair.
3. **North Garage:** Council has also noticed dripping above stalls 57/58. The Strata Manager will have a contractor make the appropriate repair (concrete injections).

**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 8:20 p.m.

**Next meeting:** The next meeting has been tentatively scheduled for May 17, 2016.

**FirstService Residential BC Ltd.**



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

SL/rm

**Email:** steven.loo@fsresidential.com  
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**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

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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 &amp; history</i>                                                                    | ✓ <i>Owner's profile update</i>        |
| ✓ <i>Meeting minutes</i>                                                                                  | ✓ <i>Bylaws and rules</i>              |
| ✓ <i>Building notices &amp; 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>