

**MINUTES  
STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 3316  
MERIDIAN BY THE PARK**

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

***Held on Tuesday, May 17, 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
	Young Seok Lee	Member
<b>REGRETS:</b>	Zina Roitman	Member
	Lisa Chow	Member
	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.

**GUEST BUSINESS**

The Owner of Strata Lot #12 requested a hearing with council after receiving a 2<sup>nd</sup> letter regarding smoking on common property. He acknowledged that he was trying to quit and expressed his apologies for causing problems for the Council and neighbours. He 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 March 22, 2016 as circulated. **MOTION APPROVED.**

**FINANCIAL REPORT**

1. **Monthly Statement(s):** It was moved and seconded to approve the financial statements for February and March 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. There is an overall credit of \$810.55 on the Owners’ accounts. 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 quote was received from Nikls "Property Services" to investigate the cause of the leak. As it is impossible to guess the location of the leak and the cause, a portion of the planter needs to be dug up to expose the membrane and a water test performed. The cost for the investigation is \$2,500.00 + GST. The Strata Manager is estimating the cost of the membrane repair could be as high as \$10,000. Council discussed asking Residents to volunteer their time, but decided the work can be daunting/tedious. Council has approved the work to be completed while the weather is dry.
2. **Strata Caretaker:** As no one has contacted the Strata Manager regarding the position, a member of Council (and his spouse) has submitted their interest in the position. The intention is to give some attention to the property within our budget. A Scope of Duties will be prepared and approved amongst Council.
3. **Deck Resurfacing-Update:** The Strata Manager's contractor has been unable to schedule a site visit due to his schedule. This will be completed as soon as possible. The review is focused on balconies over a garage and then over living space.
4. **Signage:** Council has order a number of "NO SMOKING" and "NO STOPPING" signs. The Strata Manager delivered the order to Council.
5. **Tabled Items:**
  - Man Gate Upgrade
  - Garbage Room Door(painting)
  - Sagging Garage Doors
  - Mailbox Upgrade
  - Stairway/Common Area Lighting Upgrade

### **CORRESPONDENCE**

1. Two Owners submitted concerns about their decks. (See Item #3 above).
2. An Owner submitted his concerns about racoons defecating under their bay window. The Strata Manager contacted a wildlife company for advice. They noted trapping is expensive and useless as another racoon family will replace the trapped racoons. As racoons are nocturnal, they suggest lighting up the area and spraying bleach (or a similar solution).

3. An Owner informed Council that a break-in occurred into his unit during the daytime on May 10, 2016. This has been reported to the RCMP: File # BU16-20572.

The Owner noted that he witnessed a white male, in his 40's, entering the property from the back gate at 9:00 a.m. and then he rang the doorbell repeatedly. The Owner did not answer the door. It is uncertain if this is the thief.

Council reviewed the surveillance footage but could not find anyone in the underground parkade. **PLEASE BE VIGILANT AND REPORT ANY SUSPICIOUS PEOPLE TO THE RCMP.**

4. An Owner reported her vehicle being broken into on April 18, 2016. Council reviewed the surveillance footage but could not find anyone in the underground parkade. **PLEASE BE VIGILANT AND REPORT ANY SUSPICIOUS PEOPLE TO THE RCMP.**
5. An Owner reported a Resident was flying a drone on the property. The Strata Manager noted there are no specific Bylaws that disallow this activity but reminds those individuals to be respectful of neighbour's privacy.
6. An Owner asked Council to repair a hole in her bedroom that was made prior to the roofing project. The Strata Manager will have this completed as soon as possible.
7. An Owner filed a noise complaint against the landscapers; noting that their lawn mowers/leaf blowers were used too early in the morning hours. The complaint was sent to the contractor. It is noted that the noise reader indicated the levels are at 79.4 dBA. The Provisions in the Burnaby Bylaws allow the reading to not exceed 87 dBA. The contractor will minimize the use of power equipment before 10:00 A.M.
8. An Owner provided the Strata with the requested photos of the holes made in her ceiling to investigate an alleged roof leak. As the holes were made by the strata contractor, Council approved the repairs will be covered by the Strata Corporation.

#### **NEW BUSINESS**

1. **Extra Garbage Bin:** It's time for Spring Cleaning!! The bin has been scheduled for June 2<sup>nd</sup>, 2016. The bin will be placed on the grass area past the driveway. Please respect the items that are banned from the bin as fines can/will be levied against the Strata Corporation. Any fines will be charged back to the respective unit.
2. **Power Washing Party:** Council has tentatively scheduled the date to be June 11<sup>th</sup>, 2016. Please look for posted notices for confirmation. Please note this is eligible towards the MANDATORY VOLUNTEERING hours.
3. **Improper Recycling:** It is noted that the situation has been bad as of late. 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 colored 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 only
- YELLOW BIN: paper/mixed paper

Residents are also reminded of the following:

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

<b>Reminder:</b> 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.
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### **TERMINATION OF MEETING**

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

The date of the next meeting is tentatively scheduled for July 19, 2016

**FirstService Residential BC Ltd.**



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

SL/cm

**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>