

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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Held on Tuesday, October 18, 2016 at 6:30 p.m.
Within Unit #26 – 6670 Rumble Street, Burnaby, BC

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

The meeting was called to order at 6:35 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 August 15, 2016 as circulated. **MOTION APPROVED.**

FINANCIAL REPORT

1. ***Monthly Statement(s):*** It was moved and seconded to approve the financial statements for July and August 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’ list for Council’s review. All Owners are up to date on their Strata fees. One Owner has a \$200.00 fine levied on their account. 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:** Nikl's One Stop attended to investigate the cause of the leak. They removed a cinder block from the top corner of the electrical room, which showed no signs of a leak. The original assessment of a leaking electrical conduit seemed more likely. A 2 hour water test was scheduled, but with impending rain, the Council President decided not to give approval and allow natural sources to carry out the test. It was interesting that during the recent storms, there were no signs of moisture ingress. An option is to insert a camera down the conduit to locate the leak at the next sign of water ingress. The cost is approximately \$1,000.00. The electrical room will continue to be monitored.
2. **Strata Caretaker:** A scope of duties was agreed upon between our new Caretaker and Council. She began her duties on September 15, 2016. The main focus is keeping the garbage area tidy. The Strata Manager has asked her to report any garbage Bylaw contraventions directly to him.
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 all balconies over garages and over living spaces.
4. **Signage:** Council has order a number of "NO SMOKING" and "NO STOPPING" signs. The Strata Manager delivered the order to Council. Council will install these signs around the appropriate areas within the complex.
5. **Tabled Items:**
 - Man Gate Upgrade
 - Garbage Room Door (painting)
 - Sagging Garage Doors
 - Mailbox Upgrade
 - Stairway/Common Area Lighting Upgrade

CORRESPONDENCE

1. An Owner continues to file complaints regarding excessive noise from rain running down the gutter. Numerous emails have been exchanged for a viable remedy. Precision Gutter has attended on 2 occasions to make alterations in an attempt to dampen the sound. Precision Gutter submitted a proposal to upgrade the downpipe at a cost. A number of locations with the identical downpipe were identified for the Owner to observe the sound. The Owner declined to go and asked Council to proceed with the installation. The Strata Manager offered his hesitation to proceed without the Owner travelling to site to observe the results, as it offered no guarantee of success; thus wasting the funds for

the resolve. Council agreed, and offered 2 options to the Owner (one which is the responsibility of the Owner).

2. An Owner reported a damaged railing to the Strata Manager on October 14, 2016. The photos show that a large vehicle probably backed into the railing as it showed obvious contact gouges. The Strata Manager has contacted a fabricator to quote for a replacement.

COUNCIL REMINDS OWNERS TO BE VIGILANT AND REPORT ANY SUSPICIOUS PEOPLE TO THE RCMP.

NEW BUSINESS

1. ***Playground Survey:*** Nineteen replies were received. About 70% of the respondents admit they do not use the playground. The remaining replies were split in putting no funds to putting in up to \$2,500 to repair or upgrade the playground. This item will be tabled for the next Council Meeting to decide on a course of action.
2. ***Sprinkler Head Damage:*** A sprinkler head was found damaged at the back of the property. A replacement head was installed.
3. ***Sagging Garage Door:*** An Owner had their springs changed, which resolved their sagging garage door. The issue was the springs had weakened and were not able to carry the weight of the garage door any longer. Council is gauging the interest from other Owners with garage doors to have their springs replaced. If there are any Owners interested, please contact the Strata Manager prior to November 14, 2016, who will contact the garage door contractor for a group discount (at Owner's cost).
4. ***Backflow Preventer Assembly Testing:*** The annual requirement has been scheduled for completion. As there are four units located within the basements of units, Council thanks those Owners for their cooperation.
5. ***Bylaw Amendments:*** Council reviewed the current Bylaws and noted a number of errors in numbering. The corrections will be brought forth at the upcoming Annual General Meeting for the Owners' approval. As the errors only require proper numbering, this will not affect/change the meaning of the Bylaws.
 - New Bylaws will be proposed for Owners to approve. This includes Bylaws relating to dangerous dogs and short term leases.
 - Two Bylaw amendments will also be presented for Owners to discuss/approve.
 - Please see the upcoming Annual General Meeting (AGM) agenda for the specific wording.
6. ***Proposed Budget (2016/17):*** Council will follow the Depreciation Report and increase the Contingency Reserve Fund contribution amount from \$35,521.00 to \$55,946.00. To minimize the increase of Strata fees, the surplus will be fully utilized. A number of projects have been discussed and prioritized for the upcoming year. All will be funded by the surplus. This includes the following (budget):

- Repairing Decks over Garages - 8 in total (\$16,000.00)
- Garage Door Painting - 8 in total (\$4,000.00)
- New Garage Gate Installation - (\$16,000.00)
- Tabled Items: Upgrade lighting/mailbox enclosure/painting garbage room door.

7. **Recycling:** This is slightly improving. 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
- 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

<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 9:08 p.m.

The date of the next meeting is the Annual General Meeting, which is scheduled for Wednesday, November 30, 2016 at the Nikkei Cultural Centre.

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316
SL/tw

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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> |

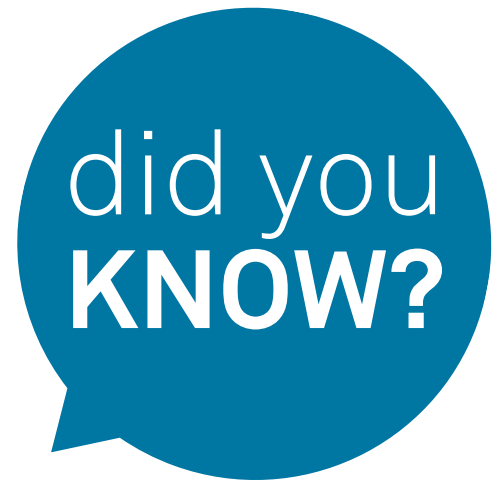
It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

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>



**FS Insurance
Brokers**



Flammable & Combustible Liquids

Many apartments and townhouses contain products suitable for everyday use that, if not stored properly, present a serious risk of fire. *Did you know* that these commons liquids are all flammable?

Spray paint and paint solvents

Liquid pesticides

Aerosol sprays

Hand sanitizer

Antifreeze

Kerosene and propane

Motor oil and diesel fuel

Nail polish and polish remover



Tips for storing and maintaining flammable and combustible liquids:

- Only keep the minimum amount necessary.
- Keep a fire extinguisher near your storage location.
- Pesticides must be stored in their original container.
- Saturated rags and cloths should be stored in a tightly sealed metal container or properly disposed of after use.
- Open windows for ventilation of small spills. Fans or other electric devices could provide an ignition source.
- Evacuate immediately and contact 911 for large spills.
- Consult your by-laws for any restrictions that prohibit on-site storage of flammables and combustibles, especially on common property.

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