

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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Held on Tuesday, January 10, 2017
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
STRATA MANAGER:	Steven Loo	FirstService Residential

The meeting was called to order at 6:37 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 and to act honestly and in good faith for the good of the Strata Corporation. He reminded members of the importance of ensuring and maintaining privacy on Owners' personal information. 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 11, 2016 as circulated. **MOTION APPROVED.**

FINANCIAL REPORT

1. **Monthly Statements:** It was moved and seconded to approve the financial statements for October and November 2016. **MOTION APPROVED.**

The Strata Manager noted that with the unexpected snow and freezing temperatures, an unusual number of invoices is expected to impact this year's budget.

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 Owners list for Council's review. All accounts are up to date. One Owner has two late fines from the 2015 Roofing Special Levy. The Strata Manager will contact the Owner to resolve. The Council thanks all Owners for their diligence.

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. **Electrical Room - Update:** Council has continued monitoring the situation. They have noticed intermittent water leakage (minor amount). Council has discussed and approved bringing the electrician back to scope the conduit with a camera to confirm the location and magnitude of the problematic area. This will be scheduled when warmer weather arrives.
2. **Main Gate - Upgrade:** The project has been approved and installation is expected in late February 2017. Council also approved having a mag lock installed on the main gate to improve security.

With the relocation of the gate, this will create 2 additional parking stalls, (#7 & #8) inside the secured area. Council agreed to allow these stalls to be rented on a monthly basis. (Strata already has 2 stalls being rented at a cost of \$40.00 per month.) If anyone is interested in one of these stalls, they are asked to email their interest to the Strata Manager prior to February 17, 2017. If there are more than 2 names, a draw will be held.

3. **Gutter Noise - Update:** The Owner that has complained about the continuous noise of rain water has accepted a solution. We are waiting for the weather to improve to proceed.

CORRESPONDENCE

1. Complaints have been received regarding a barking dog within a unit. The Owner has replied to dispute a number of the complaints. Both parties have been contacted in trying to mitigate the situation.
2. A rental agent has filed a number of requests for the Strata Corporation to install privacy hedges/lattice at the back of the strata lot. Council noted that the neighbouring hedges

were installed by the individual Owners at their cost. Approval for the installation has been given to the unit Owner if they wish to proceed at their own cost.

3. Five Owners have informed the Strata Manager that they have had their home/vehicles broken into. Each unit owner has contacted the RCMP. One Owner has submitted photos of a suspicious individual that knocked on their door. (Please see photo below.)

Several Council members confirmed this individual also knocked on their door. One council member opened their window to ask what he wanted. The individual simply walked away and did not reply.

We remind all Residents to be vigilant and call the RCMP

(non-emergency) 604-294-7922.

Please be reminded that it is possible that if you engage in a conversation with the individual, that an accomplice may be trying to enter your unit from another door.



4. It was reported/witnessed that a Resident verbally abused our landscapers. The individual was upset over the noise. We remind Residents that all complaints should be forwarded to the Strata Manager as contractors are working on behalf of the Strata Corporation.
5. An Owner has informed the Strata manager of two leaks from their bathroom vent. A contractor has been sent to investigate the situation.

NEW BUSINESS

1. ***Tabled Items:***
 - (a) ***Garbage Room Door:*** Painting will be completed in the summer.
 - (b) ***Stairway Lighting Upgrade/Common Area Lighting Upgrade:*** Council will source energy efficient lighting to improve safety and security on the property.
 - (c) ***Deck Resurfacing:*** This has been scheduled to the late spring/summer as warm dry weather is needed.
 - (d) ***Garage Doors-Painting:*** The Strata Manager has contacted Remdal to submit a proposal.
 - (e) ***Storm Drains/Sump Pit:*** We will ensure these are cleared in anticipation of the snow melt. We will also check to see if the sump pit requires cleaning out. This work will be sent to Southslope Plumbing.
2. ***Tree Removal Update:*** A number of small alders have been noticed in the raised planters by #31, #35/36. The Strata manager will ask our landscapers to remove them ASAP to avoid any damage.
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)

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 8:08 p.m.

2017 Council Meeting Dates (tentative)

March 7, May 9, July 11, October 10 (budget) and November 28, 2017 (Annual General Meeting)

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/db

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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.

FSR Connect™

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 **FSR Connect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>