

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

***Held on Tuesday, July 11, 2017 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
	Lisa Chow	Member
	Young Seok Lee	Member
<b>REGRETS:</b>	Natalie Degoe	Member
<b>STRATA MANAGER:</b>	Steven Loo	FirstService Residential

---

The meeting was called to order at 6:34 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 May 9, 2017 as circulated. **MOTION CARRIED.**

**FINANCIAL REPORT**

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list for Council's review. There are three (3) Owners that are one month in arrears of their strata fees. Council thanks Owners for keeping their account up to date.
2. ***Monthly Statement(s):*** The Strata Manager presented the May 2017 Balance Sheet, Schedule of Reserves, Statement of Income & Expenses and Expense Distribution Report for Council's review. It was moved and seconded to approve the financial statements for April and May 2017. **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.

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:*** As the weather has been dry, Council will continue to monitor the room for water ingress.
2. ***Gutter Noise:*** The installation of the horizontal pipe was completed but a downpipe extension to the lower roof did not fit. Precision Gutters has not returned to complete the work, therefore the invoice has not been paid.
3. ***New Parkade Gate:*** Council approved the disputed amount of the invoice (\$800 plus GST) as the contractor had informed Council he would be charging overtime for a Saturday service to connect the garage gate. Unfortunately, he noted the charge incorrectly on his invoice. The Strata Manager will process payment and close the file.
4. ***Landscaping- Update:*** Complete Landscaping has removed the alders by Unit #31, #35, #36 at no charge. Council will meet the Owner of the company next Tuesday, July 18, to discuss concerns and future work. Two dead plants will need to be removed.
5. ***Fire Alarm ULC Certification:*** This annual requirement for fire alarm certification was completed on May 16, 2017
6. ***Extra Garbage Bin:*** The mini-bin arrived on May 26 and was removed on June 2, 2017.
7. ***Playground Repair:*** A quote was received to return the playground to a safe condition. The proposal was \$3,000 plus GST. Council will investigate the cost to remove the playground and transform the area into a family atmosphere, as an option for Owners to vote. This is tabled to the budget meeting.
8. ***Cleaning Party:*** A total of 25 individuals from 20 units attended the volunteer session. Council thanks all who attended and noted that two (2) pressure washers belonging to the Strata need repair and/or replacement. Council will follow up.
9. ***Tabled Items:***
  - (a) Garbage Room Door, Front Door & Window Trim and Garage Doors (quotes requested)
  - (b) Stairway/Common Area Lighting Upgrade

### **CORRESPONDENCE**

1. An Owner submitted a request for a window replacement as it has become foggy. Other owners have also reported similar foggy appearance in their window panes. Council will assemble a list of other units requiring window replacements for budgetary purposes.
2. Council approved a request submitted from an Owner to weed their garden area.
3. The Strata Manager was informed of a rodent hole at the side of an Owners' unit. Abell Pest was called in to investigate, monitored the hole for two (2) months and has reported no activity.
4. A number of Owners have submitted repair requests. The list includes uneven paving stones, woodpecker holes and damp basement floor. The items have been sent to the contractors, who have started repairs/investigations on the source.
5. A number of Owners have informed the Strata they wish to close in their back yards. Council briefly discussed and gave their approval as long as it at the Owners' cost and follow a specific design. Those Owners wishing to proceed will also need to complete an Indemnity Agreement, making the unit responsible for any/all future repairs and maintenance costs.

### **COUNCIL REMINDS OWNERS TO BE VIGILANT AND REPORT ANY SUSPICIOUS ACTIVITY TO THE RCMP.**

### **NEW BUSINESS**

1. **Break-In:** A unit was broken into during a weekday afternoon through the rear patio sliding glass door. The Strata Manager was contacted and arranged an immediate repair. As Common Property was not affected, the costs will be covered by the Owners' personal insurance policy.
2. **Gutter Cleaning Quotes:** The Strata Manager has obtained two (2) quotes for the fall cleaning. Both quotes were within \$100 of each other. Council approved the lower quote at \$3,205 plus GST. from Precision Gutters. This work will be scheduled for the fall of 2017.
3. **New Garbage/Recycling Dates:**
  - (a) Garbage/Recycling & Food Scraps: every Thursday
  - (b) Cardboard: every Wednesday
4. **Recycling:** Residents are reminded that improper recycling can lead to fines levied by the City of Burnaby. Any fines imposed on the Strata Corporation will be charged back to the offending unit. Please refer back to the colored poster that was delivered to each unit which shows what items can be placed in each bin. Here is a summary:
  - (a) **BLUE BIN:** Mixed containers

- (b) GREY BIN: Glass
- (c) YELLOW BIN: Paper/Mixed Paper

Residents are also reminded of the following:

- (a) Wash out all containers
- (b) **NO PLASTIC BAGS**
- (c) **NO STYROFOAM**
- (d) 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.

The tentative dates of the next meetings are October 10 (budget) and November 28, 2017 (AGM).

### **FirstService Residential BC Ltd.**



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

SL/sm

**Email:** steven.loo@fsresidential.com  
**Direct Line:** 604.689.6969  
**General:** 604.683.8900 (24 hours emergencies)  
**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

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

**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>               |

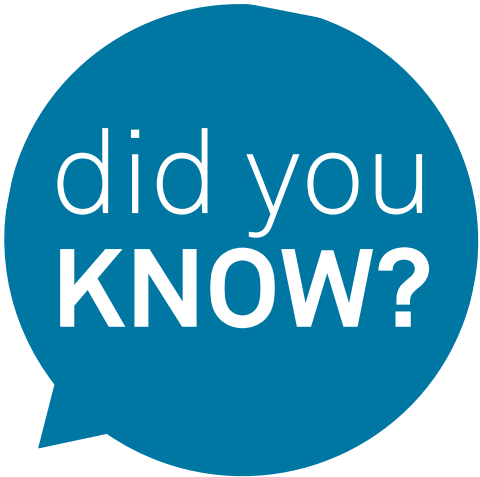
It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

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>



**FS Insurance  
Brokers**



# Fire Extinguishers

*Did you know* that two leading causes of fires are unattended candles and kitchen grease fires? Fire extinguishers can help save lives and property, and prevent catastrophic damage to your home. When well-placed and easy-to-access, extinguishers can be used to put out small fires, or to suppress flames while you escape to safety. Use the following tips to ensure your residential fire extinguisher will be ready in case of emergency.

## On a monthly basis:

- Ensure clear access to the extinguisher
- Check for proper pressure—needle should be in the ‘green zone’ on extinguisher with a gauge
- Check that nozzle, pin, and tamper seal are unhindered and intact
- Check for dents, leaks, rust, or chemical deposits
- Shake the fire extinguisher to prevent settling of powder

## Replace fire extinguishers if:

- Pressure needle is outside the ‘green zone’
- Handle is wobbly or broken
- Locking pin is missing or unsealed
- Hose is cracked, ripped, or blocked with debris
- Required by manufacturer’s instructions or if the extinguisher is more than six years old



*DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client’s properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers’ advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.*