

**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 7, 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                   |
| <b>REGRETS:</b>               | Natalie Degoe  | Member                   |
|                               | Young Seok Lee | 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**

Josipa Katinic, (FS Insurance), attended to present the Loss Prevention Assessment report that was prepared after an inspection of the property by engineers of BFL Canada. The report provides recommendations to assist in lowering the overall risk for fire or water damage. The overall risk of damage to the building is minimal, with a number of recommendations provided:

1. Install Seismic Gas Shutoff Valves on Natural Gas Line (Fire & Property Recommendation)
2. Extend Smoke Detector to Electrical Room (Fire & Property Recommendation)
3. Testing and Maintenance of Fire Extinguishers (Fire & Property Recommendation)
4. Consider Expanding Emergency Response Plan (Fire & Property Recommendation)
5. Install Seismic Gas Shutoff Valves on Natural Gas Line (Fire & Property Risk)
6. Internal Inspections for Sprinkler Systems (Fire & Property Recommendation)
7. Perform Annual Playground Safety Inspection (Liability Code-CAN/CSA-Z614)
8. Replacement of Appliance Hose Connections to Steel Braided (Liability & Risk)

Costs will be investigated with council before proceeding with all recommendations.

### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED and SECONDED to approve the Minutes of the Strata Council Meeting held on January 10, 2017 as circulated. **MOTION APPROVED.**

### **FINANCIAL REPORT**

1. **Monthly Statement(s):** It was MOVED and SECONDED to approve the financial statements for December 2016 and January 2017. **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 are three (3) Owners in arrears for their strata fees. Strata Lot #31 is 2 months in arrears. Council has approved a \$50.00 late fine for each month. Strata Lot #32 and S/L#49 is in arrears 30 days. Council has approved a \$50.00 late fine. One Owner has a \$200.00 fine levied on their account.
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:** Council continues to monitor the room for water ingress. The last date council checked the room was Monday, March 6, 2017. There were no signs of moisture at that time. The electrical room will continue to be monitored.
2. **Staircase Railing:** A damaged railing has been replaced.
3. **Gutter Noise:** The installation of the horizontal pipe was completed, but a downpipe extension to the lower roof did not fit. Precision Gutters will return with the correct piece.
4. **Projects - Update**
  - (a) **New Parkade Gate:** The fabrication is almost completed. The new gate is expected to be installed during the last week of March/first week of April 2017. Council will also be installing two (2) mag locks with a motion sensor and push button to exit the main gate. This is to maximize security. As the driveway will be

busy with contractors, the Strata Corporation will provide as much notice as possible.

(b) **Deck Resurfacing:** This has been completed to Council's satisfaction.

5. **Tabled Items:**

- Painting Garbage Room Door
- Painting Garage Doors
- Stairway/Common Area Lighting Upgrade
- Playground Repair

6. **Alder Removal:** The removal of junior alder sprouts found in the planters by units #31 and #35/36, has been scheduled during the spring clean-up by the landscapers.

**CORRESPONDENCE**

1. A number of emails were received regarding alleged mailbox vandalism when Owners found the mailbox door open. The Strata Manager dispatched his mailbox contractor who reports that the mailbox door was left unsecured by the mailperson. An Owner suggested the installation of lighting. Council understood the request, but noted the incident occurred on a weekday afternoon.
2. Another 2 complaints have been received regarding excessive barking from a neighbouring dog. As this was the second incident, Council has informed the Owner no further warning would be given. Council discussed and unanimously agreed to levy a \$50.00 fine with increasing fines on further complaints.
3. A unit was found to have incorrectly dumped a garbage bag full of miscellaneous items in the garbage bin. Upon investigation, all the items were found to be recyclable. As mailing labels were found in the garbage bag, a Bylaw letter was sent to the unit. Since this was the second incident by the tenants, Council voted unanimously to levy a \$200.00 fine.

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| <p style="text-align: center;"><b>COUNCIL REMINDS OWNERS TO BE VIGILANT AND REPORT ANY<br/>SUSPICIOUS PEOPLE TO THE RCMP.</b></p> |
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**NEW BUSINESS**

1. **Tax Return:** The Strata Manager presented the completed return for Council to sign-off. The Strata Manager negotiated a 50% reduction for the mandatory service (\$375+GST).
2. **Snow Removal/Salting:** Even though we have had an unusually high amount of snow this year, our budget has not been greatly impacted like other properties. To date, we have spent less than \$1,500.00. This is because of the many Owners taking the initiative to help. The Strata Corporation extends their appreciation to all Residents that have assisted to keep the area safe.

3. ***Recycling:*** We remind Residents 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. Council is encouraged this is improving. Please refer back to the colored poster that was delivered to each residence which shows which 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. (Council will upgrade lighting so pictures are more 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 8:28 p.m.

The tentative dates of the next meetings are May 9<sup>th</sup>, July 11<sup>th</sup>, October 10<sup>th</sup>, (Budget) and November 28, 2017 (AGM)

**FirstService Residential BC Ltd.**



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

SL/db

**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.**

### **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:

- |   |  |
|---|--|
| ✓ <b>Account balance &amp; history</b>  | ✓ <b>Owner's profile update</b>        |
| ✓ <b>Meeting minutes</b>  | ✓ <b>Bylaws and rules</b>              |
| ✓ <b>Building notices &amp; announcements</b>   | ✓ <b>Insurance summary of coverage</b> |
| ✓ <b>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</b> | ✓ <b>Event calendars</b>               |

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>



**FS Insurance  
Brokers**

did you  
**KNOW?**

## Toilet Leaks

*Did you know* that almost 30% of water use in an average home comes from the toilet? A silent leak inside or underneath the tank can lead to wasted water, damaged floors, high utility bills, and even damage to neighbouring units! If your toilet is leaking, you may see water on the floor, there may be a soft, spongy feeling on the floor near your toilet, or you may occasionally smell sewer gas. Leaks will typically occur in the tank, at the shutoff valve, in the supply line, or even underneath the toilet.

### Things to consider:

- Learn to shut off your toilet valve before a leak occurs
- Recognize signs of a potential leak:
  - sounds of running water
  - the need to “jiggle” the handle to complete a flush
  - trickling water on inside of bowl
- Purchase a leak detection system
- Perform a leak test using a toilet tablet or food colouring
- Maintain adequate limits of personal insurance including water damage and sewer back-up



**If a leak does occur, shut off the water supply and call a plumber ASAP!**

*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.*