

**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 9, 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
	Natalie Degoe	Member
<b>REGRETS:</b>	Lisa Chow	Member
	Young Seok Lee	Member
<b>STRATA MANAGER:</b>	Steven Loo	FirstService Residential

---

The meeting was called to order at 6:33 p.m. by the Strata Manager, Steven Loo

**HEARINGS**

Two Strata lots requested hearings with Council.

(6:40 p.m.) Strata Lot #49 requested a reversal of a fine levied for a late strata fee payment (as per the Bylaws). The Owners noted they were travelling at the time and made full payment when they received the letter from FirstService. As this is the first occurrence, Council granted the request as a good faith gesture. Council also recommended the Owners register for Pre-Authorized Debit (PAD) to ensure payment is never late in the future. The Owners will take that under advisement. The Owners thanked Council for their time and left the meeting at 6:55 p.m.

(7:00 p.m.) Strata Lot #31 requested a reversal of two fines levied for two late strata fee payments (as per the Bylaws). The Owner noted they were not aware that their bank had cancelled their automatic payment but had failed to follow up on the new Strata fees after the recent Annual General Meeting. They are now up to date, less the \$100.00 fines. With no further questions, the Owners thanked Council for their time and left the meeting at 7:08 p.m. Council discussed the matter and unanimously agreed to waive one \$50.00 fine if the Owner registers for PAD and pays the first \$50.00 fine.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on March 7, 2017 as circulated. **MOTION CARRIED.**

## **FINANCIAL REPORT**

1. **Monthly Statement(s):** The Strata Manager presented a 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 February and March 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.

2. **Review of Accounts Receivable:** The Strata Manager presented an Owner's list for Council's review. There are two (2) Owners that are one month in arrears of their strata fees.
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. There were no signs of moisture. The electrical room will continue to be monitored.
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. Invoice has not been paid.
3. **New Parkade Gate:** The installation is completed after a delay in getting the keyscan system to function correctly. The correction caused the project to be over-budget. A welder was required to complete some modifications to the gate to accommodate the two mag locks. The Strata Manager has paid all the invoices except for one. The original work from Dolphin Electric to install the Kantech KT300 was also delayed due to Creative Door completing the installation after removing the original door instead of before. This resulted in the contractor charging 2 days lost wages. Council approved one overtime day. The Strata Manager will negotiate a settlement to close the file.
4. **Landscaping – Update:** After the Council meeting, Contour Landscaping will remove the alder by Unit #31/35/36 at no charge. Council discussed the matter, along with some other concerns and instructed the Strata Manager to schedule a site meeting with

the company Owner to address concerns that have not been addressed as part of the contract.

5. ***Parking Stall Draw:*** Three units had submitted their names for the draw for the extra parking stalls. All 3 units will be granted parking space rental privilege as the Strata actually had 3 available parking spaces at this time.
6. ***Tabled Items:***
  - Garbage Room Door, Front Door & Window Trim and Garage Doors (painting)
  - Stairway/Common Area Lighting Upgrade
  - Playground Repair

### **CORRESPONDENCE**

1. An Owner submitted their nomination for their son to represent their unit on Council. As we are half way through the fiscal year, Council decided not to add another member to Council. They asked the Owner to stand for election at the upcoming Annual General Meeting in November 2017.
2. Another complaint has been received regarding excessive barking from a neighbouring dog. The Owner of the dog has made an arrangement for their dog to stay elsewhere during the day. Council has decided not to levy a fine and will monitor the situation.
3. An Owner has filed a complaint regarding excessive gutter noise. Council has instructed the Strata Manager to have the area modified to mitigate the noise.
4. A letter will be sent to an Owner as concerns have been received regarding excessive speed in the underground parkade.
5. An Owner has contacted the Strata Manager to dispute the fine their tenants received for incorrectly disposing of garbage. Council had levied fines for the Bylaw contravention. The Owner stated he did not receive the correspondences from the Strata Corporation. The Strata Manager provided all the necessary documentation. After a brief email discussion, the Owner had filed a change of address 2 months after they moved, which resulted in the Owner not receiving the notifications. The Strata Manager noted that it is the Owner's responsibility to provide their current contact information as soon as possible. Council reviewed the information and is satisfied with how the Strata Manager replied.

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

### **NEW BUSINESS**

1. ***New Garbage/Recycling Dates:***
  - ***Garbage/Recycling & Food Scraps:*** every Thursday.

- **Cardboard:** every Wednesday.

**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 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
- NO PLASTIC BAGS
- NO STYROFOAM
- 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.

2. **Fire Alarm U.L.C. Certification:** The annual requirement fire prevention has been scheduled for May 16, 2017.
3. **Playground Quote:** The Strata Manager presented a quote of \$3,000.00 to bring the playground to a safe standard. This includes removing all the sand/debris, cutting away all the rusted rebar, remove/dispose of all playground equipment and fill in with lava rock. Council will monitor available funds. This item has been tabled to the next meeting.
4. **Spring Cleaning- Garbage Bin:** The annual garbage bin will be brought in again for Friday, May 26 and removed on Friday, June 2, 2017. Please note the RESTRICTED ITEMS and LOAD LIMIT. Any fines received due to a Resident dumping a banned item or overfilling above the limit line will be charged back to the unit.
5. **Cleaning Party:** This has been scheduled for Saturday, June 24, 2017. Please look for posted notices. This event qualifies for volunteer hours.
6. A "maximum height" bar will be installed outside the garage gate.

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 8:08 p.m.

**Next meeting:** The tentative dates of the next meetings are July 11, October 10 (budget) and November 28, 2017 (AGM).

**FirstService Residential BC Ltd.**



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

SL/sc

**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**

did you  
**KNOW?**

## Stored Material Clearance

*Did you know* that the National Fire Protection Association dictates maximum heights of stored material in sprinklered and non-sprinklered storage rooms?

Shelves, furniture and stacked material under an automatic sprinkler system must have at least an 18 inch clearance directly below the sprinkler head. This is to avoid blockage of the head and allow the water spray to reach a fire, should one occur. **Creating fire obstructions with shelves, furniture and stacked materials is a violation of fire code** because it obstructs the functioning of the sprinkler system.

If the storage area is non-sprinklered, provide a minimum 24 inch clearance below the ceiling to allow water spray from the fire department reach over and above the stored items.



*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.*