

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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Held on Tuesday, October 10, 2017 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
	Lisa Chow	Member
	Young Seok Lee	Member
REGRETS:	Natalie Degoe	Member
STRATA MANAGER:	Steven Loo	FirstService Residential

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

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on July 11, 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 four (4) Owners (S/L# 4, 26, 50 and 51) in arrears of strata fees (\$1,413.09). Council thanks Owners for keeping their account up to date.
2. ***Monthly Statement(s):*** The Strata Manager presented the August 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 June – August 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 due to their busy summer season. Invoice has not been paid, pending completion.
3. **New Parkade Gate:** Final payment has been made. The file is closed.
4. **Landscaping – Update:** The Council President met with our contractors to discuss a number of items to be quoted. This includes the removal and disposal of a California lilac, add 5 yards of soil amender and supply/install 25 flowering evergreens. Council approved the \$2,150 + GST proposal. The Strata Manager will schedule the work.
5. **Updated Window List:** Council has made note of 23 windows. The replacement of the windows is not urgent and has been deferred to 2018/19 (or when funds are available).

CORRESPONDENCE

1. An Owner submitted their request to prune the trees in the green area. The Strata Manager has forwarded the request to Bartlett Trees for a proposal.
2. A letter has been sent to an Owner regrading their tenant smoking in their backyard, which is Limited Common Property. The Owner has acknowledged the complaint.
3. Two Owners have informed Council that their unit was broken into.

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

NEW BUSINESS

1. **Caretaker's Position:** If any Owner is wanting to apply for the position, please send an email to the Strata Manager before the Annual General Meeting.
2. **Insurance Renewal:** The Strata Corporation has renewed the policy. The Strata Manager confirmed the following information on the policy:
 - Assessment: \$19,018,000
 - Sewer Deductible: \$25,000

- Water Damage Deductible: \$10,000

The Strata Manager also explained the Earthquake Deductible and the deductible buy down option. He explained the earthquake deductible is 10% of the assessed value, which works out to \$1,901,800.00. This works out an average of \$35,883.00 per unit.

The annual premium to reduce the 10% to 5% is \$2,535.00. This reduces the amount to \$17,942.00. The Strata Manager also reminded Council that each Owner is responsible for this amount so it is imperative each Owner reviews their personal condo policy that their policy includes this assessment. Council unanimously agreed this is a small price to reduce some financial burden for all Owners.

3. **Proposed Budget 2017/18:** Council agrees a priority list of 4 items should be completed in the next fiscal year. This includes the following:

- (a) Painting of 8 garage doors (\$1,313 includes GST),
- (b) Pavers outside 3 units (\$8,000.00 est.),
- (c) Playground – repair (\$6,000) and upgrade (\$9,000 est.),
- (d) Replacing foundation membrane outside #55: (\$10,000 est.).

Council will keep the increase in strata fees to a minimum.

4. **REMINDER:**

- **Garbage/Recycling & Food Scraps: every Thursday morning before 7am**
- **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

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 8:30 p.m.

The next meeting is the Annual General Meeting, tentatively scheduled for November 28, 2017. The location is The Nikkei Cultural Centre, 6688 Southoaks Crescent, Burnaby, B.C.

Please look for the AGM agenda in early November 2017.

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/sc

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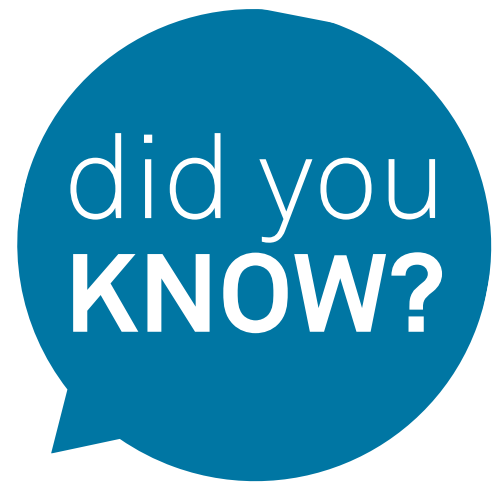
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
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Condensation

Did you know that cooking, washing, humidity from fish tanks, indoor plants and even breathing cause moisture in the air? That moisture collects as droplets of water when it contacts a cool surface, creating condensation. While bedroom windows misting up in the morning after a cool night is normal, **an accumulation of condensation can lead to a mould problem**, resulting in significant monetary consequences to a unit owner.

Prevention of mould:

- ▶ While cooking, always cover pans and don't leave kettles boiling
- ▶ Older buildings may not have dehumidistats installed, so use exhaust fans or keep windows open in kitchens and bathrooms to remove moist air or steam
- ▶ Do not overfill wardrobes; let air circulate freely inside
- ▶ Wipe window sills and walls that collect condensation

If you discover mould:

- ▶ Wipe down windows, frames and other affected areas with a fungicidal wash (or a bleach solution); make sure you follow the manufacturer's instructions precisely
- ▶ Dry-clean mildewed clothes and shampoo mouldy carpets
- ▶ Consider painting with a fungicidal paint
- ▶ Consider purchasing a dehumidifier



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