

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
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Held on Tuesday, January 16, 2018 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
	Geoff Degoe	Member
	Young Seok Lee	Member
	Courtenay Hoang	Member
REGRETS:	Lisa Chow	Member
STRATA MANAGER:	Steven Loo	FirstService Residential

The meeting was called to order at 6:36 p.m. by the Strata Manager (SM), 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. (As Lisa could not attend, she sent her agreement via email).

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on October 10, 2017 as circulated. **MOTION CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list for Council's review. Six (6) Owners in arrears of strata fees totalling (\$2,535.97). One unit (S/L#50) is in arrears 5 months. The SM contacted the Owner and the oversight will be taken care of immediately. Council discussed and agreed that overdue letters will be mailed to Owners owing more than \$10.00. Council thanks Owners for keeping their account up to date.

2. **Monthly Statement(s):** The Strata Manager presented the December 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 November – December 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:** Council continues to monitor the room for water ingress.
2. **Gutter Noise:** Another adjustment has been made. The noise level is being monitored.
3. **Leak Into #55 Basement:** The contractors did not locate the leak where they originally thought it was. It is now believed the source may be from the concrete slab. The contractor will continue to investigate the source of the leak.
4. **Playground - Update:** The Council President contacted the representative from RecTec to take measurements of our playground. Initial estimates were around \$9,000.00. (Budget amount is \$6,000.00). The restoration of the playground will be scheduled to commence during the warmer months of June/July.
5. **Pavers - Update:** This will be scheduled for dryer and warmer weather. The repair to the holes caused by woodpeckers will also be scheduled.
6. **Windows:** The current list will be sent to Accurate Glass for an updated proposal.
7. **Phone Line Problems:** Vancouver Fire (monitoring company) has informed the SM that one of the two dedicated phone lines used for fire monitoring has gone down. (This is the reason the fire panel is beeping). Telus insists there are no problems with the line. The SM has asked Telus to send a technician as the line **is not** functioning correctly. As this is a fire issue, the Burnaby Fire Inspector may be onsite to monitor progress.

REMOVAL OF STORED ITEMS IN THE UNDERGROUND PARKADE

Please note that all items stored on or near your parking stall is not permitted; as per the following Bylaw:

44.3 A resident or visitor must not hinder or restrict sidewalks, entrances, stairways and other parts of the common property. Hindrance and restriction includes the keeping of personal items and garbage.

Please remove all items by Monday, January 31, 2018. Bicycles must be locked in a bike rack. If you have not registered your bicycle, please contact the Strata Manager immediately.

Please note that any fines levied by the Fire Inspector for storage of unauthorized items, will be charged back to the respective unit owner.

3. An Owner informed the Council they are getting sewer odors at their upstairs ensuite bathroom. They feel a draft from under the bathroom cabinet. The odor is only present when they turn on their bathroom fan. Council/Strata Manager made a number of suggestions. The Owner will try these remedies and report back if the problem is not solved.
4. An Owner reported 3 repairs. All were noted to be an Owner's responsibility.

NEW BUSINESS

1. An Owner has informed the Strata Corporation that their unit was broken into on a Saturday late afternoon. The Police file is: 2017-48349.

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

2. Council discovered that the current garage remote fobs are no longer being manufactured. Therefore, Council has approved the purchase of 20 remote fobs as a last time purchase.

REMINDER:

- ***Garbage: every Thursday***
- ***Food Scraps: every Wednesday before 7a.m.***
(Bins must be brought up on Tuesday night)
- ***Recycling & Cardboard: every Friday***

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 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)

<p>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.</p>

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:48 p.m.

The tentative meetings dates are March 6, 2018, May 8, July 10, October 9 (budget) and November 28, 2018 (Annual General Meeting).

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/cm

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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.



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Brokers**

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Electric Space Heaters

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- Purchase a heater that automatically shuts off if tipped over
- Read all manufacturer's instruction for use and care
- Place the heater on a solid and level surface
- Regularly inspect for cracked or damaged plugs or connections
- Never use an extension cord or power strip; plug directly into an outlet
- Keep heaters at least three feet away from anything that is flammable
- Clean the heater to prevent dust build-up



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*Source: National Fire Protection Agency**