

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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***Held on Tuesday, October 9, 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
	Lisa Chow	Member
	Young Seok Lee	Member
	Courtenay Hoang	Member
REGRETS:	Geoff 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 10, 2018 as circulated. **MOTION CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list for Council's review. Four Owners are in arrears. Two Strata Lots are in arrears Strata fees and one Owner has fines. The total amount of arrears is \$590.22. Council thanks Owners for keeping their account up to date.
2. ***Monthly Statement(s):*** The Strata Manager presented the Balance Sheet, Schedule of Reserves, Statement of Income & Expenses and Expense Distribution Report for Council's review. The Treasurer confirmed that the annual insurance premium has been paid. We are currently holding a \$9,000 surplus. It was moved and seconded to approve the financial statements for June & July 2018. **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. **Leak into Basement of #55:** The SM received an invoice for \$4,000.00 + GST for 40 man-hours spent for the excavation portion of the investigation. The SM advised Council of the invoice and referenced a similar repair the same contractor performed by Unit #18. He informed the contractor that the work was not proceeding quickly. The excavation was not performed to the required depth, which would be below the foundation. The SM informed the contractor he was to stop immediately as the SM received approval from Council to bring in another contractor who specializes in membrane/deck repairs. The contractor attended site and informed the SM that the completed work was not done correctly and would need to be completed under WorkSafe regulations covering “confined spaces”. Essentially, this means that the small workspace needs to be reinforced to keep the contractor safe in the event the workspace collapses. This requires a different certification. The contractor declined the work as he did not have sufficient staff to pull from another site. The SM has contacted 5 companies, whom all have declined due to lack of time. Council has agreed to accelerate the repair by instructing the SM contact Rudy Fehr to inject “Kryton” from inside the unit. This product is used to plug the pathway where the water travels. The repair will be left open through the rainy season to ensure all access points have been plugged. An interior repair will be completed following confirmation.
3. **Playground- Update:** The Council discussed a number of options for the playground. After a lengthy discussion, Council agreed installing two benches would be ideal as it is aesthetically pleasing and conforms to the surrounding features. The benches are made of recycled materials and with a wood-looking finish. Council also agreed to bring in 2 yards of pea gravel. The Budget of \$2,500 was unanimously approved by the members of Council.
4. **Pavers- Update:** The work will be tabled to the Spring of 2019. The \$8,000.00 Budget will be held in the Special Projects Reserve.
5. **Windows:** The work will be tabled to the Spring of 2019. The \$3,000.00 Budget will be held in the Special Projects Reserve.
6. **Tree Removal:** The dead tree in front of Unit #6 will be removed by Bartlett Tree Service. The trees to the west of the driveway (Rumble) are slated to be pruned.
7. **Summer Cleaning Party:** The August 18, 2018 event brought out 25 Residents representing 17 units. Thanks to those volunteers that attended to help.

8. **Community Potluck:** The September 8, 2018 event was cancelled due to inclement weather. This will not be rescheduled this year.

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

CORRESPONDENCE

1. A unit requested approval to erect a 12'x10'x8' awning. A lengthy discussion ensued with many good points on both sides. A motion was made to deny approval. The motion was seconded. All was in favor to deny the request. **MOTION CARRIED.**
2. An Owner submitted a photo to the Strata Manager of a broken branch hanging high in a tree. The SM forwarded the photo to our landscapers. Completed Landscaping tried to remove the branch but it was still connected. As this was considered low risk to injure, the request to remove the branch will be sent to Bartlett Trees when they are on site.
3. Two Owners informed the SM of a wasp hive while one Owner reported mice. All three concerns were sent to our pest company, who attended quickly.

REMINDER TO RESIDENTS

If you are eating outside, please be reminded to perform a thorough cleaning of your eating area and clean up all garbage. The Strata Corporation has received complaints from Residents that their neighbours are not cleaning up and leaving food outside. This attracts mice and other rodents, which can bring disease.

PARKING STALLS

Residents are reminded that storage is not permitted on your parking stalls. Please remove all items off your stall. If fines are levied by the Burnaby Fire Inspector, these will be charged back to the offending unit.

NEW BUSINESS

1. **Lighting Covers:** The SM acquired a proposal from Nikls to replace the non-functional lights in the staircases. All 12 fixtures will be replaced with new covers, ballasts and lamps. The cost, including installation is \$2,400 plus taxes. A motion was made/seconded to approve the quote. **MOTION CARRIED.**
2. **Annual General Meeting:** Council discussed the Proposed Budget for the upcoming fiscal year. As the year-end financials are not finalized, Council agreed that a small increase of strata fees is probable. The SM also presented two Bylaws for Council's review, (i) Short Term Rentals (Airbnb), and (ii) Marijuana. Council feels that we need to be proactive and will include both Bylaws as Resolutions for the Owners to discuss and

decide. The date of this years' AGM is Monday, November 26, 2018. Please look for notices.

REMINDER

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

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 rules for all recycling bins:

- Wash out all containers before recycling
- NO PLASTIC BAGS in any recycling bin
- NO STYROFOAM – must be brought to recycling depot, do not put into any bins on-site
- Pictures are found on the bins – PLEASE FOLLOW THE RESTRICTIONS AND RULES

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 date of the Annual General Meeting is November 26, 2018.

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/bi

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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.



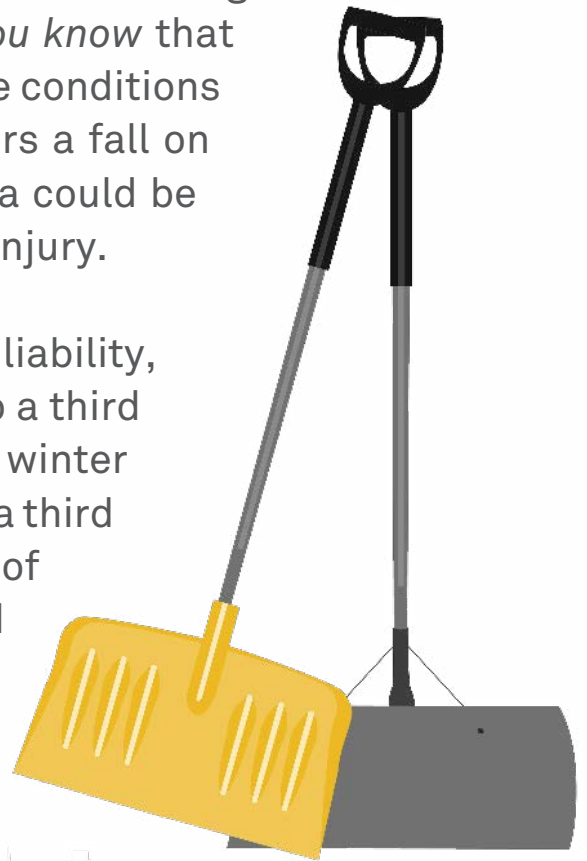
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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