

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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Held on Tuesday, January 22, 2019.
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:	Geoff Degoe	Member
	Courtenay Hoang	Member
GUEST:	Emily Mears	Owner-Unit #57
STRATA MANAGER:	Steven Loo	FirstService Residential

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

As this is the first meeting after the Annual General Meeting, the nominations were made and accepted for the Executive positions, as noted above.

GUEST

The Owner requested a meeting with Council to inquire on the criteria to which Council uses to approve a request to add a structure on the back patio. The Council and Strata Manager provided some guidance to help the Owner decide on how they wish to proceed. The Owner thanked Council and left the meeting at 7:00 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on October 9, 2018 as circulated. **MOTION CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list for Council's review. One Owner is in arrears one month, two Strata Lots are in arrears strata fees and one Owner has fines. The total amount of arrears is \$126.00. 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. It was moved and seconded to approve the financial statements for July – December 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 Strata Lot 48:** Our contractor has identified the ingress in the foundation where a gap was discovered. The area was caulked. An aggressive water test was performed, and the repair did not allow water to enter the unit. The Owner had agreed to allow a couple of months to pass to ensure the repair was successful. The unit has been scheduled for complete repair.
3. **Playground – Update:** Council did not have time to order the two benches. They will continue the process as soon as possible.
4. **Pavers – Update:** The work will be scheduled when the weather warms up. Owners will be informed of the schedule when the contractor replies.
5. **Windows:** The work has been tabled. (The \$3,000.00 Budget will be held in the Special Projects Reserve).

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

CORRESPONDENCE

1. An Owner informed the Strata Manager of a hole in the siding near the peak of the wall likely caused by a woodpecker. The repair has been sent to our contractor to address.
2. An Owner informed the Strata Manager that their bike was stolen from the underground. The bike was secured. Council reviewed the security video and found the culprit waiting for the gate to open. One vehicle was seen not waiting for the gate to close, which allowed the thief to enter the parkade. The video also showed that numerous Residents walked past the thief, who was hiding between parked vehicles. Unfortunately, the Council could not identify the license plate of the vehicle that allowed the thief into the underground. Please see the attached document at the end of the minutes.

3. An Owner informed the Strata Manager of their uneven pavers. The item has been placed on the repair list.

REMINDER TO RESIDENTS

If you are eating outside, please be reminded to perform a thorough cleaning of your eating area and place all garbage in the Organics container/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 vermin, which will also 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 Strata Manager 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. **Tree Removal:** A diseased coniferous tree at the sidewalk has been identified to be removed.
3. **Top Soil:** Council discussed and approved adding new topsoil to Phase 2 & 3. The cost is \$5,082 (includes taxes).
4. **Scrap Bins:** Council discussed implementing a new system because of Owners not moving bins. Notices will be posted to units that have missed their scheduled assignments.
 - (a) **New Rules** effective immediately:
 3. *Owners or residents must uphold and carry out the task of moving the food scrap bins to and from the street curbside as detailed in the week schedule posted by Strata Council.*
 4. *If owners or residents of the primary unit wishes to assign the responsibility of moving the food scrap bins to the backup unit owners or residents as listed in the posted schedule, the owners or residents of the primary unit must notify the owners or residents of the backup unit 24 hours before the bin moving time period.*
 5. *Owners or residents must service the food scrap bins by rotating empty bins in front of filled bins during the assigned week period.*
 6. *Food scrap bins must be moved to the street curbside based on the date and time period shown on the notice posted on the basement door of the respective (primary and backup) units.*

7. *Emptied food scrap bins must be returned to the underground parkade location after they have been emptied after the stated date and time period on the posted notice.*

(a) **Reminder:**

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

(b) **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>
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TERMINATION OF MEETING

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

The tentative Meeting schedule for this fiscal year is: March 12, May 21, July 9, and October 8, 2019. The date of the Annual General Meeting is November 26, 2019 (tentative).

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/kc

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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.