

MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
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Held on Tuesday, July 9, 2019 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
	Courtenay Hoang	Member
	Young Seok Lee	Member
	Lisa Chow	Member
REGRETS:	Geoff Degoe	Member
STRATA MANAGER:	Steven Loo	FirstService Residential

The meeting was called to order at 6:38 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 May 21, 2019 as circulated. **MOTION CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list for Council's review. Two Owners are in arrears one month of strata fees, totalling \$363.88. 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 asked the SM to confirm an entry on the GL. It was moved and seconded to approve the financial statements for May 2019. **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 additional drainage in the backyard has been completed. Topsoil has been raked flat and returned to normal.
3. ***Playground - Update:*** The two benches have been delivered. Installation date will be scheduled based on our contractor's availability.
4. ***Patio Pavers:*** The work at three (3) units will be scheduled based on Nikl's availability; tentatively within three weeks.
5. ***Window Replacement - Update:*** The work has been tabled due to funds needed for the Fire Safety Plan (see New Business).
6. ***New Lighting Covers:*** Our contractor has confirmed that the light fixtures, which were on backorder, now cannot be fulfilled. An alternative fixture has been sourced but the quote has risen to \$4,200 + GST. The Strata Manager reminded the contractor that the Strata budgeted \$2,000 for the order, based on their quote. The contractor reduced the price to \$3,856.50 + GST. Council voted unanimously not to accept the quote and will source an alternative design.
7. ***Telus PureFiber:*** Telus has completed their installation of equipment.

NOTE TO OWNERS AND RESIDENTS

If you are scheduling an appointment with any utility provider, please remind the operator their technician must bring the access key with them. The Strata Corporation has provided a key to the electrical room, for each company, as no Council member on site can provide immediate access. Access may be scheduled via the Strata Manager with 48 hours notice.

If your technician does not bring a key, you will need to reschedule your appointment.

CORRESPONDENCE

1. An Owner contacted the Strata Council for information of installing an EV charging station. Council has replied back to the Owner.

2. A complaint has been received regarding a Resident smoking on common and limited common property. The Owner has been notified and their tenant has responded. Council discussed the reply and decided no further action will be taken at this time. File has been closed until such time as another complaint is received.
3. A complaint has been received regarding 4 children (from 2 units) running recklessly on the property. Additional complaints filed in noting the children were running, jumping dangerously (for their own safety) off retaining walls, railings and across the driveway. The children were almost struck by the vehicle had the driver not slam on their brakes. The children were also riding their bikes on the sidewalks; oblivious to pedestrian traffic, and leaving their bicycles unattended for extended periods on the common walkways resulting in a tripping hazard. The primary issue is the lack of parent supervision. Council discussed the situation and instructed the Strata Manager to send a stern letter to both units.
4. Six complaints have been received regarding a few late night parties that occurred during the early hours of Saturday, June 22, 2019 and Sunday, June 30, 2019. The excessive noise, yelling/shouting, obscenities were the primary complaints. The contraventions went on to 5:00a.m. Complaints also include smoking marijuana in the back yard. The Strata Manager has sent a communication to the landlord. Council discussed and unanimously agreed to levy two \$200 fines for both bylaw infractions.
5. Wasp hives were removed from 2 units, at Owners' request.

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. **Fire Safety Plan:** The Burnaby Fire Dept has informed the Strata Corporation that a fire safety plan is required to be acquired and displayed by the garage man door and stairwells. The cost of the requirement is approximately \$5,000 + disbursements and GST. As this expenditure was unexpected, funds from window replacement will be used.

2. **Tree Removal:** Bartlett Arborist will be on site on July 16, 2019 to assess trees on the property that should be removed. Any problematic trees less than 15' can be addressed by our landscaping company.
3. **Common Area Drains:** The 15 drains along the interior sidewalks will be cleaned out to avoid future flooding.
4. **Street Parking:** A discussion ensued amongst council to address the dangers of exiting the driveway. The Strata Manager will contact the City of Burnaby to request further clearance to the east of the driveway. Council also noted that there is no signage along Rumble Street adjacent to Ron McLean Park section to limit speed to 30 km/hr.
5. **Community Pot Luck:** This has been scheduled for Saturday, July 13, 2019 at 5:00pm.

REMINDER

- **Garbage: every Thursday**
- **Food Scraps: every Wednesday a.m.** (Bins must be brought up on Tuesday night between 5pm and 9pm and brought back inside after 5pm on Wednesday)
- **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:

- 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

<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 8:18 p.m.

The tentative Meeting schedule for this fiscal year is: 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/lt

Email: steven.loo@fsresidential.com
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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 & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & 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>

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Cigarette Disposal

Cigarettes and cigars are a leading cause of residential fires in Canada. In Vancouver in 2015, there were 90 smoking-related fires and in 2017, 120. Since 2001, 1 in 3 fire-related deaths in Vancouver have been attributed to smoking. With the legalization of cannabis, incidents are expected to rise.

Fires caused by residents or guests using flower pots or planters as ashtrays or throwing cigarettes over balconies or patios can cause devastating property and life loss. The soil in planters often contain highly combustible materials like peat moss, and yet they are commonly used as ashtrays. Peat moss is added to potting soil to retain moisture and keep the pot light. Other materials that are found in planters and can fuel flames are vermiculite, Styrofoam and fertilize.

Remember:

- Never toss hot cigarette butts over the balcony or out a window.
- Never toss hot cigarette butts or ashes in the trash or in a planter.
- Use a sturdy ashtray with a wide stable base or a can filled with sand to extinguish smoking materials.
- Do not place ashtrays on chairs or sofas.
- Soak cigarette butts and ashes in water before throwing them away.
- Never smoke in bed.



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