

**MINUTES**  
**STRATA COUNCIL MEETING**  
**THE OWNERS STRATA PLAN LMS 3316**  
**MERIDIAN BY THE PARK**  
[www.meridianbypark.com](http://www.meridianbypark.com)

***Held on Tuesday, October 15, 2019 at 6:30 p.m.***  
***Within Unit #26 – 6670 Rumble Street, Burnaby, BC***

<b>COUNCIL IN ATTENDANCE:</b>	Kin Leong	President
	Michel Gagnon	Vice-President
	David Mah	Treasurer
	Courtenay Hoang	Member
	Lisa Chow	Member
<b>REGRETS:</b>	Geoff Degoe	Member
	Young Seok Lee	Member
<b>STRATA MANAGER:</b>	Steven Loo	FirstService Residential

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The meeting was called to order at 6:42 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 9, 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 \$329.58. 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 a number of questions regarding the insurance entries. The SM provided clarification the next day. It was moved and seconded to approve the financial statements for July - August 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. **Patio Pavers:** The levelling of the pavers at four (4) units has been completed to Owners' satisfaction.
3. **Telus PureFiber:** No update at this point.
4. **Backflow Preventors:** This has been completed.
5. **Playground- Update:** The installation of the two benches is pending due to the contractor's availability.
6. **Window Replacement- Update:** The work has been tabled due to funds needed for the Fire Safety Plan.
7. **New Lighting Covers:** Council continues to source an alternative design within the budget.
8. **Tree Removal:** Council removed/pruned a number of trees on the quote from Bartlett. The trees at unit #1 & 45 are over 15' so they have been left for Bartlett Trees, due to liability reasons.
9. **Common Area Drains:** The cleaning of the 15 drains along the interior sidewalks will be is pending, along with the grate at the bottom of the driveway ramp.
10. **Street Parking:** The SM initiated a discussion with the City of Burnaby to request further clearance to the east of the driveway. Discussions will continue.

## **CORRESPONDENCE**

1. A noise complaint was sent by an Owner, regarding excessive noise/foul language emanating from a unit. The concern was the language was heard by their children. As this is the third complaint, Council discussed the matter and unanimously agreed to a \$200 fine.
2. Council noted that the bookcase in the underground parkade is not being used. The Resident will be asked to remove and properly dispose of the bookcase.
3. A complaint was received regarding a unit conducting unapproved alterations to limited common property (back deck). The SM contacted the unit Owner. They reported that

they were building planter boxes. As the boxes are moveable, no further action was required.

4. New Rule: Owners are approaching Council with various requests at various times of the day. Council members are volunteers and requests are to be made directly to the Strata Manager. Please be advised of the newly implemented rule:

Request for any Strata owned items, such as ladders, pressure washers, tools, etc., including the electrical room (internet/cable for Shaw & Telus) key, must be emailed to the Strata Manager at least 48 hours in advance. Requests received with less than 48 hours' notice will incur a charge of \$100.00, payable to the Strata Corporation. Item must be returned within 24 hours unless special arrangements have been requested with the Strata Manager or Council.

5. An Owner submitted an Indemnity Agreement for Council's approval. Council reviewed the request and conditionally approved the 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 or adjacent to your parking stalls. Please remove all items off your stall or in the underground parking areas. If fines are levied by the Burnaby Fire Inspector, these will be charged back to the offending unit.

#### NEW BUSINESS

1. ***Snow Removal Contract:*** The Strata Corporation has contracted Contour to look after snow removal for the coming season.
2. ***Annual General Meeting:*** Council began preparing the budget for the upcoming fiscal year. Thirty Thousand dollars was approved for Special Projects. Four projects were not completed and will be brought forth to next year's project list. This includes installation of the park benches, painting of garage doors, windows and common area lights. The unused amount is \$20,000.00. Council noted that the strata computer and PVR is not functioning and needs replacing. The steps at the back gate will be updated. Council anticipates that the unused amount should adequately address the 6 projects.

- (a) The SM advised Council of the costs for trim painting in the near future. Costs are estimated to be approximately \$3,000 per unit. Council discussed a small increase to the Contingency Reserve Fund. Our insurance premium has increased 20%. Council is suggesting an increase of 2.7% for the strata fees in the 2019/2020 fiscal year.
- (b) FirstService has submitted a 5% increase to their management fees. Council discussed the request and approved the request.

**REMINDER**

- 1. **Garbage:** Every Thursday.
- 2. **Food Scraps:** Every Wednesday a.m. (Bins must be brought up on Tuesday night between 5:00 pm and 9:00 pm and brought back inside after 5:00 pm on Wednesday)
- 3. **Recycling & Cardboard:** Every Friday.
  - (a) **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 coloured poster that was delivered to each Residence, which shows what items can be placed in each bin. Here is a summary:
    - (i) BLUE BIN: Mixed containers.
    - (ii) GREY BIN: Glass.
    - (iii) YELLOW BIN: Paper/mixed paper.
  - (b) Residents are also reminded of the following:
    - (i) Wash out all containers.
    - (ii) NO PLASTIC BAGS.
    - (iii) NO STYROFOAM.
    - (iv) Pictures are found on the lids of each bin – PLEASE FOLLOW THE RESTRICTIONS AND RULES

<p><b>Reminder:</b> 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 9:02 p.m.

The date of the next meeting is the Annual General Meeting, scheduled for November 26, 2019 at the Nikkei Cultural Center. Registration begins at 6:30 pm with the start time of 7:00 pm

### **FirstService Residential BC Ltd.**



Steven Loo  
Strata Manager  
*Per the Owners*  
Strata Plan LMS 3316  
SL/ac

**Email:** steven.loo@fsresidential.com  
**Direct Line:** 604.689.6969  
**General:** 604.683.8900 (24 hours emergencies)  
**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

[www.fsresidential.com](http://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 &amp; history</i>  | ✓ <i>Owner's profile update</i>        |
| ✓ <i>Meeting minutes</i>  | ✓ <i>Bylaws and rules</i>              |
| ✓ <i>Building notices &amp; 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>



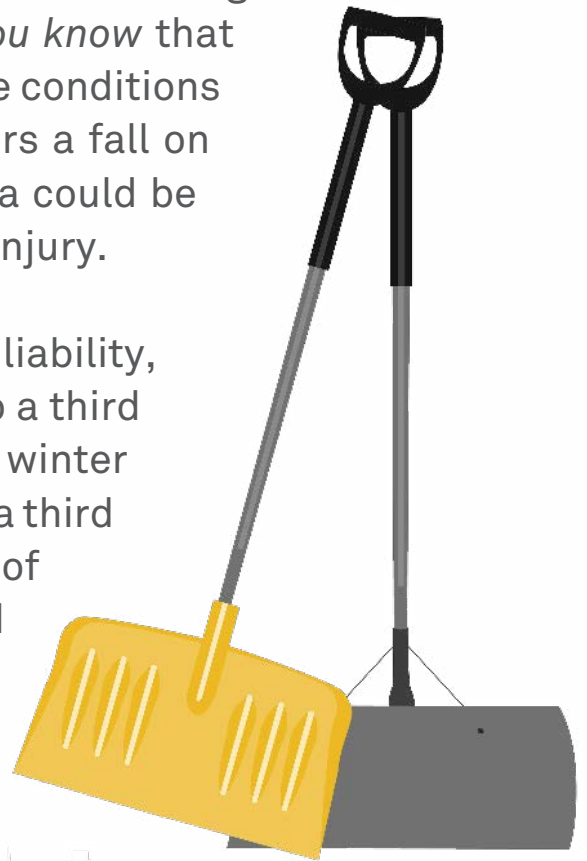
**FS Insurance  
Brokers**

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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