

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

***Held on Tuesday, April 14, 2020  
Via Video Conferencing***

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

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Due to the COVID-19 pandemic, Council held an electronic meeting to ensure social distancing.

The meeting was called to order at 6:41 p.m., by the Council President, Kin Leong.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on January 23, 2020 as circulated. **MOTION CARRIED.**

**FINANCIAL REPORT**

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list for Council's review. All accounts are up to date. Council thanks Owners for keeping their account up to date.

**Please note:** Any Owner who is financially impacted by COVID-19 and paying Strata fees becomes a challenge, please email the Strata Manager. Council is not legally permitted to waive or reverse Strata fees but may be able to assist on a case by case situation.

2. ***Monthly Statement(s):*** The Strata Manager presented the December 2019 Balance Sheet, Schedule of Reserves, Statement of Income & Expenses and Expense Distribution Report for Council's review. Council has a concern with the Insurance Reserve. It was moved and seconded to table the approval of the financial statements for September 2019 – February 2020. **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 electrical room for water ingress.
2. **Playground- Update:** The two benches have been installed.
3. **Window Replacement- Update:** A list has been assembled. The item has been tabled due to COVID-19.
4. **Lighting Covers- Update:** The item has been tabled to be carried out until warmer and dryer weather.
5. **Tree Removal:** Bartlett Trees returned to inventory problematic trees for removal. A quote is pending.
6. **Backflow Preventors:** The annual maintenance has been completed.
7. **Drain Cleaning:** Council discussed hydro-flushing all the pipes in the underground. Two quotes will be acquired. The 15 drains along the interior sidewalks will be cleaned out to avoid future flooding.
8. **Fire Order:** This is still in progress.

<p style="text-align: center;"><b><u>REMINDER TO OWNERS:</u></b></p> <p style="text-align: center;">PLEASE BE VIGILANT AND REPORT ANY SUSPICIOUS PERSON OR ACTIVITY TO THE RCMP.</p>
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### **CORRESPONDENCE**

1. An Owner filed a request to level their uneven pavers at the front of their unit. Item is tabled.
2. An Owner requested the gutters to be cleaned. This is discussed in NEW BUSINESS (below).

3. An Owner reported the seal of their upper bedroom window has been compromised to allow moisture ingress. The unit is added to the repair list, but due to COVID-19, the window replacement is tabled.
4. An Owner advised the SM they are having problems with their 2 toilets and their pipes are knocking since Latham's completed a repair as part of the current insurance claim. They are requesting the Strata Corporation investigate and perform repairs. Council discussed and agreed to hiring a plumber to investigate a repair, but the Owner must agree to pay the invoice if Latham's did not contribute to their issues.

#### **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 from your stall. If fines are levied by the Burnaby Fire Inspector, this will be charged back to the offending Unit.

#### **NEW BUSINESS**

1. **Woodpecker Deterrent Balloon:** One balloon was installed to deter some woodpeckers. It will be brought down and stored until it is needed again.
2. **Water Leak:** Water backed up into three Units (#28-30) around New Year's Eve. The source was found, and restoration has commenced.
3. **Gutter Cleaning:** Two quotes has been acquired. Council discussed and unanimously agreed to accept the bid from Worthy Home Services. The contractor will be asked if they also perform moss removal (roof sweeping).
4. **Organic and Organic in Cleaning:** The SM asked Council about their satisfaction with the current services. Council was satisfied with the current services. The SM will send Council the last 3 invoices to confirm the number of bins charged is accurate.

#### **Items from the AGM (tabled):**

- (a) **#51 Fence Repair/Dryer Vent replacement**
- (b) **Balcony Washing (Units #1,5,6,9,10,17,18,23,52,56,57 & 670)/Siding Wash**

- (c) ***Eaves/Door Jam Painting/#57 painting of eaves/garage doors (1-9)***
- (d) ***D.R. maintenance list (2019/20)***
- (e) ***Pavers for back pathway to gate***

***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 9:45 p.m.

**Tentative Meeting Schedule:** June 16, Aug 11 and October 13, 2020.

Annual General Meeting - November 24, 2019 (tentative).

**FirstService Residential BC Ltd.**



Steven Loo  
Strata Manager  
*Per the Owners*  
Strata Plan LMS 3316

SL/ef

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

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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.**

### **FSR Connect™**

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 **FSR Connect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>



**FS Insurance  
Brokers**

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**KNOW?**

## Flammable & Combustible Liquids

Many apartments and townhouses contain products suitable for everyday use that, if not stored properly, present a serious risk of fire. *Did you know* that these commons liquids are all flammable?

**Spray paint and paint solvents**

**Liquid pesticides**

**Aerosol sprays**

**Hand sanitizer**

**Antifreeze**

**Kerosene and propane**

**Motor oil and diesel fuel**

**Nail polish and polish remover**



### Tips for storing and maintaining flammable and combustible liquids:

- Only keep the minimum amount necessary.
- Keep a fire extinguisher near your storage location.
- Pesticides must be stored in their original container.
- Saturated rags and cloths should be stored in a tightly sealed metal container or properly disposed of after use.
- Open windows for ventilation of small spills. Fans or other electric devices could provide an ignition source.
- Evacuate immediately and contact 911 for large spills.
- Consult your by-laws for any restrictions that prohibit on-site storage of flammables and combustibles, especially on common property.

*DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.*