

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK
www.meridianbythepark.com**

***Held on Tuesday, August 11, 2020
Via Video Conference***

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

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

The meeting was called to order at 6:50 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 June 16, 2020 as circulated. **MOTION CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list dated August 7, 2020 for Council's review. Two Strata Lots are in arrears, totalling \$418.20. One Strata Lot has a \$100 fine on their account. Council thanks Owners for keeping their account up to date.

Please note: Any Owner who is financially impacted by COVID-19 and for whom 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 basis.

2. ***Monthly Statement(s):*** The Strata Manager presented the June 2020 Balance Sheet, Schedule of Reserves, Statement of Income & Expenses and Expense Distribution Report for Council's review. With the insurance question answered by the Accounting head of FSR, Council moved and seconded to approve of the financial statements for September 2019 to June 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:** The room has been dry. Council continues to monitor the electrical room for water ingress.
2. **Tree Pruning:** The pruning of the trees along the driveway has been completed. The cost was \$3,000 plus GST plus \$500 dump fee. Council was satisfied with the results.
3. **Arborist Review Behind Unit #52:** The Strata Manager is trying to schedule Bartlett Trees onto the property to investigate the area because of unsettling. Please see CORRESPONDENCE #3.
4. **Gutter Cleaning:** This has been scheduled for June 22 to July 5, 2020. The maintenance item will be completed by Worthy Home Services. The contractor will perform moss removal (roof sweeping).
5. **Additional Recycle Bin:** The additional blue recycle bin has not been delivered. The Strata Manager will follow up.
6. **Window Replacement – Update:** A list has been assembled. The item has been tabled due to COVID-19. Additional windows have been identified and placed on the list.
7. **Lighting Covers – Update:** The item has been tabled to the Fall 2020.
8. **Insurance Claim Update (Units 28-30):** The insurance adjuster has awarded the repair to Phoenix Restoration. The final repairs will commence shortly.
9. **Fire Order:** This is still in progress. The Strata Manager will follow up to get a timeline.

<p style="text-align: center;"><u>REMINDER TO OWNERS:</u></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 submitted a problem with their toilets. The Strata Manager forwarded the responses from 2 plumbing companies. The problem stems within the unit and a repair is not simple. As the repair is within the unit, the costs will be borne by the unit Owner.

2. An Owner submitted their concerns of large items being dumped by their unit. Council investigated and noted that many of the items were left for the City of Burnaby to pick up.

To avoid any confusion, all Owners are asked to call and confirm pick-up date from the City of Burnaby before putting out the items. For City of Burnaby curbside pick-up, please call 604-294-7972.
3. An Owner filed their concerns regarding their backyard patio paver tiles shifting. The tree roots are compromising the stability of the ground. Evidence shows tree roots are pushing up against the building foundation that may cause membrane damage.
4. An Owner reported moisture leaking from the bathroom exhaust fan. The Owner reports that he has changed the bathroom fan twice. As the vent needs repair, the work can only be performed when the temperature is under 24°C. This is scheduled for the late fall with our roofing company.
5. An Owner advised the Strata Manager of a bee/wasp hive that required removal. Abell Pest was dispatched.
6. Two units were sent warning letters as a result of their children running unsupervised around the property. The first incident occurred when the children were found playing in a recycling bin. The second incident occurred when the children were seen pulling off flowers/plantings from common property. This latter incident occurred just hours after our landscapers performed their weekly maintenance service.

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. ***Balcony Washing:*** A quote was received to pressure wash the following Strata Lots: 1, 4, 5, 8, 9, 14, 15, 20, 46, 49, 50 and 53 /Siding Wash (north facing). The proposal was for \$3,710 + GST. Council noted that 3 units have cleaned off their own decks. Council approved the work if the contractor is willing to remove the 3 units and prorate their quote. The Strata Manager will follow up.
2. ***Painting (Door Jams & Eaves):*** The contractor will review the Scope of work with a member of Council. An e-vote will be conducted to take advantage of the good weather.

3. **Upgrading the Back Pathway:** A quote has been acquired to install 2'x2' pavers at the back-entry walkway. The proposal is for \$1,433.25 +GST. Council unanimously approved as this will keep the back-area cleaner in the winter months.
4. **Food Scrap Bin Moving – UPDATE:** Council will be sending a survey to Owners asking for feedback from those Owners that may be having difficulties fulfilling their scheduled obligations of moving the food scrap bins to the street.
5. **Maintenance Items:** Fence Repair at Unit 51, Dryer Vent replacement at Unit 51 and Vent Flap Replacement at Unit 52. All items forwarded to general contractor Demian.
6. **Items from the AGM (Tabled):**
 - (a) **D.R. Maintenance List (2019/20)**

REMINDER

1. **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>Reminder: The City of Burnaby will pick up larger items for disposal, free of charge. Please call 604.294.7972 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 8:45 p.m.

Tentative Meeting Schedule: June 16, August 11 and October 6, 2020.
Annual General Meeting - November 24, 2020 (tentative).

FirstService Residential BC Ltd.



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

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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™

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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**FS Insurance
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Barbecue and Grilling

Using a barbeque is a fantastic benefit of warmer weather! Abiding by some basic courtesies make it a more pleasant experience for everyone.

Things to consider:

1. Check your by-laws to learn what type of barbeque is allowed, where it can be used and if communal barbeques need to be reserved.
2. Do not use lighter fluid unless explicitly allowed and needed.
3. Keep functioning fire extinguishers (manual or ceiling mounted) close by.
4. If your grill is smoking particularly badly, or the wind is wafting toward your neighbors' open windows, close the lid, turn down the heat or scrape off the grate.
5. As a courtesy to other grillers, avoid grilling foods with a strong aroma (fish, seafood, onions, cruciferous vegetables) on a community grill unless wrapped in heavy-duty aluminum foil or the grill is lined with foil.
6. Clean up after yourself. Use a barbecue brush or balled up aluminum foil ball to scrape the cooking grates. Use paper towels and approved spray cleaner on the entire area, including the counter, the grill knobs and the outside of the grill, especially where raw meat may have touched. Put everything back where it belongs.



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