

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

*Held on Thursday, January 23, 2020*  
*Within Unit #26*  
*6670 Rumble Street, Burnaby, BC*

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

---

The meeting was called to order at 6:34 p.m., by the Strata Manager (SM), Steven Loo.

As this is the first Council Meeting after the Annual General Meeting (AGM), nominations were made and accepted for the Council positions, as indicated above.

The Strata Manager reviewed the Code of Conduct (COC) with the Council Members. The document outlines the expectations of Council to represent all Owners of the community through due diligence. The Strata Manager reviewed the 12 points of the Code and reminded to work as a collective group and to act honestly and in good faith for the good of the Strata Corporation. He reminded Members of the importance of ensuring and maintaining privacy on Owners' personal information. Each Member agreed to sign off on the document.

As Courtenay couldn't attend the meeting, she sent her agreement to council via email.

### **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.
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 – December 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. **Playground- Update:** The two benches have been delivered. Installation date has been scheduled for the second week of February 2020.
3. **Window Replacement- Update:** Council will revisit and prioritize the list on a dry and clear day. If you notice any condensation between the window panes, please notify Council ([council@meridianbythepark.com](mailto:council@meridianbythepark.com)) by February 15, 2020, with a photo, if possible of the window location.
4. **Lighting Covers- Update:** Council could not find any light fixture that would fit the existing light fixture alcove dimensions. Council recommends installing a junction box to fit a smaller waterproof fixture. Replacement will be scheduled upon dryer weather after March 2020.
5. **Tree Removal:** Bartlett Trees removed the tree by Unit #1 only. The SM will follow up on the remaining trees that were missed.
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. **Street Parking:** A concern has been filed with the City of Burnaby that it is extremely dangerous for anyone pulling out of our driveway because it is difficult to see oncoming traffic. The wish is for the City to extend the “NO PARKING” or FIRE ZONE on either side of the driveway.
9. **Fire Order:** This is still in progress.

**REMINDER TO OWNERS:**

PLEASE BE VIGILANT AND REPORT ANY SUSPICIOUS  
PERSON OR ACTIVITY TO THE RCMP.

**CORRESPONDENCE**

1. An Owner filed a concern regarding condensation found between two panes of windows. This window has been added to the list.
2. An Owner advised the SM their window frame is badly rotted. The repair has been completed at a cost of \$449.00, inclusive of taxes.
3. An Owner advised Council there is a vehicle in the underground parkade without license plates. A letter will be sent to the Owner to request for proof of storage insurance.
4. Council noted renovations are being conducted at one strata unit. An Indemnity Agreement is required and will be requested from the Owner.
5. An Owner was advised of a Bylaw contravention by their Tenant. The Tenant parked in front of the cardboard recycling bin, obstructing traffic and creating a safety hazard. Council discussed and unanimously agreed to levy a \$200.00 fine. The Tenant stated his roommate was moving out as the reason for blocking traffic. Council instructed the SM to also levy a move in and out fee (Bylaw #44.2). In addition, his bookshelf needs to be removed off Common Property.

**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. ***Ice Melt:*** Council has ordered/received a pallet of ice melt. There was no charge for delivery.
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:*** One quote was acquired. Council will be seeking a second quote.
4. ***Porch Lights:*** Council submitted a list of Units, where their front and back porch lights were not turned on between dusk to dawn as per Bylaw 46.1 and 46.2. Council instructed the SM to send warning letters to each of these unit Owners. Council reminds Owners this is a Bylaw requirement. Considering the ongoing security concerns of strangers on the property, please adhere to this Bylaw 46.1 and 46.2 by turning on your patio lights between dusk to dawn.
5. ***Landscaping Quote:*** A secondary quote was received, as a comparative to the services we are currently receiving. Council expressed their disappointment in the current service level. Council voted unanimously to serve termination notice to our current landscapers and switch to Kent-C. Landscaping. Cost savings will be approximately \$3,000.00 for the fiscal year.
6. ***Items from the AGM (tabled):***
  - (a) ***#51 Fence Repair***
  - (b) ***Balcony/Siding Wash***
  - (c) ***Eaves/Door Jam Painting***

**REMINDER:**

**Garbage: Every Thursday**

**Food-Scraps: Every Wednesday- a.m.**  
(Bins must be brought up on Tuesday night)

**Recycling and Cardboard: Every Friday**

**RECYCLING REMINDER:**

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 has encouraged this is improving. Please refer 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:** Regular paper and 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).

**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 pickup.

**TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 9:33 p.m.

**Tentative Meeting Schedule:** March 17, May 19, July 14, and October 2020.  
Annual General Meeting - November 24, 2019 (tentative).

**FirstService Residential BC Ltd.**



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

SL/dl

**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.**

### **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**

did you  
**KNOW?**

## Dishwashers

*Did you know* that a slow leak may go undetected for years, leading to huge water damage claims? Many leaks are visible, but a good majority are hidden and you should take appropriate action to properly inspect. Water pooling, mold, mildew, and damage to neighbouring units are common results of leaking dishwashers. Use the following tips to help prevent dishwasher related losses:

- Visually inspect the rubber gasket around the inside edge of the door and replace if cracked or worn
- Use steel-braided supply hoses and inspect them often for damage
- Consider installing a water leak detection system for hard-to-reach areas: pumps, valves, etc.
- Only use detergents specifically formulated for dishwashers; avoid detergents that create suds
- Keep the drain basket clean



**Always maintain insurance to protect yourself and your contents.**

*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.*