

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

***Held on Tuesday, June 16, 2020
Via Video Conferencing***

COUNCIL IN ATTENDANCE:	Kin Leong	President
	Michel Gagnon	Vice-President
	David Mah	Treasurer
	Geoff DeGoey	Member
	Courtenay Hoang	Member
	Lisa Chow	Member
REGRETS:	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 6:41 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 April 14, 2020 as circulated. **MOTION CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list dated June 12, 2020 for Council's review. Two strata lots are in arrears, totalling \$229.33. 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 May 2020 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 to May 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. **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.
3. **Lighting Covers – Update:** The item has been tabled to be carried out until warmer and dryer weather. Some light fixtures have been sourced. Further investigation to ensure that they fit will be conducted.
4. **Telus PureFibre:** Nothing new to report. This item will not be updated.
5. **Tree Pruning:** Our current landscaping company put forward a quote of \$3,000 plus GST plus \$500 dump fee to trim back all the trees along the driveway and fire lanes. Motion was made/seconded to accept the quote. All were in favour. Council has identified the trees at the front of the property as well as adjacent to Unit 46 to be added to this list.
6. **Maintenance Items Completed:**
 - Painting of the garage doors (Units #1-9) (Cost: \$998.00 inclusive of taxes)
7. **Insurance Claim Update (Units 28-30):** The insurance company had replied that the Latham's invoice will not be included in the claim as they indicated this was part of the repair. Insurance does not cover the costs to rectify the cause of the damage. Council disputed the decision, stating that the cause of the damage was not a pipe burst but a drainage line backup. The Strata Manager had sent a request to have the underwriters review their judgement. Council has more information and has forwarded it to the Strata Manager for submission. Council also discussed moving forward with the repairs to the three units as the Owners have been very patient. The Strata Manager will contact the adjuster for approval to commence repairs prior to the final judgement.
8. **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).
9. **Fire Order:** This is still in progress. The Strata Manager will follow up to get a timeline.

REMINDER TO OWNERS:

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

CORRESPONDENCE

1. An Owner informed the Strata Manager that their bathroom exhaust vent cap does not sit properly and allows odors into their bathroom. As the Owner stated, this was not urgent, and a list of other non-functional vent caps will be assembled to save on overall costs. If your vent cap is not working, please email the Strata Manager immediately.
2. Council sent a list of 5 requests to the Strata Manager for follow up. The list has been completed.
3. An Owner filed their concerns regarding the process of moving the bins outside on a weekly basis. The concern was that some units were not complying during their assigned week and the Owner inquired whether there is a company that can move out the bins on the respective dates. The Strata Manager stated that there is a company that specializes in moving garbage/organic bins outside for strata corporations but the service is very expensive. Council agreed that there are a few units that are not complying, but Council is not ready to visit the option of using an outside contractor yet as vast majority of unit owners have complied with this twice-a-year work requirement.
4. Two complaints were received regarding a Resident speeding out of the parkade and also improperly parking in the fire lane for extended periods. Council agreed to have a warning letter sent to the unit.
5. An Owner advised the Strata Manager that 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. A plumber attended to investigate the situation. He reported back that the problem is a plugged stack vent or a clogged sewer main. He noted that a common trait is when a toilet gurgles or sinks are slow in draining. He confirmed that this is not related to the insurance claim.

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. ***Creative Door Maintenance Contract:*** Council discussed and approved renewing the 3-year contract for three visits at \$245.00 plus GST per visit.
2. ***Water Leak:*** Water backed up into the basements of three Units (#28-30) around New Year's Eve. The source was found, and restoration has commenced.
3. ***Balcony Washing:*** Council has asked the Strata Manager to acquire two quotes to pressure wash the following strata lots: 1, 4, 5, 8, 9, 14, 15, 20, 46, 49, 50 and 53 /Siding Wash (north facing).
4. ***Additional Recycle Bin:*** Council has asked the Strata Manager to order another blue recycle bin for the property.
5. ***Uneven Sidewalk:*** Council has identified an area by unit #60 & #10 where the sidewalk is uneven, the Strata Manager will forward a photo of the area for a quote to level the area.
6. ***Cleaning Party:*** Due to the COVID situation of practicing safe social-distancing, Council discussed the deferral of the annual volunteer cleaning party to be revisited after July 2020.

Items from the AGM (tabled):

- (a) ***#51 Fence Repair/Dryer Vent replacement***
- (b) ***Eaves/Door Jam Painting/#57***
- (c) Pavers for back pathway to gate
- (d) ***D.R. maintenance list (2019/20)***

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

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.

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 6, 2020.

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

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/ya

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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 & 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 **FSR Connect™** Registration form:

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



**FS Insurance
Brokers**

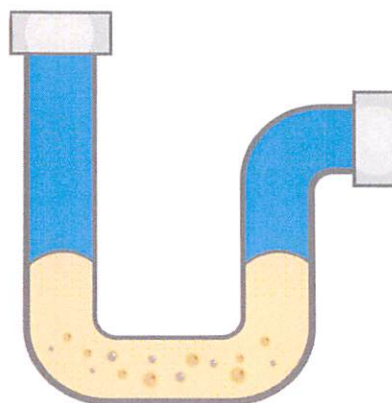
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



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