

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

***Held on Tuesday, October 6, 2020
Via Video Conference***

COUNCIL IN ATTENDANCE:	Kin Leong	President
	Michel Gagnon	Vice-President
	David Mah	Treasurer
	Lisa Chow	Member
	Courtenay Hoang	Member
	Young Seok Lee	Member
REGRETS:	Geoff DeGoey	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 6:33 p.m., by the Council President, Kin Leong.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was noted that the minutes did not properly identify the scope of work for the building wash. The minutes should have identified that the north facing wall of all 12 buildings will be cleaned”.

It was moved and seconded to approve the amended Minutes of the Strata Council Meeting held on August 11, 2020 as circulated. **MOTION CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner’s list dated October 5, 2020 for Council’s review. Four Strata Lots are in arrears, totalling \$717.98. 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 August 2020 Balance Sheet, Schedule of Reserves, Statement of Income & Expenses and Expense Distribution Report for Council’s review. Council moved and seconded to approve of the financial statements for July & August 2020. **MOTION CARRIED.**

Council has submitted the document to the SM to authorize borrowing \$70,749.00 from the Contingency Reserve Fund to pay for the Strata insurance policy. Full repayment will be made in 12 equal payments

Council discussed the Latham's invoice (\$6,985.60) for emergency response to the flooding to Units 28-30. Council felt the contractors did not fully work the three days to warrant full payment. Council directed the SM to offer 50% of the invoiced amount.

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 despite a few days of heavy rain last week. 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.
3. **Balcony Washing:** This maintenance item was completed to Council's satisfaction. The prorated cost was \$3,703.00 (taxes included).
4. **Additional Recycle Bin:** The City of Burnaby has advised the blue recycle bin will be delivered by October 7, 2020. This fourth blue bin will help to provide more plastic and container recycling capacity.
5. **Upgrading the Back Pathway:** The paver stones leading to the south complex entrance from the green parkway has been completed to Council's satisfaction.
6. **Removal of Trees:** Twenty-one gum trees have been identified to be removed as it is causing damage to the underground membrane and planters. Four quotes were acquired ranging from \$4,950.00 (+ GST) to \$16,043.00 (taxes included). After a brief review, Council has awarded the contract, in principal to Tree Brothers. The Strata Manager will follow up to confirm their WorkSafe & Liability coverage. The SM will also confirm with the City of Burnaby what the permit fees are along with restoration guidelines.
7. **Drain Cleaning Along Walkway:** The SM will acquire a quote from Nikls for this preventative maintenance item.
8. **Lighting Covers – Update:** Council will begin sourcing an acceptable replacement.
9. **Insurance Claim Update (Units 28-30):** The final repairs have been completed. The SM will follow up with Phoenix to confirm the respective Owners have signed off on the work. Council has given the SM approval to process the \$10,000 deductible upon confirmation.

10. **Dryer Vent Repair (Unit 9):** This item is in the queue for Abney Roofing to complete.
11. **Fire Door Repair:** The repair is pending.
12. **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 advised Council of their foggy window and fading paint on door jam. Council has already noted the items.
2. An Owner submitted their request to approve an EV charging station. Details were provided to Council. A lengthy discussion ensued with Council asking if it would be advantageous to the entire Strata if several EV charging stations be installed on Common Property. More details have been requested before Council can make an educated decision.
3. An Owner was reminded there is no smoking on common/limited common property.
4. An Owner reported mice around their area. The SM contacted Abell Pest where additional bait traps will be installed around the vicinity at no extra cost.

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. Catching mice around their area. The SM contacted Abell Pest cont

NEW BUSINESS

1. **Painting (Door Jams & Eaves):** The contractor has reviewed the Scope of work and has declined to quote. Another contractor has been contacted.
2. **Food Scrap Bin Moving – UPDATE:** Council analyzed the survey results from the owners on the Food Scrap Bin moving arrangement. Council discussed an update to the

Food Scrap Bin weekly moving program to better align with the Strata's volunteer fee bylaw. Council will post notices to announce and detail the rollout of this new Food Scrap Bin Moving program.

3. ***Pumping of Catch Basins:*** The SM has contacted Nikls to provide a quote to clean out the area in front of the driveway parkade.
4. ***Fence Repair/Dryer Vent Replacement (#51)/ Vent Flap Replacement (#52) Update:*** Will be completed on Thursday, October 8, 2020.
5. ***Snow Removal Quote:*** A quote was received from Tree Brothers. Council has requested a second quote for comparison.
6. ***Bylaw Review:*** FirstService Residential advised Council to review certain bylaws to ensure enforceability. The SM has provided the wording for Council to review for the upcoming Annual General Meeting.
7. ***Insurance Renewal:*** Our Strata insurance premium increased from \$50,983 to \$70,749. The water/sewer deductibles have increased to \$25,000. Please check your personal policy to ensure you are adequate coverage.
8. ***Annual General Meeting/Proposed Budget:*** With a significant increase in the insurance premium, Council is reviewing all line items to keep increases to a minimum.
9. ***Items from the AGM (Tabled):***
 - (a) D.R. Maintenance List (2019/20)

REMINDERS

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

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. 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.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:58 p.m.

Tentative Meeting Schedule: Annual General Meeting – November 24, 2020(tentative).

FirstService Residential BC Ltd.



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

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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:

- | | |
|---|--|
| ✓ Account balance & history | ✓ Owner's profile update |
| ✓ Meeting minutes | ✓ Bylaws and Rules |
| ✓ Building notices & announcements | ✓ Insurance summary of coverage |
| ✓ Other Strata documents such as engineering report, depreciation report, homeowner's manual, etc. | ✓ Event calendars |

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?

Electric Space Heaters

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- Purchase a heater that automatically shuts off if tipped over
- Read all manufacturer's instruction for use and care
- Place the heater on a solid and level surface
- Regularly inspect for cracked or damaged plugs or connections
- Never use an extension cord or power strip; plug directly into an outlet
- Keep heaters at least three feet away from anything that is flammable
- Clean the heater to prevent dust build-up



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*Source: National Fire Protection Agency**