

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

***Held on Tuesday, January 19, 2021  
Via Video Conference***

<b>COUNCIL IN ATTENDANCE:</b>	Kin Leong	President
	Michel Gagnon	Vice-President
	David Mah	Treasurer
	Lisa Chow	Member
	Geoff DeGoey	Member
<b>REGRETS:</b>	Courtenay Hoang	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 and adherence to the Public Health Officer's order.

The meeting was called to order at 6:33 p.m., by the Strata Manager, 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. (As Courtenay Hoang and Young Seok Lee could not attend, they sent their agreement via email).

### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the amended Minutes of the Strata Council Meeting held on October 6, 2020 as circulated. **MOTION CARRIED.**

### **FINANCIAL REPORT**

1. ***Review of Accounts Receivable:*** The Strata Manager presented an Owner's list dated January 16, 2021 for Council's review. Seven Strata Lots are in arrears, totalling \$1,435.97. 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 September - December 2020. **MOTION CARRIED.**

Latham's declined Council's offer of 50% of the outstanding invoice (\$6,985.60). Latham's offered to reduce the invoice by \$1,326.68 and agreed to reverse any accumulated and drop any legal action in the best interest of both parties. Council conducted an e-vote to accept the offer. The SM has sent the check to close the file.

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. This item will not be updated in future minutes unless there are changes to the situation.
2. **Additional Recycle Bin:** The City of Burnaby has delivered the blue recycle bin.
3. **Removal of Trees:** Several trees that had root systems too close to the building structures, have been removed. Council will have a plan to re-plant replacement trees.
4. **Drain Cleaning Along Walkway:** Both contractors have declined to quote for the area along the walkway. Council has prioritized two areas of concern, (i) the walkway between #53-55) and (ii) the end of the fire lane where the perforated bricks line the grass. The storm basin could not be located so it seems that access will need to be started from the ceiling of the parkade. The SM will contact 2 companies for proposals. This has been tabled to the next meeting.
5. **EV Charger:** Council acquired additional information for this topic. It was determined that our system has limited capacity that can support 8-10 simultaneous chargers (To increase the capacity, the transformer must be upgraded. The cost is approximated at \$60,000).

Council noted that the two EV charger options are as follows:

- (Shared) A 2-port charger at a cost of \$21,000 or,
- (Private) 8 independent chargers at a cost of \$24,000.

Council identified there are currently 5 electric vehicles on site, and discussed the logistics of location of the chargers; best path forward when more owners bring additional electric vehicles on site; electrical capacity limits and rules around Owners installing their own chargers and how best to cover costs of installation. Council decided to table the items for further discussions.

6. **Holes in Parking Floor-** A number of holes were left open from the flooding repair last year. The SM contacted the insurance company to have the holes patched under the policy. The adjuster confirmed that as the holes were part of the initial investigation, the costs are not part of the insurance claim. Council will purchase the materials and patch the holes.

7. **Pending Items – Update**

- (a) **Window Replacement** – This item has been tabled due to COVID-19.
- (b) **Fire Door Repair-** The SM contacted Nikl's and Creative Door to quote on the repair. Both contractors advised that aluminum cannot be welded. An alternate solution will be investigated by Council.
- (c) **Lighting Covers-** Replacement covers have been purchased and will be installed and tested when dryer weather permits.
- (d) **Dryer Vent Repair (#9)-** As the repair requires inside access, the repair has been tabled due to COVID-19. The item is on the contractor's list to complete when the situation is safer to proceed.
- (e) **Fire Order:** The work order has been found by the contractor and will proceed.

**REMINDER TO OWNERS:**

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

**CORRESPONDENCE**

1. An Owner was advised of proper communication protocols for making repair requests.
2. An Owner sent their request for exemption from pulling the bins as they are physically unable. Council made alternate arrangements on their behalf (see New Business item #3).
3. An Owner submitted a patio paver repair to the Council. The item has been placed on the contractor's repair list.

**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):*** A quote of \$90/door jam was submitted. Members of Council asked about painting the window frames and other wood areas. The SM will acquire a complete quote for budgetary purposes. This is an item on the Depreciation Report.

2. ***Bush Clearing:*** The bushes behind unit #53 has been cleared by our landscapers.

3. ***Food Scrap Bin Moving –*** Every owner is automatically enrolled into the new Food Scrap Bin Maintenance program commencing Feb 1, 2021.

A 53-week schedule will be posted for this new program so everyone is clear on the week which they are responsible for the Food Scrap Bin Moving duties.

Each unit will be responsible for moving the food scrap bins from the garage storage area to the curbside on the evening before pickup day and returning the empty bins to the storage area at the end of pickup day.

As part of the volunteer fee, \$50 is levied from each unit for the 53- week period.

For Owners that complete this work by 9pm prior to the designated date, \$50 charge would be credited back to their account.

For Owners that do not complete this work by 9pm, the \$50 fee levied would be credited towards the paid helper for this bin moving service assigned for that week.

The paid helpers must complete this work by 11pm in order to earn the compensation of \$25.

If an Owner voluntarily enrolls into the assistance program by notifying the Council at least 2 weeks in advance of the week assigned that they will need assistance, a \$25 credit will be put on their account, thus charging only \$25 for the assistance only.

Council would like any feedback from the Owners regarding this new program as we will revisit the effectiveness of this program in 6 months.

4. ***Pumping of Catch Basins:*** The quote from Nikls to clean out the area in front of the driveway parkade was not received by meeting time. Item tabled to next meeting.
5. ***Paver Repair-*** The front pavers at the front of Units #15 & 6 along with the back pavers of unit #52, will be levelled; weather permitting.
6. ***Tree Removal:*** An Owner expressed concerns that a tree is too close to their windows, be removed. Council acknowledged the concern and will have our arborist investigate and report a solution.

7. **Fence Repair:** The shared fence to the east of the strata property requires repair as the posts are rotting and require replacement. This will be completed as soon as possible.
8. **Sidewalk Slab Repair:** The section of sidewalk by #60 will be levelled off to mitigate tripping hazard.
9. **Seismic valves for gas lines:** Council has directed the SM to acquire two quotes.
10. **Depreciation Report Items:** The SM & Council will begin itemizing maintenance items for the next year's Budget.
11. **Rule Reminder:** Please be reminded of the following Rule:  
  
*(8) Request for any Strata owned items, such as ladders, pressure washers, tools, etc., including the electrical room (internet/cable for Shaw & Telus) key, must be emailed to the Strata Manager at least 48 hours in advance. Requests received with less than 48 hours' notice will incur a charge of \$100.00, payable to the Strata Corporation. Item must be returned within 24 hours unless special arrangements have been requested with the Strata Manager or Council.*
12. **Caretaker Position:** Our resident caretaker has resigned the position. Anyone wanting to apply for the position should contact the Strata Manager, via email.
13. **Snow Removal Quote:** Council reviewed the proposal from Contour Landscaping and agree to accept the terms on a CALLOUT basis. Two members of Council will be authorized to call the company to order services for the driveway and sidewalk (Rumble Street).

## **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 that 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
2. **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:** To be determined.

**FirstService Residential BC Ltd.**



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

SL/db

**Email:** steven.loo@fsresidential.com  
**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.**

### **FSRConnect™ REGISTRATION**

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: <http://www.fsresidential.com/connect/find-my-community> and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.



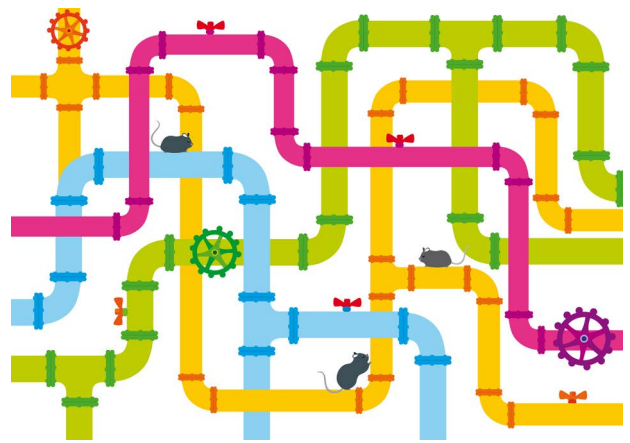
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did you  
**KNOW?**

## Sewer Line Clogs

*Did you know* that flushing foreign objects down toilets can cause major backups and losses by preventing the passage of material through the piping system? **Don't flush the following down the toilets:**

- disposable cleaning cloths
- wash cloths
- diapers
- kitty litter
- food
- hair
- trash



If a foreign object was flushed down your toilet, you can try snaking it from the drain, but be careful not to push the object further along. If snaking doesn't work, it is advised that you contact a plumber. It is better to spend money to unclog the toilet instead of paying for the repairs of an entire plumbing system that has backed up! Remember, the larger your building, the more extensive the plumbing system and the more extensive potential damages can be. Fast action is necessary!

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