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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 3084
SEQUEL 138**

***Held on Tuesday, July 26, 5:30 p.m.
via WebEx, electronically***

COUNCIL IN ATTENDANCE:	Jayun McDowell	President
	Mohammad Ibrahim	Vice-President
	Bethany Brown	Treasurer
	Christina Donovan	Member at Large/ Privacy Officer
STRATA MANAGER:	Miroslav Babjarcik	FirstService Residential
HEARING:	Bethany Brown	SL62
OBSERVERS:	Jayun McDowell	SL75
	Bethany Brown	SL62
	Christina Donovan	SL07
	Andrew Rowe	SL49

The meeting was called to order at 5:48 p.m.

HEARING

The Hearing began at 5:48 p.m., with the Owner of Strata Lot 62, to discuss Chargeback.

(Strata Lot 262, Hearing ended at 5:55 p.m.; the Owner has remained in the meeting as an observer)

NOMINATION OF OFFICERS

The members of Council accepted the officer position noted below:

Mariloiuse Muller	(resigned at the meeting on Tuesday, July 26, 2022)
Owen Shao	(resigned at the meeting on Tuesday, July 26, 2022)
Scott Gilbert	(resigned on Tuesday, July 5, 2022)
Mohammad Ali Al Ibrahim	Vice-President (resigned on Friday, July 29, 2022)
Jayun McDowell	President (assigned per EPS3084 Strata Bylaw 16.)
Bethany Brown	Treasurer (assigned per EPS3084 Strata Bylaw 16.)
Christina Donovan	Member At Large/Privacy Officer (assigned per EPS3084 Strata Bylaw 16.)

Service level expectations were reviewed with the Council to reach a mutual understanding on the day-to-day operations as well as in between meeting communication protocols with managing the property.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on April 20, 2022, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Monthly Statement(s):** It was moved and seconded to approve the financial statements from April, May 2022. **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. **Directives:** The Strata Manager reviewed the list of ongoing directives that he is working on with the Council.
2. **Building Maintenance Plan:** The Strata Manager has developed a comprehensive maintenance calendar to help with improved financial and maintenance oversight and annual planning. The maintenance calendar was reviewed by the Strata Council.
3. **Leaky Door:** It was recommended to have the issue with Unit 110 door reviewed by the engineer during the rainy season. As a result, this matter was tabled until next Council Meeting. **CARRIED.**
4. **Annual Fire & Safety Inspection Deficiencies, Invoice (3rd visit):** Strata Manager disputed the invoice on behalf of the Strata Council for the third visit of the deficiency

repairs with Vancouver Fire. The amount was then reduced by Vancouver Fire acknowledging the mistake on their end; Strata Council has authorized the payment. **CARRIED**

5. **Fence Installation on E Hastings Street.** The fencing has proven to be an effective method how to keep people away from the entrance of the building and make it safer for residents to enter/exit the building. The Building Manager has offered Strata Council to purchase the fencing directly from him. It was moved and seconded to approve the purchase from the Building Manager. **CARRIED**
6. **Strata Lot 5 Water Leak.** The BFL Claim Analyst report was reviewed by the Strata Council. Due to inconclusive proof the chargeback(s) for the first incident all charges were reversed off the Owner's account per Council's approval. Strata Council has authorized to have the Latham's report reviewed by the First District Mechanical and to carry on the repairs that fall under the Strata Corporation's responsibility (common property) should it be deemed necessary. Unfortunately, Latham's has failed to action the items after many follow ups. Further, Strata Council has authorized to have Platinum Pro to finish the fire rated drywall installation in the Strata Lot and thus complete the emergency restoration. The bill(s) for the second incident will be sent to BFL Analyst for possible collections. All expenses related to first incident were expensed from the CRF as an emergency expense per Council's approval. **CARRIED**
7. **First District Mechanical, Hot Water Tanks:** Strata Council has reviewed the proposal from First District Mechanical for Hot Water Tank Piping Replacement project and was in favour to have this work proposed to the Owners. The maintenance of the Hot Water Tanks is the individual Owner's responsibility per the bylaws and Strata Property Act, and it is recommended that you take the advantage of this service deal. First District Mechanical is offering a group discount based on the certain amount of the Owner signing up for the service (minimum 30 units to receive to quality for the group discount). Jayun, Council President will create the sign-up registration form for the Owners to sign up for the service once all details are finalized. **The Owners must PREPAY to receive the service (no payment no service)**. More information will follow shortly when the registration form is online. **CARRIED**
8. **Roofing Repairs/Maintenance:** The maintenance portion was completed on June 10, 2022, by Design Roofing. JR Trory the original roof installer will be attending the site on August 2, 2022, for the repairs under the warranty.
9. **Strata Lot 23, Kitchen Sink Overflow, Leak.** The leak from overflowing kitchen sink was reported on March 21, 2022, in Strata Lot 23 and has affected Strata Lot 9. Strata Corporation called in the Platinum Pro Restoration for the emergency response. It was moved and seconded to charge back the invoices related to this incident back to the Owner at the April 20, 2022. The incident was below the Strata Insurance deductible. FJL, Terra Management, Property Manager for FJL raised issues with the emergency restoration invoice. Strata Manager passed on the concerns to Platinum Pro for their explanation. Platinum Pro's General Manager investigated the file and concluded that all charges are accurate. Strata Manager per Council's request will be sending a warning letter to SL23 (**and to other Units with outstanding chargebacks**) that if the payment is not received within 30 days of the receipt of the letter; the chargeback(s) shall proceed to collections. **CARRIED**

BYLAW VIOLATION REPORT

1. **Chargeback Report.** Strata Council reviewed the chargeback report, and it was moved and seconded to apply the chargebacks to Strata Lots SL2, SL62, SL19, SL23, SL13 according to the Strata Corporation Bylaws. **CARRIED.**

CORRESPONDENCE

1. **Units 216, 417, 516, Cockroach, Pest Control:** Several Owners have reported a cockroach infestation at the building and in their respective units. Strata Council has authorized the Atlas Pest Control to do what is necessary to remedy this issue. **CARRIED**

NEW BUSINESS

1. **Building Manager, Termination, Maxim Approval Rescinded:** The previous Strata Council has decided to terminate, building manager's contract due to various issues concerning the building's manager conduct. The termination letter was sent on June 13, 2022, and provided for two (2) months of termination notice. The termination letter as outlined in the letter sent on June 13, 2022, was confirmed, approved, and ratified at the duly convened Council Meeting on July 26, 2022. The termination is effective August 17, 2022, per the June 13, 2022, termination letter. Previous, Strata Council prior to the AGM on June 13 has approved and signed the contract for Building Manager/Janitorial Services with Maxim Property Service Ltd., which was later overruled by the new Strata Council post AGM election; and the Strata Manager was directed to rescind the approval despite the warnings surrounding the building manager's conduct. At the most recent Council Meeting on July 26, 2022, the new Council together with the remainder of the Council recently elected at the last AGM has committed to review the proposals for Building Manager/Janitorial service and expedite the decision to ensure the possible disruption to the building's service is minimalized as much as possible. **CARRIED**
2. **Building Manager, Unknow Invoices, Late Fees:** Building Manager has submitted two (2) invoices with the amount over \$8,346.92 without any supporting documentation for various building expenses. Strata Council is requesting the supporting documents such as receipts, detailed breakdown of the expenses in concise manner – delays in providing the requested information in the requested form will delay the payment. The approval of the payment won't be granted without the information sought. Further, Strata Council denied the payment of the invoice with overinflated 20% late fees in the total amount of \$1,094.10. **CARRIED**
3. **Building Manager, Loading Bay Gate Repairs, Invoice Payment, Reports, Quotes:** Building Manager has submitted two (2) invoices with the total amount of \$6,533.75 without the proper back up documents. Strata Council is requesting the supporting documents such as receipts, detailed breakdown of the expenses in concise manner – delays in providing the requested information in the requested form will delay the payment. The approval of the payment won't be granted without the information sought. The Building Manager has called the external vendor to assess the gate repairs without the authorization. Strata Council will be seeking the reimbursement of the payment form the building manager for this expense. Several vendors were sent in to review and assess the gate free of cost by the Strata Manager at the Strata Council's direction. Various reports

suggest the gate safety may have been compromised by the repairs and may not be safe to operate. Strata Council is aware of the information. The building manager is denying the information and claiming the gate is safe to be operated. The quotes and reports from the vendors assessing the gate were provided to Strata Council's for their review and decision. Strata Council and Strata Manager have received multiple threats from the building manager if the payment was not done by the certain date. Building Manager has repeatedly stated he would make the gate inoperable or dismantled. Most of the repair work done by building manager was carried out without the express authorization or approval from the Strata Council. **CARRIED**

4. **Strata Lot 2, Sink Overflow Leak:** Strata Lot 2 was the source of the leak that has originated from an overflowing sink and affected the unit below. All invoices pertaining to this incident were charged back to the Owner. **CARRIED**
5. **Strata Lot 62, Leak, Invoice Corrected, Reimbursement, CB Ratification:** Strata Lot 62 was the source of the leak that has originated from bad shower drain and affected the unit below. The Building Manager flagged the issue with the invoice for the emergency response. Platinum Pro has revised the invoice and apologized for the clerical error which happened at their end. The new invoice with itemized charges will be provided to the Owner and the amount of the chargeback will be revised on the Owner's account accordingly. The overpayment reimbursement cheque is being provided back to Strata Corporation. The Platinum Pro invoice was charged back to the Owner; the Latham's invoice is yet to come for the plumber's investigation and will be then charged back later on to the Owner as soon as the invoice is received. **CARRIED**
6. **ProStar, Metal Strip, Quote:** Due to recent incident with slip and fall and to mitigate the risk, Strata Manager has provided a quote from ProStar for the installation of an anti-slip coating on the metal strip/plate located in the along the alleyway. On June 9, 2022, it was reported by the building manager to Strata Council that homeless man took a bad fall due to slipping on the metal strip, these incidents can have negative impact on the Strata Corporation, and it expose the Strata Corporation to a liability. Strata Council has requested a second quote due to cost of the proposed work.
7. **Vancouver Fire, Annual Inspection + Deficiency Quote:** Strata Manager has provided a quote from Vancouver Fire for the upcoming mandatory Fire Annual Inspection. Strata Council has requested a second quote on this matter as well as for any deficiencies.
8. **Cameras:** Strata Council discussed the issue of the cameras due to recent correspondence from Building Manager. Strata Manager suggested Strata Council should conduct the camera system audit to confirm if any unapproved cameras have been installed and operated by the Strata Corporation. Strata Council has directed Strata Manager to have Building Manager to complete the audit for Council to review. **CARRIED**
9. **Email Protocol:** The Strata Manager discussed with newly elected Council the best practices in relation to communication. To ensure transparency, efficiency, and effectiveness for all stakeholders. The Strata Council agreed to these best practices. Further, it was reminded to Strata Council that they are the elected governing body by the Strata Corporation Owners to carry out the business decision on behalf of the Strata Corporation. Strata Manager does not make decisions on behalf of the Strata Corporation. **CARRIED.**

10. **Emergency Contacts:** Strata Council President, Jayun agreed to be contacted for any emergencies during and outside of regular business hours if needed. **CARRIED.**
11. **Special Permissions:** Strata Council has authorized Strata Manager to obtain legal opinion(s) on behalf of the Strata Corporation at no cost using the FirstService Legal Retainer when needed. **CARRIED.**

Strata Council has authorized Strata Manager to issue the chargeback bylaw violation letters to the Owners/Residents responsible for the damage or loss to other Strata Lots and/or Common Property. Such bylaw violations and responses are then reviewed by the Strata Council at the next regularly Council meeting. Strata Council then makes the decision and is fully in the charge of the bylaw enforcement per the Strata Corporation bylaws. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:58 p.m.

Next Meeting: September 21, November 23, 2022 & March 22, 2023

FirstService Residential BC Ltd.



Miroslav Babjarcik
Strata Manager
Per the Owners
Strata Plan EPS 3084

MB/ek

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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.

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- ▶ Only keep the minimum amount necessary.
- ▶ Keep a fire extinguisher near your storage location.
- ▶ Pesticides must be stored in their original container.
- ▶ Saturated rags and cloths should be stored in a tightly sealed metal container or properly disposed of after use.
- ▶ Open windows for ventilation of small spills. Fans or other electric devices could provide an ignition source.
- ▶ Evacuate immediately and contact 911 for large spills.
- ▶ Consult your by-laws for any restrictions that prohibit on-site storage of flammables and combustibles, especially on common property.

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