

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

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。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

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, September 27, 4:30 p.m.
via WebEx, electronically***

COUNCIL IN ATTENDANCE:	Jayun McDowell	President
	Bethany Brown	Treasurer
	Christina Donovan	Member at Large/ Privacy Officer
	Rick Chou	Member at Large
STRATA MANAGER:	Miroslav Babjarcik	FirstService Residential
HEARING:	FJL Tenant & PM	SL23
OBSERVERS:	Heather Dianne	SL48

The meeting was called to order at 4:34 p.m.

HEARING

The Hearing began at 4:35 p.m., with the FJL Property Manager for Strata Lot 23, to discuss the bylaw violation and the chargeback.

(Strata Lot 23, Hearing ended at 4:42 p.m.; the Property Manager has left the meeting)

The Hearing began at 5:06 p.m., with the Tenant of Strata Lot 23, to discuss the bylaw violation and the chargeback. At the end of the meeting the Tenant, was advised a decision letter will follow within the week.

(Strata Lot 23, Hearing ended at 5:12 p.m.; the Tenant has left the meeting)

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on July 27, 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.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Monthly Statement(s):** It was moved and seconded to approve the financial statements from June and July 2022. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSR Connect™**. 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 Owners are advised the Strata Corporation is party to the following actions:

- CRT Claim ST-2022-006282
- CRT Claim SC-2022-006050
- ESB Claim ES-2022-009051

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.
4. **SL5, 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. This item is pending to be completed.

5. ***First District Mechanical, Hot Water Tanks:*** 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 if you haven't signed up yet. First District Mechanical is offering a group discount based on the certain amount of the Owners signing up for the service (minimum 30 units to qualify for the group discount). Council have created the sign-up registration form for the Owners to sign up for the service. **The Owners must PREPAY to receive the service (no payment no service).** As of the day of the meeting twenty-one (21), Owners signed up for the service. You can access the survey via this link: <https://www.138easthastings.com/hot-water-tank-pipe-replacement-sign-up/>
6. ***Roofing Repairs/Maintenance:*** The maintenance portion was completed on June 10, 2022, by Design Roofing. JR Trory the original roof installer attended the site on August completed the warranty work on September 12, 2022.
7. ***Annual Fire and Safety Inspection Quote, Ratification:*** Strata Manager submitted another quote to Council for their review as per the Council's request. It was moved and seconded to approve the proposal from Community Fire Prevention Ltd. The Fire Annual Inspection took place on September 19 to 21, 2022. Unofficial report suggests that up to 50% percent of resident did not provide the access. Please be reminded that the access is mandatory and all Units that failed to provide the access will be now responsible and charged back the cost for the subsequent inspections. **CARRIED**
8. ***ProStar, Metal Strip, Quote:*** Strata Council has requested a second quote due to cost of the proposed work. Strata Manager will be providing another quote by the time of the next meeting.
9. ***Former Vendor, Termination; Maxim Property Services, Ltd., Ratification:*** Strata Council reviewed and reconsidered the Maxim's proposal. It was then moved and seconded to approve the Maxim Property Services, Ltd., proposal for building manager and janitorial services on August 17, 2022. The contract was signed on August 18, 2022. and that decision is now being ratified. **CARRIED**
10. ***Former Vendor, Unknow Invoices, Late Fees:*** Building Manager has submitted two (2) invoices (#170&173) with the amount over \$8,346.92 without any supporting documentation for various building expenses. Strata Council has requested 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. Further, invoice #173 for late fees was received in relation to invoice one #169 for \$341.25 and the payment was not authorized. **CARRIED**
11. ***Former Vendor, Loading Bay Gate Repairs, Invoice Payment, Reports, Quotes:*** Former Vendor has initially submitted two (2) invoices (#169&167) with the total amount of \$6,533.75 and without the proper back up documents. Strata Council has requested the supporting documents such as receipts, detailed breakdown of the expenses in concise manner. Some requested information, but not all was provided by the former vendor. As a result, partial payment was therefore authorized by Strata Council. The invoice #169 with amount \$1,706.25 was paid in full. Partial payment of the original invoice

#167 (\$4,827.50) or #181 (\$4,788.39) [revised #167, dated Sep 9, 2022] (was made via the revised invoice #180 [dated Sep 9, 2022] in the amount of \$2,509.89. Strata Council has received a CRT claim filed by the former vendor on this matter.

12. **Cameras Audit:** Strata Council discussed the issue of the cameras due to correspondence from former vendor. Strata Manager suggested Strata Council should conduct the CCTV audit to confirm whether any unapproved cameras were installed and operated by the Strata Corporation. Strata Council had the current CCTV system reviewed and disabled any cameras not listed in Strata Corporation bylaws that might have been operating at the previous Council's direction. Strata Corporation is now in full compliance with the PIPA and SPA.

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 SL6, SL44, SL 23 according to the Strata Corporation Bylaws. **CARRIED.**
2. **SL23, Bylaw Violation/Chargeback Response/Hearing request:** Strata Council was in receipt of the written bylaw response and request for the hearing. The Tenant and the Property Manager were invited to attend the hearing on September 27, 2022, at 4:30PM. Chargeback and Bylaw Violation are pending further review. **CARRIED**

CORRESPONDENCE

1. **Former Vendor Correspondence:** Strata Corporation is in receipt of various former vendor's correspondence. Strata Council has decided to only respond to formal claims. **CARRIED**

NEW BUSINESS

1. **Special General Meeting, Lawyer Expense, Ratification:** Strata Council received the petition for the SGM meeting and complied with the petitioner's request to hold the meeting per the SPA. Strata Council at the recommendation from the Strata Management company decided to hire the lawyer to chair the Special General meeting due to nature and items that were going to be considered. The legal expense for this and any incidental service is being now ratified. **CARRIED**
2. **Council Member, VPD Incident:** Strata Council Member has been subject to an incident with the former vendor that has resulted in law enforcement being called. The incident is now being investigated by the VPD.
3. **SL23, Chargeback Warning, Storage and Waste:** Strata Council has issued informal warning for the unauthorized and improper and personal use of the Common Property by the resident. It was then moved and seconded to issue a bylaw violation for this incident. **CARRIED**

4. **Building Security, Council Member Email:** Strata Council has reported the laptop located in the Communication Room that is used to administer the security systems such as Fobs and Intercom had its' password suddenly changed and it appears, the access may have been changed remotely by an unauthorized person. The IT personnel will attend to resolve the issue immediately. Further, Strata Council is considering upgrading the camera system to include more cameras in the underserved locations and amending the bylaws as a result of it. This will be then presented to the Ownership for the vote at the next AGM. **CARRIED**
5. **Council Advised to Seek Legal Advice:** Strata Management company has advised Strata Council to seek legal advice on various issues pertaining to former vendor's conduct and correspondence received.
6. **Legal Defense, Insurance Claim, FSR Litigation Support, In Progress:** Strata Council has authorized Strata Manager to engage the Strata insurance legal defense coverage to defend the Strata Corporation in legal claims made by the former vendor against the Strata Corporation and D&O. Coverage has been granted for the defense. **CARRIED**
7. **Multiple Vandalism Incidents, Possible Insurance Claim:** Strata Council reported few vandalism incidents to VPD and reviewing the options of filing the claim(s) under the strata corporation's insurance policy. Strata Manager was directed to obtain the information on the coverage, its' limitations, and exclusions.
8. **Canadian Door Master, Loading Bay Gate Assessment, Ratification:** Due to repairs made by the former vendor, Strata Council has made the request to Strata Manager to obtain the quotes for the formal review of the gate soundness. Canadian Door Master was the company chosen to do this work by Strata Council. The gate was deemed to be safe to operate in its' current condition at the time of the inspection. The gate has been since subject to vandalism. It was noted in the report that this type of the gate is found typically in the malls where a high level of security is not required. This type of gate is easily cut through so in this particular application, Canadian Door Master assumes vandalism will continue to attempt break-ins. Council is investigating options of replacing the gate and securing the funding. Revised quotes are being requested on this matter. Council is considering holding an SGM to present a long term solution to the Ownership.
9. **Windows and Awning Cleaning, Deferred Per Council, Ratification:** Deferred until Spring 2023. **CARRIED**
10. **Loading Bay Gate and Garden Lease, Survey:** Council will be rolling out the survey asking Owners on their opinion on two items 1) Replacing the Loading Bay Gate and 2) Garden Lease. Council wants to ensure that all Owners are being heard, so when you see the notice with link to survey, please ensure you participate.
11. **Remote Intercom Management, Quote:** Tabled until next Council Meeting.
12. **Sprinkler Winterization:** This work was completed during the Fire Annual Inspection on September 20, 2022.
13. **Snow Removal:** Grime Fighters is no longer servicing the DTES area. Strata Manager will continue search for the Snow Removal contractor.

14. **Horizontal and Vertical Drain Cleaning:** Strata Manager has requested the proposal for this service and will present this to Council for their consideration at the next Council Meeting.
15. **Waste, Recycling and Organics:** All waste removal services are now back to normal.
16. **New Council Member, Rick Chou:** Strata Council has appointed new Strata Council Member, Rick Chou per bylaw 16. Welcome, Rick! **CARRIED**
17. **SL89, Leak, Owner:** The leak was reported during the Annual Fire Inspection due to clogged drain, and the Owner's representative has reported that no damage was sustained by the Unit. No further action is required.
18. **SL55, Damaged Window, CB Ratification:** The incident was reported that has resulted in broken window. Strata Manager has called at the direction of Council the window company, to do emergency board up and replace the glass. The cost will be charged back to the Unit per bylaw 39. **CARRIED**
19. **SL59, Damaged Window, CB Ratification:** The window was broken. The Owner is responsible for the cost of the repair per bylaw 39. **CARRIED**
20. **SL06, Leak, No Access Provided, CB Ratification:** The leak was reported on August 16, 2022. Former vendor has dispatched unauthorized vendors to deal with this emergency. Plumbing report confirmed the cause of the loss to be the HTW in Unit 206. Strata Council decided to hire a different restoration company to deal with the emergency response to the source and affected Units due to performance of the company. The newly hired restoration company has reported all units denied access and advised the restoration company that no work is required. As a result, Owners can deal with their own repairs since no common property was affected. No further action is required from Strata Corporation on this matter. All cost associated with this incident was and/or will be charged back to the source unit per the bylaw 39. **CARRIED**
21. **SL44, Leak, repaired, CB Ratification:** The Owner has reported HTW leaking. Strata Manager dispatched the First District Mechanical to repair the issue. The invoice was charged back to the Owner per the bylaw 39. **CARRIED**
22. **Pest Control:** In-suite Pest Control is the Owner's responsibility like any other in-suite maintenance. Strata Corporation's contract includes up to three (3) Residential Units (non-cumulative) per month for "FREE" service to Owners/Residents. On First comes, first serve basis, which means anything above this limit is chargeable to the Owner/Resident requesting the service. This service includes: Mice, Silverfish, Cockroaches, Indian Meal moths and Ants (excluding Pharaoh and Carpenter Ants). Please be advised that this service occurs monthly. Any expedited service is the Owners responsibility, no exceptions.
23. **Email Protocol:** The Strata Manager discussed with 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. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:59 p.m.

Next Meeting: **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

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FIRE *Extinguishers*



**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Did you know that two leading causes of fires are unattended candles and kitchen grease fires? Fire extinguishers can help save lives and property, and prevent catastrophic damage to your home. When well-placed and easy-to-access, extinguishers can be used to put out small fires, or to suppress flames while you escape to safety. Use the following tips to ensure your residential fire extinguisher will be ready in case of emergency.

On a monthly basis:

- ▶ Ensure clear access to the extinguisher
- ▶ Check for proper pressure—needle should be in the ‘green zone’ on extinguisher with a gauge
- ▶ Check that nozzle, pin, and tamper seal are unhindered and intact
- ▶ Check for dents, leaks, rust, or chemical deposits
- ▶ Shake the fire extinguisher to prevent settling of powder

Replace fire extinguishers if:

- ▶ Pressure needle is outside the ‘green zone’
- ▶ Handle is wobbly or broken
- ▶ Locking pin is missing or unsealed
- ▶ Hose is cracked, ripped, or blocked with debris
- ▶ Required by manufacturer’s instructions or if the extinguisher is more than six years old

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