

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

*Held on Monday, April 26, 2021 at 6:00 p.m.
Via Webex*

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| COUNCIL IN ATTENDANCE: | Charly Jarrett | President |
| | Michael Kouvarellis | Vice-President |
| | Ian Cook | Treasurer |
| | Hailey Kathler | Secretary |
| GUEST BUSINESS: | Scott Gilbert | Building Manager |
| STRATA MANAGER: | Mike Cates | FirstService Residential |

The meeting was called to order at 6:10 p.m.

MINUTES APPROVAL

Council has reviewed the minutes of the March 15, 2021 Council Meeting Minutes. No significant errors or omissions were noted.

BUILDING MANAGER REPORT

Council reviewed the Building Manager report dated for April 26, 2021.

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):*** Council has reviewed the financial statements for the month of February, 2021. The March statements had just been received but not yet reviewed. No significant errors or omissions were noted

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:*** The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures. Any new unapproved expenditures will be reported under New Business in the minutes, as they occur.

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. **Annual Fire & Safety Inspection Deficiencies:** The previous Strata Manager reported that this work has been scheduled. The Strata Manager will confirm with the service provider.
2. **Back Flow Prevention:** The Strata Manager will schedule the required annual inspections of the back flow prevention devices with the annual fire safety deficiency work. There are back flow devices on the irrigation system, fire sprinkler system, and a similar device on the domestic water supply. Each of these valves must be inspected annually and the subsequent reports are to be submitted to the City of Vancouver by the contractor who undertakes the inspection. The fire service contractor can do all of this.
3. **Sanitary Drain Stack Cleaning:** The Strata Manager will contact Lathams to quote on both the vertical drain stack cleaning throughout the building and the horizontal drain pipe cleaning within the parking garage. The Strata Manager noted that the vertical drain stack cleaning generally needs to be done every 5 to 8 years in most buildings. While the extension of these drain stacks after the 90 degree bend where they become horizontal in the parkade is where clogs most often form. The Strata Manager will also have Lathams quote on hydroflushing all of the horizontal drain stacks.

- All residents are reminded that nothing should enter into the kitchen drain system other than dishwater
- Please do not allow any grease, cooking oil, coffee grounds, tea leaves, rice, pasta etc. to go down the drains.
- Scrape and rinse dishes well before placing them in the dishwasher.
- If you have a garburator, please do not use it. These appliances do not grind food waste into small enough particle to safely go into the drains.

4. **Exterior Drain / Catch Basin Cleaning:** The Strata Manager will contact Lathams to schedule this work for some time in May 2021.
5. **Sump Drain Cleaning:** The Strata Manager will contact Lathams to schedule cleaning of the sump basins and drain in the parking garage. The Strata Manager will confirm with the Caretaker on items #3, 4 and 5 to ensure that this work has not already been done within the last couple of years. These jobs are not usually done on an annual basis.
6. **Roof Anchors:** Council briefly discussed the possible installation of roof anchors and has agreed that this project will be far too expensive. In addition, it has been noted that most exterior windows can be cleaned from the ground. A solution has been found for the few

windows that are too close to the hydro lines on the back side of the building, further negating the necessity for roof anchors for window cleaning.

7. **Scooters / E-Bikes Parking in Stalls:** Council has noted that there a number of electric bikes and electric scooters parking in a parking stall assigned to an Owner's use (several of these together in one stall). The Strata Manager feels that there should be no cause for concern or any liability issue regarding this practice. There is no safety regulation against the use of electric vehicles or bicycles or scooters, or any prohibition against parking these within an underground parking garage. The Strata Manager will seek a legal opinion on this for reassurance.
8. **Strata Lot 91:** This strata lot is currently owned by the building developer and is used in part as a storage shed for the courtyard garden area. Suggestions have been made that the strata corporation may investigate purchasing this lot. The Strata Manager highly recommends that a lawyer and/or commercial realtor be engaged to help undertake this investigation. This is beyond the knowledge or capability of both the Strata Manager and the Council.
9. **In-Suite Hose and Connections Inspections:** This item will be pushed to a possible investigation in the next fiscal year.
10. **Canada Post Parcel Locker:** The Strata Council agreed that a parcel locker is not necessary for this building due to security concerns. Further, there is a postal office directly across the street where parcels can be picked up.
11. **Condensation:** Council discussed the issue of interior condensation within strata lot 79. This discussion led into a related discussion regarding significant cracks in the walls of several units including one on the third and another on the fourth floor. It was suggested that a building envelope engineer may be required to investigate further. In the meantime, the Strata Manager will contact the building warranty coordinator within FirstService Residential to see whether this might be covered under the remaining building warranty provisions and/or whether the developer or contractor may be required to become involved. In addition, the Strata Manager will send a notice out related to condensation problems within units.
12. **Garage Gate Contractors:** The Strata Manager will contact the Caretaker to confirm who the current garage contractor is and whether or not this needs to be changed.
13. **Atrium Concern:** The Council briefly discussed the question of the atrium space and its present status within the strata corporation. The Strata Manager will seek a legal opinion on this question.
14. **Front Glass Canopy:** The Council has received a quotation from Action Glass for the removal and reinstallation of the glass panels on the awning over the street. The panels will be realigned in such a manner as to create a "rain gap" all across the entire back side of the awning area in order to deter people from sleeping or gathering under this area. Council has reviewed the quotation from Action Glass totalling approximately \$27,500.00 and are in agreement that this solution is too expensive. The previous Strata Manager has initiated a request for quotes for a retractable canvas awning to be installed instead. The Strata Manager noted that while the cost of a retractable canvas or fabric awning may

be significantly less than the cost to realign the glass awning, the glass awning will still need to be removed in order to facilitate installation of a fabric awning. Therefore, there will be a very significant equipment cost to remove the glass panels regardless of which solution is arrived at. The Strata Manager will seek a second quote on the removal and realignment of the glass panels in addition to the existing quote from Action Glass.

15. **Security Gate at Rear:** Council has previously approved an expenditure for the installation of a security gate across an area at the rear side of the building. The Strata Manager will seek quotes from security companies and provide suggestions for the best solution in this area.
16. **Commercial Windows:** The previous Strata Manager has sought a quote from Action Glass for the installation of unbreakable Lexan panels to be applied directly against the glass windows along the Hasting street ground level area. The anticipated cost on this will approximately be \$30,000.00. The Caretaker has reported that he could do this work for approximately \$10,000.00 to \$12,000.00. Council will consider this before a decision is made.
17. **Window Cleaning:** The Strata Manager will confirm the name of the window cleaning contractor with the Caretaker and will schedule this work to be completed as soon as possible. Window cleaning will include all inaccessible windows only. Any windows that residents can access themselves will not be included in this work.

BYLAW VIOLATION REPORT

The previous Strata Manager has sent Bylaw warning infraction letters to approximately 5 units as directed from the last Council Meeting. The Council has reviewed each of these situations and has made the following determinations:

1. **Dog Urinating in Garden / Junk Outside Doorway:** Council directed the Strata Manager to apply a \$200.00 fine onto this Owner's account and to send a fine notification letter.
2. **Smoking Marijuana:** Council directed the Strata Manager to apply a \$200.00 fine onto this Owner's account and to send a fine notification letter.
3. **Urinating in Breezeway:** Council directed the Strata Manager to apply a \$200.00 fine onto this Owner's account and to send a fine notification letter.
4. **Placing Garbage in Recycling Bins:** Council directed the Strata Manager to apply a \$200.00 fine onto this Owner's account and to send a fine notification letter.
5. **Noise Complaints:** Council directed the Strata Manager to apply a \$200.00 fine onto this Owner's account and to send a fine notification letter.

CORRESPONDENCE

Council has reviewed recent correspondence and has determined as follows:

1. **Security Concerns Raised by 2nd Floor Unit Owner:** Council has reviewed the concerns and no further action will be taken at this time.
2. **4th Floor Unit Owner Door Replacement:** This situation has been resolved and the unit Owner will be responsible for replacing this door.
3. **Door Frame Out Of Alignment:** Council discussed a concern raised by a 5th floor unit Owner related to door alignment. The Strata Manager will discuss this with the Caretaker to get further information. It is plausible that the concern is related to building settlement or shifting. The strata corporation may need to engage a contractor to realign the door frame.
4. **Building Concerns:** Council reviewed concerns expressed by a 5th floor unit resident related to a variety of building and security concerns. This letter is acknowledged and no further action will be taken at this time as most have been addressed or resolved.
5. **Safety Issues:** Council reviewed concerns expressed by a 6th floor unit Owner related to building safety. The Council notes that maintaining building safety and security practices are the responsibility of every resident within the building. Additionally, reporting on such issues is also the responsibility of each and every resident.

Do NOT allow anyone to follow you into the building or through any gate or doorway. If you are followed in by someone who you do not know or recognize, it is suggested that you politely and respectfully ask them who they are and which unit they are going to. Then you should follow them to that unit if possible. If you have any further concerns, do not engage further and please call the police.

NEW BUSINESS

1. **Water Loss Incident:** Council discussed a situation wherein a hot water tank on the 6th floor ruptured causing damage to all of the units directly below. Platinum Pro-Claim Restoration was called to deal with the emergency response, including cleaning and drying out these areas. Lathams was called to attend to the hot water tank problem which has since been replaced. Subsequent to the meeting, the Strata Manager has discussed this issue further with the Caretaker to obtain a greater understanding of the problem and sequence of the events. The Strata Manager will confirm that the required water damage notification letters have been sent to all of the Owners involved. The Strata Manager has confirmed that the hot water tank that ruptured is the property of the Owner of that unit and the related costs will be charged back to the Owner of the 6th floor source unit. At this time, it is anticipated that the total of all water damage related costs to all units and areas (emergency response plus further restoration and repairs) will remain under the \$150,000.00 water damage deductible on the strata's insurance policy. Therefore an insurance claim on the strata policy will not be made.
2. **Annual General Meeting Preparation / Budget Planning:** The Strata Council previously approved a proposed operating budget to be presented to Owners at the upcoming Annual General Meeting. The Strata Manager noted that the strata corporation's Contingency Reserve Fund (CRF) appears unusually low and currently does not meet the minimum threshold as required under the Strata Property Act. The Council President noted that the

operating fund is showing a significant year to date surplus and that potentially a portion of the operating fund surplus could be transferred to the Contingency Reserve Fund in order to make up the shortfall and bring the strata corporation into compliance with the Strata Property Act. The Strata Manager agrees and thinks that this is an excellent strategy and will direct the Building Accountant to make this transfer once the month 12 statements have been confirmed and the year end surplus is known (the Strata Manager noted that at the end of month 11 the surplus appeared to be about \$36,000.00. The Strata Manager also noted that the anticipated shortfall in the CRF will be approximately \$8,000.00. Council has suggested that an amount of approximately \$18,000.00 may be transferred which would put the CRF over the minimal amount required by the Strata Property Act. Overall the Strata Manager noted that the Contingency Reserve Fund will remain very low for a building of this size and that in future the Council should strategize toward building the CRF larger and more rapidly.

The Council discussed a number of resolutions to be presented to Owners at the upcoming Annual General Meeting including:

- (a) Majority vote resolution for a Rule change or update related to bike racks installed in the Courtyard Area
- (b) A resolution for a clear direction to the Next Strata Council from the Ownership whether or not Owners wish to pursue the possible purchase of Strata Lot 91
- (c) A resolution for a possible levy to remove the existing glass awning over the Hastings St. sidewalk and replace it with a retractable fabric awning.

Date: The Annual General Meeting was tentatively scheduled for June 1, 2021. A notice would have been required to be sent to Owners not later than May 11, 2021. The new Strata Manager will not be able to send a notice of meeting package in time, including the noted resolutions. This date has been tentatively pushed further to June 15, 2021 at 5:30 p.m. The notice would need to be mailed out not later than May 23, 2021.

- 3. **Gas Fire Pit:** The Strata Council is considering the purchase of a propane burning fire pit and new seating for the courtyard area, for resident use and enjoyment. The Strata Manager has confirmed with the insurance provider that a propane burning fire pit is not considered any different than a propane or gas barbeque and therefore there is no related insurance concern.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 p.m.

Next Meeting: May 17, 2021 for final Annual General Meeting preparation. This meeting will focus entirely on budget, financial picture, and the resolutions to be included.

FirstService Residential BC Ltd.



Mike Cates
Senior Strata Manager
Per the Owners
Strata Plan EPS 3084

MC/sb

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.

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: <https://www.fsresidential.com/corporate/homeowners/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.