

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

*Held on Wednesday, August 25, 2021 at 6:00 p.m.
Via Webex Video Conference*

COUNCIL IN ATTENDANCE:	Charly Jarrett	President
	Michael Kouvarellis	
	Ian Cook	Treasurer
	Tianna Clarke	Vice-President
REGRETS:	Tanzy Sayadi	
GUESTS:	Scott Gilbert	Building Manager
STRATA MANAGER:	Mike Cates	FirstService Residential

The meeting was called to order at 6:00 p.m.

Council Positions were appointed as indicated above

The Council review the Strata Manager's suggested Standard Operating Procedures (SOP's)

MINUTES APPROVAL

Council has reviewed the minutes of the Monday, April 26, 2021 Council Meeting Minutes. No significant errors or omissions were noted.

BUILDING MANAGER REPORT

The Council Members will review the Building Manager's most recent report after the meeting as time did not allow for this.

FINANCIAL REPORT

1. **Accounts Receivable:** The Strata Manager reported that there are approximately 13 Owners in arrears for a total of approximately \$40,090.31
Concerns:
SL 12 \$3,569.07 (17 months)
SL 23 \$3,911.18 lienable, but only 1 month. Likely payment is simply late.
SL 50 \$788.43 Council agree to write off this debt.
SL 72 \$29,134.08 Owner has proposed repayment on and installment plan and has voluntarily made the first payment. Council has agreed. A "Letter of Forbearance" will be prepared by a lawyer for the Owner to sign.

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 Statements:** Council has reviewed the financial statements for the months of March through July, 2021. (Note April 30 Year End) – AGM held June 16). 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. **Account Balances:** To July 31 (Month 4)

Operating Fund Bank Balance	\$ 70,910.35
CRF Bank Balance	\$ 86,871.22
Other Accounts (aprox)	<u>\$ 7,471.00</u>
Total Cash Balance	\$165,252.36

YTD Operating Fund Surplus / (Deficit)	\$ 23,995.24
Accumulated Surplus / (Deficit)	\$ 95,250.24

4. **Canada Revenue Agency:** 2020/21 tax return prepared and sent to Council for signature July 20, 2021. This has not yet been signed and returned.
5. **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.
6. **Miscellaneous Payments:** Whenever possible, payments of all types should be mailed to FSR, delivered to the office in person, or done by on-line banking. Payments may be made to the Caretaker but must be very clearly labeled as to the unit number and the purpose (eg.: move-in fees, fobs, keys, storage lockers, etc.). Payments made through the Caretaker may not be received in the FirstService office and applied against the Owner’s account for up to several weeks.

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 had been scheduled for Wednesday, September 15 (levels 6, 5 and 4), Thursday, September 16 (levels 3, 2 and ground floor) and Friday September 17, 2021 (Common areas). These inspections are mandatory and are very important for the safety of all occupants. Please ensure that access is made available into your unit. Non-resident Owners are asked to ensure that their tenants are aware of this. Notices have been sent out and will be posted in the building as well.

2. **Sanitary Drain Stack Cleaning:** The Strata Manager has contacted Latham's to quote on both the vertical drain stack cleaning throughout the building and the horizontal drain pipe cleaning within the parking garage.
3. **Exterior Drain / Catch Basin Cleaning:** The Strata Manager has contacted Latham's to quote on this work to be completed this fall.
4. **Sump Drain Cleaning:** The Strata Manager has contacted Latham's to schedule cleaning of the sump basins and drain in the parking garage.
5. **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.
6. **In-Suite Hose and Connections Inspections:** This item may be explored further in the coming year and relates very closely to item #5 under "New Business".
7. **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.
8. **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.
9. **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 be approximately \$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.
10. **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. **Smoking in SL 45:** Reported August 10, 2021. A Bylaw Infraction Warning Letter (BIWL) was sent August 20, 2021. Council determined that a fine of \$100.00 will be applied to this account if a response is not received within the required 14 days.

2. **Smoking in SL25:** Reported August 17, 2021, approximately 3:30 p.m. Strata Manager e-mailed Owner and spoke to new tenant. Both Owner and new tenant vehemently deny that this is true. Council directed the Strata Manager to still send a BIWL regardless. Sent August 19, 2021.
3. **Pet Loose on Common Property SL 11:** Reported August 17, 2021. Strata Manager called tenant and spoke to her. Assured it will not re-occur. Council directed the Strata Manager to send a BIWL. Sent August 19, 2021. Council determined that a fine of \$100.00 will be applied to this account if a response is not received within the required 14 days.
4. **Items on Common Property SL 23:** Reported August 17, 2021. Bike parts left outside unit for one week. Council directed the Strata Manager to send a BIWL. Sent August 20, 2021. Council determined that a fine of \$100.00 will be applied to this account if a response is not received within the required 14 days.
5. **Bikes and Other Items on Common Property SL 24:** Reported August 23, 2021. Letter sent approximately August 25, 2021. Council determined that a fine of \$100.00 will be applied to this account if a response is not received within the required 14 days.
6. **Bikes and Other Items on Common Property SL 34:** Reported August 23, 2021. Called Owner and left voice mail. Serious situation (blocking emergency exit route). Letter sent approximately August 25, 2021. Council determined that a fine of \$100.00 will be applied to this account if a response is not received within the required 14 days.

NEW BUSINESS

1. **Window Broken #503:** Reported smashed on approximately June 21, 2021. The occupant of the unit (not the known tenant) admitted responsibility. The Caretaker called Action Glass. They attended/replaced the glass on approximately August 13, 2021.
2. **Fire Monitoring System:** Van Fire / Radius Security attended on July 5, 2021 for trouble shooting a signal problem. A new ethernet line was required. This was installed by the Caretaker and Radius Security for Novus telephone service.
3. **Water Leak:** Reported July 3, 2021. Water was gushing from a hot water storage tank in a 6th floor unit. (12:30 a.m.). This incident was not immediately reported and a restoration company was not called in this case, and as the weather was very hot and dry, and most water was mopped up and/or contained, the areas affected have since dried. However the Strata Manager noted that a restoration company should always be called when there is a significant amount of water as damage can be unknown or take time to occur.
4. **Window Installation – 4th Floor:** This work was scheduled for July 21, 2021. A “Z-Boom” truck was required. The Caretaker and the glass installer coordinated traffic and pedestrian control below, as needed.
5. **Water Sensors:** The Caretaker has been investigating installation of these electronic water sensing devices. Suggestion made to test these devices in the kitchen and bathroom areas of a couple of units first. When the devices sense water on the floor, an alarm may sound in the unit and/or a message may be sent to a smart phone.

6. **Door Closers:** New door closers were required for front and back breezeways, and for one other door at a cost of approximately \$800.00 parts/labour. This work has been completed.
7. **Enterphone:** On July 22, 2021 it was reported that the enterphone had been forced open to gain access. Cascade Communications attended, repaired, and a locksmith will be engaged to “beef-up” the lock and install a protection bar over the access panel.
8. **Plexiglass Broken #142:** Reported July 22, 2021 (occurred night of July 21), the plexiglass protective panels and the glass was broken at a ground level commercial unit. A quote was received from Action Glass on August 8, 2021 for full window replacement. A second quote received from Crown Glass on August 10, 2021 for full window replacement at \$4,023.72 (lower). Action came back with a revised quote on August 9, 2021 at \$2,772.33. In the meantime, the Crown Glass quote was approved approximately August 10, 2021. The installation of bars over some windows will also be considered. These will need to be designed to fit with the architecture of the building
9. **Propane Sensors:** During August maintenance, four propane sensor cartridges were found to have failed. These will be replaced by Latham’s/Ainsworth at cost of \$1,653.75.
10. **Pest Concern:** Reported August 11, 2021 by the Rental Manager from Terra Housing. A cockroach problem was reported in a number of 2nd, 3rd, and 4th floor units. Treatment has since been completed in these units. Council suggested that all of the remaining units on these floors be done also.
11. **Window Replacements:** Reported August 13, 2021. Glass was broken in a 2nd floor bedroom window and at a ground level commercial unit. A quote for \$2,662.15 was received on August 13, 2021 from Crown Glass. This work has been approved.
12. **Smoking Problem In Building:** A “No Smoking” bylaw reminder notice prepared/sent on August 19, 2021. All Owner are remind that vaping or smoking of any product derived from tobacco or marijuana is not permitted anywhere in the entire complex including within every unit and all common areas. Non-resident Owners are asked to remind their tenants of this.
13. **Lights in Storage Lockers:** Several lights need to be repaired and/or ballasts replaced. Nikls has provided a quote for \$3,000.00 to \$4,000.00 for this work. Council noted that inadequate lighting in this area could be a safety concern.
14. **Elevator Glass 6th Floor:** Council agreed that the shattered glass panel over this area does not pose any immediate risk as it is the outer panel only that is broken and the inner panel is intact. There is an existing quote of approximately \$60,000.00 from a couple of years ago. This cost is too high to warrant replacement.
15. **FSRConnect Listings:** Third floor units show only #301, 302 and 303. 303 is actually one very large strata lot but subdivided into 14 units (#303 – #320 inc.). Currently there is no way to have these units listed separately on FSRConnect. A possible solution or temporary “work-around” has been found by listing all tenants in units #303 through #320 inclusive, as being tenants of #303. The Strata Manager has requested that the rental

agent provide a BC government Form K document for every rental agreement within this group of 3rd floor units. (as is required under the Strata Property Act).

16. **Special General Meeting:** The Council discussed holding a Special General Meeting for the following purposes:
- Amend bylaws to install additional security cameras.
 - Re-vote the resolution from the recent AGM exactly as it was worded (regarding awnings over the street / entry area (this re-vote was requested by several Owners)
 - Replace the loading bay doors so garbage bins can get in and out.

A tentative date has not been set, but Council has considered this for early to mid-November. The Notice of Meeting would need to be prepared and mailed 21 days in advance of the meeting.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:40 p.m.

NEXT MEETING: The next Council Meeting has been set for Wednesday, Oct. 20th at 6:30 p.m.

FirstService Residential BC Ltd.



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

MC/eb

Email: info.bc@fsresidential.com
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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 please visit here: <https://portal.connectresident.com/#/registration> and click on the 'Create Account' 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.

CONDO OWNERS' *Coverage*



**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. Did you know that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- ▶ Deductible Assessment Insurance
- ▶ Loss Assessment Coverage
- ▶ Additional living expenses
- ▶ Upgrades inside the unit
- ▶ Personal contents
- ▶ Personal liability
- ▶ Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.