

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

***Held on Monday, November 1, 2021 at 6:30 p.m.
via WebEx electronically***

COUNCIL IN ATTENDANCE:	Charly Jarett	President
	Tianna Clarke	Vice-President
	Tannaz Sayadi	Member
REGRETS:	Ian Cook	Treasurer
OBSERVERS:	Strata Lot 75	Owner
STRATA MANAGER:	Miroslav Babjarcik	FirstService Residential

The meeting was called to order at 6:49 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on August 25, 2021, 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.

Council has agreed to proceed with collections against Strata Lot 72 if the forbearance or any other arrangement is not made by Tuesday, November 9, 2021. **CARRIED.**

2. ***Monthly Statement(s):*** August and September financial Statement are subject to be reviewed by Ian – Treasurer who was not present at the meeting.

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. **Annual Fire & Safety Inspection Deficiencies:** The mandatory Fire Annual Inspection was completed in September 2021 by Vancouver Fire. Vancouver Fire provided Strata Corporation with report, deficiencies list and lastly with the list of missed units. Strata Council reviewed all the documents, and it was moved and seconded to approve the quotation for the deficiency repairs and second visit for the missed units. The deficiency repairs and second visit were scheduled on November 1 & 2, 2021. Device testing is mandatory pursuant to the Fire Code and any charges incurred from second attempts at a later date will be charged directly to the Owner/Resident. **CARRIED**
4. **Sanitary Drain Stack Cleaning:** Latham's quotation for the vertical drain cleaning was reviewed by Council and it was moved and seconded to approve the work. Cleaning of both vertical lines access via the roof and in units on second floor was scheduled to November 1 – 3, 2021. **CARRIED.**
5. **Exterior Drain:** The Strata Manager has requested a quote from Latham's for the exterior drain cleaning. Latham's promised to review and quote on this project during the vertical drain cleaning.
6. **Sump/Catch Basin Cleaning:** Latham's is monitoring these items; pumps are being checked every 3 months. The pits are being checked every May and Strata Corporation is promptly advised if the cleaning is recommended/needed by Latham's as a part of the preventative maintenance program.
7. **Strata Lot 91:** At the recent Annual General Meeting resolution to seek a legal advice for seeking of an alternative and/or more favourable lease agreement and/or purchasing of the Strata lot 91 was approved. Strata Manager will review the Strata Plan and the issue at hand and will report to Council with any recommendations for the next steps before engaging a lawyer.
8. **Atrium:** Strata Council is still investigating the status of the atrium and pursuing all lines of enquiry. **CARRIED.**

9. **Security Gate at Rear:** Strata Council reviewed several quotations for the Gate installation at the rear of the building in the alleyway. It was moved and seconded to approve the quotation from West Side Building Operation, subject to several conditions being met before the official approval is granted to the contractor. Strata Council wants to ensure that the gate goes all the way to the height ceiling and with mesh to protect the property from any debris. Further, Strata Council wants to review the photos of the similar gate to ascertain the proposed gate will be the right fit for building. **CARRIED.**
10. **Commercial Windows:** Previously Action Glass quoted on the installation of unbreakable Lexan panels to be applied directly against the glass windows along the East Hastings Street ground level area. The cost was anticipated to be approximately \$30,000.00 if done by Action Glass. Building Manager proposed to Council to do the same work for lot smaller cost with the cost approximately of \$12,000.00. The Strata Council moved and seconded to approve the Building's Manager proposal to carry out the work. **CARRIED.**
11. **Windows Cleaning:** The Strata Council has requested Strata Manager to obtain the quotation from the same Window Cleaning provider that cleaned the windows in the past due to a positive experience and the good service they provided. Strata Manager received the quotation from Black Tie and it was moved and seconded to approve the quotation for the Window Cleaning of inaccessible windows. **CARRIED.**
12. **Water Sensors, Hot Water Tanks:** Building Manager was overseeing and looking into the effectiveness of the Water Sensor alarms installed at key parts of the units' plumbing fixtures. One Resident installed the Water Sensor in their unit, and it effectively alarmed the Resident of the leak in progress that would otherwise cause an extensive damage to the Strata Lot, other Strata Lots and common property. Strata Council is highly recommending installation of these devices in your units. Further, there has been a history of failing copper fitting adapters on the units' Hot Water Tanks. The Hot Water Tanks are the Owner's responsibility to maintain and repair, please ensure that certified plumber replaces and reviews your Hot Water Tank. Reminder: Please obtain the proper personal home insurance to protect yourself and others against the property damage.
13. **Intercom – Metal Bar:** Strata Council requested quotes for the installation of the metal bar to protect the intercom from the vandalism. Strata Council reviewed the quotes, and it was moved and seconded to approve the Vandelta to install the bar. **CARRIED.**
14. **Plexiglass Broken #142 – Metal Bars:** Strata Council would like to explore the option of installing the rolldown bars on the units located on the ground level. Strata Manager was directed to find companies providing that are able to supply and install the product like this and to request the proposals from them.
15. **ALERT Pest Concern:** Building Manager has been helping with the Pest Control services at the building for the past few week(s). His report suggests there is a serious bed bug and cockroach infestation in the building and as a result, a number of units were already treated. Even if you don't have any bugs in your unit you should still reach out to Scott at eps3084buildingmanager@gmail.com to schedule your Pest Control treatment in your unit! Preventative treatment will help to curb the spread of these bugs.

16. **Elevator Glass 6th Floor:** It was discussed at the meeting to review the possibility of installing the wrap over the window to make the broken window look more aesthetically pleasing. Further, FirstService Regional Director, Jin Dhaliwal agreed to meet Scott – Building Manager to review the glass on the 6th floor to establish whether anything could be done to repair the broken glass for lesser amount than what was originally quoted by the glass company.
17. **Lights in Storage Lockers:** The result of the investigation done by the contractor confirmed that several lights are always on while the rest are switch operated. No work is needed nor recommended.
18. **Strata Lot 23:** Strata Council is concerned with the landlord not complying with the Form K requirement. All Owners are reminded that it is against the bylaw if you do not provide the copy of the Form K – Notice of Tenant's Responsibilities signed by the Tenant, in accordance with section 146 of the *Act* within two weeks of renting your Strata Lot. As a result, Strata Council has decided to enforce the bylaw against the Strata Lot in question. Failure to comply might result in weekly fines until the violation is remedied per the bylaws. **CARRIED.**
19. **Special General Meeting:** Strata Council per the section 42 of the *Strata Property Act* may call a Special General Meeting (SGM) at any time as long as the appropriate notice is given to Owners. The SGM is being scheduled for Tuesday, December 7, 2021 at 6:00 p.m. and will be conducted electronically.

There will be several bylaw amendments brought up for the ownership to vote on including the Special Levy for the Glass awning removal/retractable awning installation that was defeated at the recent Annual General Meeting. Other business may be added in due course. **CARRIED.**
20. **Irrigation Winterization:** The work was completed in early October to prevent the system from being damaged by water freezing in the irrigation system.

BYLAW VIOLATION REPORT

1. **Strata Lot 6 – Chargeback – Damage to Strata Lot due to Common Property – Response:** The damage to Strata Lot was caused by the Common Property and because the damage caused is below the Strata Insurance Deductible \$150,000.00 for Water Leaks, the Owner is responsible for the cost of the Emergency Restoration Services and their final repairs regardless of the cause of the leak. The invoice was charged back to the Owner's account per the Strata Council's decision. **CARRIED.**
2. **Strata Lot 23 – Chargeback – Toilet Overflow:** The cost of the Emergency services was charged back to the Owner per Strata Council's decision. **CARRIED.**
3. **Strata Lot 46 – Chargeback – Broken Window:** The cost of the broken glass caused by the Tenant's occupant was charged back to the Owner/Tenant per Strata Council's decision. **CARRIED.**

4. **Strata Lot 12 ChargeBack Reversal, Strata Lot 35 ChargeBack:** Strata Council directed Strata Manager to proceed with charging back of several invoices to the unit that was found later to be the source of the leak. Originally these invoices were believed to be the Strata Lot 12 responsibility, but further investigation confirmed it was Strata Lot 35 Kitchen's Faucet leaking. Strata Council directed the Strata Manager to start the collection process if not paid within the compliance date. **CARRIED.**
5. **Bylaw Violation Report:** Was reviewed, and fines were applied to several units that were determined to be in the violation of the Strata Corporation Bylaws. **CARRIED.**

CORRESPONDENCE

1. **Strata Lot 23:** Strata Council reviewed a complaint and decided to send a bylaw violation to landlord/tenant for alleged smoking violation that was reported on October 26, 2021. **CARRIED.**
2. **Strata Lot 23:** Tenant's guest was involved in Resident's Scooter theft. Residents are responsible for their visitors per bylaws. Strata Council decided to send a bylaw violation letter to Owner/Tenant. **CARRIED.**
3. **Strata Lot 88:** Strata Council has reviewed the correspondence and decided to send a bylaw violation to the Owner/Tenant of the parking stall #5 for the clutter stored on the parking stall. If not removed within the compliance date, the items will be removed, and the cost will be charged back to the Owner per the bylaw and the *Strata Property Act*. The bylaw violation letter will be sent to Owner/Tenant per Council's decision. **CARRIED.**
4. **Strata Lot 82:** Strata Council reviewed the Noise and Smoking Complaint from the Residents and decided to send a bylaw violation letter to the Owner/Tenant. **CARRIED.**
5. **Strata Lot 75:** Strata Council provided the information best to their ability and knowledge in person during the Council meeting. Strata Council offered the Owner to join the Strata Council, but the Owner declined the offer. Shortly after the discussion and conversation exchange the Owner left the meeting.
6. **Strata Lot 58:** Several E-bikes are stored on parking stall 28, Strata Council made a decision to send a bylaw violation letter to the Owner/Tenant of the unit. **CARRIED.**
7. **Council Member Resignation:** Strata Council Member Michael Kouvarellis resigned from Council on October 21, 2021. Thank you for your service.

NEW BUSINESS

1. **Snow Removal:** Strata Council directed Strata Manager to obtain the quotes for the Snow Removal services for 2021/22 winter season.
2. **Insurance Renewal:** Strata Corporation insurance renews on January 1, 2021. The Insurance broker has reached to Strata Manager to provide the information needed for the renewal. Building Manager assisted and provided some valuable and key information. Strata Council in presence wanted Ian to review the information before it is sent to Insurance Broker.

3. ***In Suite Alarms:*** Building Manager suggested to place a sticker with instructions how to silence the alarm next to the unit's alarm speaker to prevent Resident from disconnecting the speakers. REMINDER: It is against the bylaw to disconnect the speaker. Any expense for repairing this will be repaired and charged back to the Owner per the bylaws. The expenditure to develop the stickers for the unit's alarm silencing button was authorized. **CARRIED.**
4. ***Intercom Issue:*** The issue was reported by Building Manager and that was quickly resolved without any cost to Strata Corporation. Further, the performance of the current service provider was assessed, and the Council was in agreement to use a trade suggested by the Strata Manager instead of going forward.
5. ***Leaky Door:*** Strata Manager updated Council on the communication with the ITC Group regarding the leaky door that was supposed to be fixed as a part of the 5-year warranty. Strata Council directed Strata Manager to follow up with the representative of the company to ensure the repair is duly completed. Further, Strata Manager will confirm the warranty is in place for this work with the Warranty Manager from FirstService Residential.
6. ***Fire Sprinkler Winterization:*** Strata Council has reviewed the quotation for the Sprinkler Winterization from Vancouver Fire, it was moved and seconded to approve this work via email. The winterization was completed on October 21, 2021. **CARRIED.**
7. ***Camera Outage:*** The Camera System Hard drives failed few weeks ago and Navigator CCTV quickly investigated the issue, and the quotation was sent to Council. It was moved and seconded to approve the quotation for the repair of the Camera system via email. The job was completed. **CARRIED.**
8. ***Strata Lot 12 ChargeBack Reversal, Strata Lot 35 ChargeBack:*** Strata Council directed Strata Manager to proceed with charging back of several invoices to the unit that was found later to be the source of the leak. Originally these invoices were believed to be the Strata Lot 12 responsibility, but further investigation confirmed it was Strata Lot 35 Kitchen's Faucet leaking. Strata Council directed the Strata Manager to start the collection process if not paid within the compliance date. **CARRIED.**
9. ***Hot Water Tanks quote:*** Strata Manager was directed to reach out to Latham's and to request the group rates for the replacement of the notoriously failing Copper Fitting on Hot Water Tanks believed to be responsible for many recent Water Leaks.
10. ***Strata Lot 23:*** Failed Copper Fitting on Hot Water Tank resulted in the Water Leak damaging several units below on Saturday, October 30, 2021. Plumber and the restoration company attended the site for the mitigation and emergency repairs. More information to follow in the next set of Council Meeting minutes.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:55 p.m.

Next Meeting: TBD, possibly early January

FirstService Residential BC Ltd.



Miroslav Babjarcik
Strata Manager
Per the Owners
Strata Plan EPS3084

MB/jo

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

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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.

ELECTRIC SPACE *Heaters*

**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- ▶ Purchase a heater that automatically shuts off if tipped over
- ▶ Read all manufacturer's instruction for use and care
- ▶ Place the heater on a solid and level surface
- ▶ Regularly inspect for cracked or damaged plugs or connections
- ▶ Never use an extension cord or power strip; plug directly into an outlet
- ▶ Keep heaters at least three feet away from anything that is flammable
- ▶ Clean the heater to prevent dust build-up

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.

Source: National Fire Protection Agency*