

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 ਉਲੰਘਾ ਕਰਵਾਓ

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

***Held on Wednesday, January 18, 2023
via WebEx, electronically***

COUNCIL IN ATTENDANCE:	Bethany Brown	President
	Christina Donovan	Member at Large/ Privacy Officer
	Rick Chou	Member at Large
STRATA MANAGER:	Miroslav Babjarcik	FirstService Residential
GUEST	Danish Butt	Maxim Property Services

The meeting was called to order at 5:04 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on November 24, 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. A decision was made by Council to send arrears reminder letters to all Strata Lots in arrears; late payments are subject to bylaw fines. **CARRIED**

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 for November 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 Owners are advised the Strata Corporation is party to the following actions:

1. CRT Claim ST-2022-006282; Facilitation Stage.
2. ESB Claim ES-2022-009051; In Progress
3. CPP Ruling Number: CE2236 2183 4380; In Progress.
4. EI Ruling Number: CE2234 1123 8405; In Progress.

FirstService Residential Litigation Support hours billing timesheet was submitted for Council's review. The billing was then approved. **CARRIED**

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. **SL5 - Water Leak:** First District Mechanical is yet to review the items in SL 5 from the Latham's report to confirm whether any of the repairs are required and fall under the Strata Corporation's responsibility (common property). The Strata Manager is in process of arranging the access to the Unit. Strata Council approved the chargeback of the Platinum Pro invoice for the second incident. The insurance coverage was granted for the collection process. **CARRIED**
4. **First District Mechanical - Hot Water Tanks:** First District Mechanical is in process of arranging the repairs to be completed.
5. **Annual Fire and Safety Inspection, Report, Deficiencies, Second Visit:** The deficiency repairs and second inspection visit is scheduled on January 24 & 25, 2023.

IMPORTANT: Please be reminded that the access is mandatory for the second visit (per the bylaws) and all the Units that failed to provide the access are now responsible for the cost of the second inspection visit. **CARRIED.**

6. **ProStar, Metal Strip Painting, Quote:** The work is delayed until spring due to weather conditions.
7. **SGM December, Supplemental Information:** Please see the appendix of these minutes. (Information provided by the Strata Council).
8. **Windows and Awning Cleaning - Deferred Per Council:** The Strata Council reviewed the proposal from Black Tie Property Services for windows and awning cleaning and it was moved and seconded to approve the work to be carried out in May 2023. Strata

Council is offering an in-house cleaning device that can be obtained for free at any time.
CARRIED

9. **Remote Intercom Management, Quote:** The approval of the proposal was rescinded.
CARRIED
10. **Snow Removal Invoices, Ratification:** The Strata Council reviewed the invoices from the Symbiotic Landscapes for de-icing and snow removal services and authorized the payments. **CARRIED**
11. **Horizontal and Vertical Drain Cleaning, Delayed:** The sanitary drain cleaning is being delayed by First District Mechanical due to Loading Bay restricted access. This confirms the importance of having the Loading Bay Gate replaced. This is a key piece of the maintenance that prevents Sewer Back Ups from happening. The work will be completed as soon as the access to Loading Bay is resolved, and the gate is replaced.
12. **Fence Purchase, Stolen, Status:** Strata Council purchased the fencing from Edge Wholesale based on the resident's feedback. Shortly after the fencing was stolen. Strata Council will not be purchasing another fencing due to inability to properly secure it.
CARRIED
13. **Elevator Glass Restoration, Status:** Glass Pro Restoration was hired to remedy the vandalised glass in the elevator. The work is yet to be completed, pending the receipt of the elevator keys from Richmond Elevator.
14. **Access Control System and Intercom Replacement, Quote:** Strata Council is considering upgrading the fob and intercom system. This item may be presented to the Ownership for the vote at the AGM.
15. **Fob and Enterphone Request:** The Owners/Tenants are required to send the Fob Request and/or Enterphone Request directly to Strata Manager at Miroslav.Babjarcik@fsresidential.com. Please allow, at minimum, five (5) business days for the fob and Enterphone to be processed.

Please note that Enterphone requests, must be made either by the Owner of the unit directly or by the registered Tenant with the current FORM K on file. Fob requests must be made by the unit Owner directly, no exceptions. Tenants' direct requests for fobs will not be accommodated.

The garage fobs costs \$100 and proximity fobs are \$40. **CARRIED**

BYLAW VIOLATION REPORT

1. **Chargeback Report/Bylaw Violation Report:** Strata Council reviewed the chargeback report, and it was moved and seconded to ratify the chargebacks to Strata Lots 62, 6.
CARRIED.
2. **SL 23, Bylaw Violation Response:** Strata Council reviewed the bylaw violation response. Strata Council is requesting that the exterior lock assembly is matching the common theme in the building to preserve the uniform appearance of the common property. All changes to the exterior common property are subject to Council's approval

per the bylaw 8.1 (a)(iv). Strata Council will not impose the fine on the Owner's account if the items are corrected by March 22, 2023. Failure to action the above request by the specified date will result in fine. **CARRIED**

3. **SL 43, Bylaw Violation Response:** Strata Council reviewed the bylaw violation response. Strata Council is requesting that the exterior lock assembly is matching the common theme in the building to preserve the uniform appearance of the common property. All changes to the exterior common property are subject to Council's approval per the bylaw 8.1 (a)(iv). Strata Council will not impose the fine on the Owner's account if the items are corrected by March 22, 2023. Failure to action the above request by the specified date will result in fine. **CARRIED**
4. **SL 74, Bylaw Violation Response:** Strata Council reviewed the bylaw violation response. Strata Council is requesting that the exterior lock assembly is matching the common theme in the building to preserve the uniform appearance of the common property. All changes to the exterior common property are subject to Council's approval per the bylaw 8.1 (a)(iv). Strata Council will not impose the fine on the Owner's account if the items are corrected by March 22, 2023. Failure to action the above request by the specified date will result in fine. **CARRIED**

CORRESPONDENCE

1. **SL 75, Fine Waiver Fine:** The Strata Council reviewed and approved the request. **CARRIED**

NEW BUSINESS

1. **Insurance Renewal, CRF Loan, Ratification:** Strata Council reviewed and approved the proposal for the insurance renewal with BFL Canada. Further, the premium was paid via the temporary CRF Loan that will be repaid through the Strata Fees. **CARRIED**
2. **Building Manager, Service Increase:** Strata Council reviewed the proposal from Maxim Property Services for the increase of the current Building Manager/janitorial service to 5 days a week / 8 hour shifts due to high demands of the building. The current services were deemed to be not sufficient for the operations of the Strata Corporation. The Strata Council further reserves the right to scale back the services if needed. **CARRIED**
3. **Council Member, Resignation:** The previous Strata Council President, Jayun resigned in November 2022. The current Strata Council Member, Bethany assumed the role of the Council President going forward until next AGM. **CARRIED**
4. **Plexiglass, CRUs, Quote:** The Strata Council requested proposal for the installation of the plexiglass on all commercial units. The proposal did not arrive in time for the meeting.
5. **VPD Emergency Access, Survey Results:** The VPD Emergency Program provides for the voluntary access to the police during emergencies. The Strata Council conducted survey and the results showed the support of this initiative from Residents. The authorization will be granted for: Hang-up 9-11 calls, domestic disturbances, home invasions, weapon calls and suicidal person calls. The Strata Manager advised the Strata Council to have the agreement with the VPD reviewed by legal before signed, Strata Council was in agreement. **CARRIED**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:10 p.m.

Next Meeting: Council Meeting – Wednesday, March 22, 2023 @ 5PM, electronically

FirstService Residential BC Ltd.

M. Babjarcik

Miroslav Babjarcik
Strata Manager
Per the Owners
Strata Plan EPS3084

MB/cg

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 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.



**FS Insurance
Brokers**

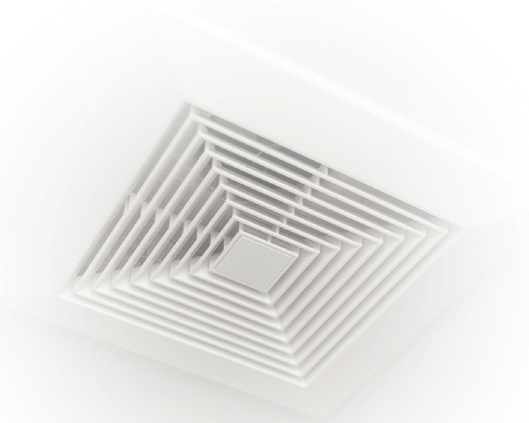
did you
KNOW?

Bathroom Vents

Maintenance of bathroom vents is crucial to ensure proper air circulation in the bathroom. Dust on the exhaust fan can settle into a motor and damage it; grime build up can cause a fan to become moldy. Worst of all, moist air that does not circulate tends to accumulate and eventually seep into the bathroom walls and cabinetry, which can lead to mold growth.

Steps to clean your fan every 6 months...

1. Turn off the exhaust fan and pat it with a dry cloth.
2. Pull out the fan unit and unscrew the metal screws holding the metal bracket. Unplug the wires that have been hardwired into the motor unit.
3. Place the blades and the motor on a dry towel. You can use an old toothbrush to scrape off the dirt.
4. Use a vacuum cleaner with a small nozzle attached to the hose for sucking out debris.
5. Prepare a tubful of cleaning mix consisting of water and bathroom or kitchen cleaner.
6. Soak the disengaged air vent parts in this solution.
7. Take out the venting components after 10 minutes. Wipe each part with a sponge and then dry the parts with a towel. Let them dry in the sun or in a dry part of the house for at least two hours to ensure all the moisture from cleaning has evaporated.
8. Then, carefully reinstall the fan unit, reversing the steps you used to remove it.



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