

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

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, JUNE 3, 2020, AT 7:00 P.M., ELECTRONICALLY

Council in Attendance:	David Hetherington	President
	Ryan McNeill	Vice President / Canoe Club Representative
	Anar Janmohamed	Treasurer
	Yvonne Peterson	Secretary / Privacy Officer
	Melissa Chaun	Member at Large
	Gillian Morgan	Member at Large
Regrets:	None	
Strata Manager:	Susan Russell	The Wynford Group
Resident Caretaker:	Richard Hobson	

1. CALL TO ORDER

The council meeting was called to order at 7:05 p.m.

2. CARETAKER'S REPORT

The resident caretaker provided Council with a report. The front wheels and tires on the tractor are worn and need to be replaced.

500 Building

- Dryer vent cleaning completed by National Air.
- HVAC preventative maintenance completed by Alstad Mechanical.
- Lawn repairs completed at strata lot 2.
- Global Gas on site for annual testing of CO sensors in parkade.

400 Building

- Dryer vent cleaning completed by National Air.
- HVAC preventative maintenance completed by Alstad Mechanical.
- Lawn repairs completed at strata lot 66.
- Received reports of two vehicles that were broken into and a bike stolen.
- Artisan Plumbing on site to repair plumbing on 2nd floor.

300 Building

- Dryer vent cleaning completed National Air.
- HVAC preventative maintenance completed by Alstad Mechanical.

Guest Suite – 0

Amenity Room – 0

Move Ins – 0

Move Outs – 0

Council thanked Richard for attending as he signed off the meeting.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the minutes of the council meeting held on May 6, 2020, as circulated. **CARRIED**

4. ANNUAL / MONTHLY MAINTENANCE

A. Roof Review

A copy of the annual roof review was received from Design Roofing. Design Roofing quoted \$8,388.15 plus GST to address removal of debris on the roof surface, new fasteners, repair damaged ridge cap shingles, re-coat vents, install new fasteners supply and install new shingles, apply caulking, install caps over fascia and new sealant. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

B. Roof Leak

Temporarily repaired above strata lot #156.

C. Dryer Vent Cleaning

Completed.

D. Gutter

There was a blockage in a gutter located on a lower roof section at the 400 building that needed to be cleared. Vertical Coast Maintenance was on site and cleared the blockage.

E. Exterior Cleaning

A notice for the exterior cleaning was posted in the 300 building. ROTban did confirm the cleaning at the 300 building was completed and will provide more information on the schedule for the 400 building cleaning. It is recommended that residents should remove their items from their balcony or at least cover their items as there is the possibility there will be overspray from the cleaning.

5. CONTRACT SUMMARY

The contract summary schedule will be reviewed at the July meeting.

The strata manager confirmed that Orkin Pest Control was contacted and asked to provide monthly activity reports and a map of where the current bait stations are located. Orkin Pest Control confirmed they would. The strata manager will follow up.

6. LANDSCAPE REPORT

A. Lawn

Premier Landscaping completed the lawn replacement at strata lot #2 and strata lot #66. The invoice for lawn repairs at strata lot #66 will be sent to the lawyers for reimbursement.

B. Site Walkabout

Council met with Premier Landscaping for a walkabout of the property. During the walkabout, council noted that Premier Landscaping suggested they would provide a landscape plan. Also, council noted, cedars along the west side of the 300 building and the greenspace blackberry bushes to follow up on.

We wish to remind residents that you should not allow your pets to do their business on common and limited property lawns as the landscaping contractor will not do the weekly maintenance.

7. **CANOE CLUB REPORT**

The Canoe Club is working on a plan to open after the COVID-19 restrictions are lifted and they are currently going over the rules provided by the Government, WCB and Fraser Health. Notice will be circulated once plan to open has been finalized. The Committee approved upgrades to the security cameras and access control system and the hot tub has been repaired.

8. **INSURANCE REPORTS – DID YOU KNOW**

Think Before Dumping it in the Sink

Attached to these minutes is information about what should not be put down the sink drains / tub / showers and toilets.

9. **BUSINESS ARISING FROM THE MINUTES**

A. Security Upgrades

The final invoice of \$20,992.14 for the security upgrades was received and reviewed. It was **MOVED / SECONDED** to approve the invoice and expense from the Contingency Reserve Fund as approved at the 2019 Annual General Meeting. **CARRIED.** **Action: None**

B. Accessibility Doors

The invoice for the electrical part of the installation of accessibility buttons was received from Precision Electric. The invoice totalled \$4,756.50, where it was **MOVED / SECONDED** to approve the invoice and expense from the Contingency Reserve Fund as approved at the 2019 Annual General Meeting. **CARRIED.** **Action: None**

C. Visitor Parking

Council and the Committee are in the process of reviewing these rules.

Action: Strata Council

D. Fence

Tabled.

Action: Strata Manager

E. Depreciation Report

Council reviewed the sample of FCAPX Depreciation Report and out of the three proposals, Council agreed that FCAPX was easier to understand. It was **MOVED / SECONDED** to approve the fee proposal for the 3-Year Update of the Depreciation Report for \$6,400.00 plus GST. **CARRIED.**

Action: Strata Manager

F. Guest Suite

An additional quote is pending.

Action: Strata Manager

G. Concrete Exterior Crack Repair

Two additional quotes are pending.

Action: Strata Manager

H. Special General Meeting

Council discussed the SGM that will take place June 10th for the information meeting and process.

I. Exit Doors – Connected to Monitoring System

Council reviewed a quote from Fusion Security to address the alarms sounding on exit doors at the 400 building. This quote is in addition to six door sensors that were previously replaced. Fusion Security will be contacted to have a telephone conference with Council to ask for more information on the quote.

10. NEW BUSINESS

A. Inspection Report

A new owner provided Council with information they received from their house inspector on the windows and the patio door. The strata manager will send the information to the Engineer to confirm if the information about the window is a new building code or not. The strata manager will email Council.

Action: Strata Manager

B. Copper Piping

Council will investigate companies that can offer water treatment options that would protect the copper piping and possibly prevent pin hole leaks.

Action: Strata Council

C. Parkade – Break In

Council received three reports where vehicles were broken into, and a bike stolen. Council reviewed the cameras and noticed a stranger walking around the parkade looking into vehicles. The information is with the resident caretaker and will be provided to the police.

We would like to remind all residents to not leave items in their vehicles, especially money as this can be inviting to suspicious persons.

D. CRA – Temporary Wage Subsidy Program

It was **MOVED / SECONDED** (5 in favour and 1 abstained) for Council to accept the assistance of the CRA – TWS Program to those non-profit corporations during COVID-19. **CARRIED**

E. Council's Correspondence via Email

Council reviewed and discussed the number of emails that are being dealt with in-between meetings and agreed that only urgent items should be emailed, and all others can be added to the next agenda.

F. Elevator Signage

Council agreed that a number of the notices posted in elevators can be edited.

G. Strata Owned Unit

Council advised that the insurance company they had been dealing with to obtain insurance with the strata owned unit no longer provides commercial insurance, as strata owned units are insured under commercial. The strata manager will email Hub and BFL obtain terms.

Action: Strata Manager

H. Dance Party

On May 7th a posting was found on Facebook regarding a resident in the 400 building wanting to host a dance party in front of the 400 building. The Council emailed and talked to the tenant, along with the management company talking to the resident and the owner asking him to cancel this posting as the COVID-19 restrictions would not allow for such an activity.

The resident refused and then a letter was sent to the owner and the tenant of strata lot #81 to Cease and Desist as the party was to take place on common property as the 400 Klahanie is shared common property between Tides and the strata across the street. Confirmation was received on May 8th that the cancellation was posted on Facebook.

A bylaw infraction letter and a cease and desist notice were sent to strata lot #81.

Action: None

I. Snow Removal

An invoice for snow removal along the 400 Klahanie Road was received from Gateway Property Management.

Council directed the strata manager to confirm that the invoices received had not been previously paid. Gateway will also be asked again to provide the invoices earlier than May as well including Tides in to reviewing the quotes that are being considered for the snow removal. **Action: Strata Manager**

J. Entry Phone Cameras

A quote for \$3,249.76 plus labour plus GST to replace 5 entry phone cameras. Council tabled.

11. FINANCIAL REPORT

A. Operating Statements

Tabled.

B. Receivables Report

The receivables dated June 3, 2020 were reviewed. Arrears letters will be sent to strata lot #23, strata lot and lien letters to strata lot #80 and strata lot #158.

12. LEGAL / CIVIL RESOLUTION TRIBUNAL

Pursuant to Sections 167 and 189.4 of the *Strata Property Act*, the Strata Corporation must inform Owners of legal suits and CRT actions in which the Strata Corporation is a party. At the time of the meeting, there are no legal suits or CRT actions involving the Strata Corporation.

13. STRATA MANAGER'S REPORT

A. Correspondence

Council reviewed nineteen (19) pieces of correspondence received / sent on behalf of the strata corporation. Those items that required action were addressed under the appropriate headings of the minutes. The strata manager was directed on the appropriate responses.

14. MEETING TERMINATION

There being no further business, the meeting was terminated at 10:00 p.m. The next strata council meeting is scheduled for **Wednesday, July 8, 2020.**

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your Strata Corporation's business. Replacement of minutes will be at the Owner's expense and not the Strata Corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

CANADA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Canada Day on:

Wednesday, July 1, 2020

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

Attachments: Think Before Dumping it in the Sink

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DID YOU KNOW?



Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls

