

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

सुग्री सतवारी विरथा वरवे विमे वेले तिम दा तुलेंका वरवारी

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1961, THE TIDES, HELD ON WEDNESDAY, MAY 6, 2020, AT 7:00 P.M., ELECTRONICALLY

In Attendance:	David Hetherington Ryan McNeill Anar Janmohamed Yvonne Peterson Melissa Chaun Gillian Morgan	President Vice President / Canoe Club Representative Treasurer Secretary / Privacy Officer Member at Large Member at Large
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Strata Manager:	Susan Russell Ann Benoit	The Wynford Group Vice-president, Strata Operations
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Resident Caretaker: Richard Hobson

1. CALL TO ORDER

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

2. CARETAKER'S REPORT

The resident caretaker provided Council with a report.

500 Building

- Noted grass is due to be cut.
- Lobby entrance tiles have been sealed.
- An owner called to say someone is smoking marijuana.

400 Building

- Noted grass is due to be cut.
- Lobby entrance tiles have been sealed.
- An owner was digging out a dead bush and accidentally burst the sprinkler line.
- An owner on the first floor called to report downspout needing to be repaired.
- Painted enterphone pedestal at garage gate.

300 Building

- Noted grass is due to be cut.
- Lobby entrance tiles have been sealed.

There seems to be a number of residents who are leaving sticky notes on the front enterphone of the buildings for courier deliveries. Council would like to remind everyone to please have your enterphone

programmed and to include your unit buzzer number and telephone number when ordering couriers so you can give that information to the courier.

Guest Suite – 0
Amenity Room – 0

Move Ins – 3
Move Outs – 2

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

It was agreed that as Ann Benoit with Wynford had a previously scheduled meeting later on that Council would discuss the Special General Meeting and the strata's insurance.

3. SPECIAL GENERAL MEETING - INSURANCE

Council reviewed further options to present the recent insurance premium to the owners as an alternative to the three options discussed on April 23rd. Discussion ensued on either calling the Annual General Meeting in early October to approve a 2021 proposed operating budget and hoping that COVID-19 restrictions are lifted by then or proceed with an electronic Special General Meeting with a restricted proxy.

Since calling an early Annual General Meeting in October, there is still the possibility restrictions may not be lifted to hold gatherings of more than 10 by then. The other option Council discussed is a restricted proxy meeting that allows Owners to vote on the resolutions by submitting their proxy vote to a designated proxy holder (Council representative) by a certain date with an option to hold an information ZOOM meeting with owners submitting their questions through the "chat" option.

After further discussions on options, Council approved to hold the restricted proxy meeting for June 17, 2020 with a special levy for the insurance with options to pay in six payments. A notice for the electronic Special General Meeting will be prepared and sent to all owners. In that notice will be the guidelines on how a proxy meeting is executed.

Council thanked Ann Benoit as she left the meeting.

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the minutes of the April 8, 2020 and April 23, 2020 council meeting, as circulated. **CARRIED**

5. ANNUAL / MONTHLY MAINTENANCE

The annual / monthly maintenance schedule was reviewed. For May, the schedule notes: dryer vent cleaning, HVAC quarterly maintenance and carpet cleaning. Council agreed that the carpet cleaning is not necessary at this time as the carpets had been recently replaced.

A. Roof Review – Pending

B. Roof Leak

A quote for \$2,629.94 plus GST to remove and dispose of shingles around a stack and to supply and install new peel and stick membrane and shingles was received from Design Roofing. Council agreed to wait until Design Roofing sends the review they did for all three roofs and will then make a decision on both at that time.

C. Balcony Cleaning

Council has agreed that since the exterior cleaning is being scheduled for June and due to the cost to include cleaning each balcony was considerably more, balconies would not be included.

Owners can clean their balconies on their own; however, the recommendation this year is to clean your balcony as you would clean/wash your kitchen floor and make sure water doesn't spill over the side of the balcony on to your neighbour's unit.

D. Dryer Vent Cleaning

Council reviewed three quotes to clean the dryer vents. Each of the contractors have advised strata that due to COVID-19 restrictions they will not be accessing individual units. Unfortunately, 2020 was to be the alternative year where the dryer vents would be cleaned from the inside and outside but at this time there is no alternative but to go with outside only.

National Air Technologies	\$15.00 per vent plus GST
City Air Duct	\$18.00 per vent plus GST
Air Vac	\$17.00 per vent plus GST

It was **MOVED / SECONDED** to approve National Air Technologies' quote. **CARRIED**

6. CONTRACT SUMMARY

The contract summary schedule was reviewed.

Council discussed options for pest control and the strata manager confirmed there are only two options for pest control, one being bait stations which is what is already in place and the second option is live trapping. The live trapping must have more frequent visits and would cost more. No further direction on this.

Therefore, we would like to remind all owners to not have bird feeders, pet food or garbage on their balconies as these items will attract rodents.

Council directed the strata manager to obtain monthly activity reports and a map of where the current bait stations are located.

7. LANDSCAPE REPORT

A. Lawn

Council approved the lawn renewal at strata lot #2 with the previous landscape company Bur-Han. Our new landscape company, Premier Landscaping, has started on May 1, 2020 and provided a quote for \$1,625.76 plus GST. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

Council directed the strata manager to advise the owner, watering of this area after lawn renewal is the responsibility of owner in addition to keeping pet(s) off the lawn area and to remove a small wire fence that they installed close to the cedars.

B. Site Walkabout

Premier Landscaping recommended a scheduled walkabout of the property with Council. The strata manager will confirm the date and time.

C. Bur-Han

The last invoice from Bur-Han has been received and it was agreed that at this time to hold payment.

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.

8. **CANOE CLUB REPORT**

The Canoe Club is closed due to the COVID-19 and will not open their usual time of May long weekend. When the government provides more details on opening such a facility, the committee will review in detail. In the meantime, the tennis courts have opened to the community and we still want everyone to practice social distancing. The committee is reviewing details on new camera locations and adjustments of existing cameras.

The hot tub has been redone by Trasolini Pools and Fraser Health will be contacted.

9. **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.

10. **BUSINESS ARISING FROM THE MINUTES**

A. Security Upgrades

Fusion Security met Council on site to review the access control system and the cameras and all was installed as per Fusion's quotes. **Action: None**

B. Accessibility Doors

Fusions Security met with Council on site to review the new accessibility doors and these have been installed and working as they should. **Action: None**

While on site with Fusion Security, Council asked for quotes on camera upgrades at the enterphone and a quote on securing some exit doors that were not included in the original quote. Their quote is pending.

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

A sample of FCAPX depreciation report will be sent so Council can compare with Sense Engineering and Morrison Hershfield. The strata manager will email it to Council as soon as it is received.

Action: Strata Manager

F. Bylaw Infraction

An email was received from the resident who had submitted in writing concerns of noise emanating from strata lot #103 saying that they had been in contact with each other and the issue seems to have improved. No further action is necessary. **Action: None**

G. Guest Suite

A quote for \$225.00 to re-stretch the carpet, \$675.00 to supply and install new vinyl and paint the ceiling for \$350.00 was received from MultiFlooring. Council directed the strata manager to obtain additional quotes. **Action: Strata Manager**

H. Concrete Exterior Crack Repair

A quote for \$2,500.00 plus GST to repair a crack at the 300 building has been received. ABS Systems has been requested to provide a quote. **Action: Strata Manager**

11. NEW BUSINESS

A. Bylaw Infraction

A letter regarding noise was sent to strata lot #13 and a response was received from the owner of strata lot #13. Council reviewed both. It was **MOVED / SECONDED** that there would be no further action at this time. **CARRIED** **Action: Strata Manager**

B. Water Leak

There was a leak from strata lot #30 down into strata lot #17; plumber and restoration company attended the units and the plumber found the hot water valve on the shower was leaking. All costs related to the leak will be charged back to strata lot #30. **Action: Strata Manager**

12. FINANCIAL REPORT

A. Operating Statements

Tabled.

B. Receivables

The receivables dated May 6, 2020 were reviewed. Arrears letters will be sent to strata lot #28, strata lot #71 and strata lot #80.

C. Aged Receivables

Council reviewed the aged receivables as of May 6, 2020 and it was **MOVED / SECONDED** to write off an NSF charge of \$30.00. **CARRIED**

13. LEGAL / CIVIL RESOLUTION TRIBUNAL (CRT)

Per 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 this time, there are no legal suits or CRT actions involving the strata corporation.

14. STRATA MANAGER'S REPORT

A. Correspondence

Council reviewed fifteen (15) 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.

15. MEETING TERMINATION

There being no further business, the meeting was terminated at 9:30 p.m. The next strata council meeting is scheduled for **Wednesday, June 3, 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

Attachment: Think Before Dumping it in the Sink

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

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

