

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 ਉਲੰਘਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE CANOE CLUB RECREATION CENTRE COMMITTEE, HELD ON WEDNESDAY, MARCH 18, 2020, AT 7:00 P.M., ELECTRONICALLY

In Attendance:	Steve Saunders	Salal Representative	BCS 1671
	James Munroe	Boardwalk Representative	BCS 2592
	Mehran Eghtesad	Indigo Representative	BCS 1114
	Ryan McNeill	Tides Representative	BCS 1961
	Steve Abercromby	Inglenook Representative	BCS 1177
	Zygmunt Bogusz	Nahanni Representative	BCS 3438
	Devin Manzer	Sahalee Representative	BCS 2804

Resident Caretaker: Benoit Koch Canoe Club

Strata Manager: Susan Russell The Wynford Group

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. GUEST

Ian Sparrow, Fusion Security joined the meeting to provide further details, locations of cameras and installation on the new security cameras. The Committee also asked Fusion to provide recommendation whether or not they recommend upgrading and what the life expectancy of the existing computer is.

The Committee thanks Ian for joining as he signed off.

3. CARETAKER REPORT

Committee reviewed and discussed the caretaker report.

It was brought to the Committee's attention that caretaker has noticed more residents letting people into the club, when someone is knocking on the door. The Committee would like to remind all owners to not let others in as they may not be a resident of the community.

The report also included a resident from Nahanni was in violation of the rules as they brought more than the allowed guests. A letter will be sent to the resident reminding them of the rules.

Due to the COVID – 19, the Canoe Club is closed until further notice and it was also agreed to drain and shut down the hot tub.

4. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the January 22, 2020 Committee Meeting Minutes, as circulated by The Wynford Group. **CARRIED**

5. **ANNUAL / MONTHLY MAINTENANCE**

A list of annual / monthly maintenance items was prepared and added to the agenda for Committee to review on a monthly basis.

For the months of March & April, irrigation spring start up is due. Pressure washing, junk removal, patio furniture cleaning, HVAC maintenance, exterior maintenance and roof inspections have either been scheduled or are in progress.

6. **LANDSCAPE REPORTS**

A. Irrigation

Quote received, will email for review.

7. **BUSINESS ARISING FROM THE MINUTES**

A. Interior Designer / Renovations

The Committee agreed that most of them had presented the options to their respective councils with the exception on one. The strata manager will email the options to the member to present at their council meeting on Thursday and if there are any suggestions/recommendations an email will be sent.

The strata manager will follow up with Interiors Defined to ask for an updated design which would include the Committee's added suggestions.

B. Hot Tub Renovation

American Pools and Trasolini have both been provided additional information on products being used for the renovation. A further email will be sent to confirm pricing as both quotes were close. Once a final price has been received, the Committee will review and make a decision.

C. Roof – Gutter / Fascia Board

ROTban did provide additional details on how the roof cleaning would be done and confirmed that a permit from the City is not required as they will not be placing the lift on the street. The work will be scheduled.

Since the cleaning of the roof will be completed by ROTban, Wolf & Wolf revised their quote for the roof maintenance to \$2,100.00 plus GST. It was **MOVED / SECONDED** to approve the quote. **CARRIED**

Wolf & Wolf also revised the quote for the annual maintenance roof review to \$1,050.00 plus GST per year for 3 years. Tabled

D. Fob Audit

Since the Canoe Club has been closed to the community, the audit is postponed until further notice.

E. Security Camera / Access Control System

Fusion Security attended the meeting; answers to questions were obtained and Fusion Security will provide additional information on the existing computer system.

F. Arcade Party Truck

This activity chose another venue so need to obtain additional information.

G. Insurance

BFL Canada has confirmed they have secured 54.5 % capacity for the insurance and continue to work on obtaining terms to 100%, more information to follow. Hub International sent an email to advise they would not be quoting and CMWCapri share the same market as BFL so they would only quote if BFL was removed. Rand & Fowler was also approached to provide terms; however, an email was received advising they were unable to find any of their commercial underwriters willing to cover the Canoe Club.

As soon as BFL provides a further update, an email will be sent to the Committee.

H. Street Lighting

The City of Port Moody has been contacted.

I. On-Line Bookings

Wynford is investigating options to have on-line bookings. Further information is pending.

8. NEW BUSINESS

A. Port Moody Police

The strata manager has reached out to the City of Port Moody Police Department to ask if there is any police community services they can offer the Klahanie Community. A response was received, saying this topic had been brought up in the past and they would discuss amongst themselves and respond at a later date. However, a follow up email was received prior to this meeting, advising that due to the COVID-19 epidemic they would be putting discussion on hold.

B. Work Safe

A memo was received from Wynford Management recommending that if a contractor were to do work for the Canoe Club and they didn't have WCB coverage a nominal fee between \$75.00 and \$100.00 per year can provide coverage for the Canoe Club. This would typically apply to those smaller contractors who may not have WCB. It was **MOVED / SECONDED** to approve the fee. **CARRIED**

C. Steam Room

As the steam room has had ongoing issues with the grout, quotes were received to redo the grout or remove the grout and replace with epoxy. The cost to redo the grout is \$3,364.00 plus GST or up to \$20,000.00 for epoxy. It was **MOVED / SECONDED** to do a thorough cleaning and remove and replace the grout with new grout. **CARRIED**. Then begin investigating on turning the steam room into a dry sauna.

D. Rules

The Canoe Club rules will be reviewed over the next couple of months to determine if they need to be updated. In the meantime, the Committee agreed it may be a good idea if each member take the rules and send them to their respective managers.

E. Notice – COVID -19

A memo from Wynford was reviewed about the COVID – 19. It is attached to these minutes.

F. Guest Suite

The Committee directed the strata manager to revise the guest suite forms to include a disclaimer referring to someone with disabilities and renting the guest suite on the second floor to provide information on the form that there are steps to climb.

9. CORRESPONDENCE

A letter was received from an owner at Inglenook in response to deactivating a fob for 3 months. The strata manager was directed to send the owner a letter inviting him to a meeting.

An email was received from an owner at Boardwalk regarding the cleaning at the Canoe Club. The strata manager was directed to send a letter to the owner to advise the Committee will be reviewing the resident caretaker list of duties and the frequency of each duty and thank the owner for their input.

10. FINANCIAL REPORT

A. Operating Statements

The committee advised that the operating statements up to January 2020 were in order. It was **MOVED / SECONDED** to approve up to January 2020 operating statements. **CARRIED**

B. Receivables

Due to the strata manager now working from home, the receivable list would be emailed.

C. Draft Proposed Operating Budget

A draft proposed budget was provided for review. It was **MOVED / SECONDED** to approve the proposed budget. **CARRIED**. However, at this time the Annual General Meeting is postponed and will be reassessed as updates on the COVID – 19 are received.

11. MEETING TERMINATION

There being no further business, the electronic meeting was terminated at 9:15 p.m. The next Committee meeting will be scheduled for **Wednesday, May 20, 2020, location to be determined**.

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	

Attachment: Notice to Residents & Owners - Protecting Yourself & Others Against Illness & Novel Coronavirus

March 10, 2020

NOTICE TO RESIDENTS & OWNERS

PROTECTING YOURSELF & OTHERS AGAINST ILLNESS & NOVEL CORONAVIRUS

As many of you are aware, winters in British Columbia are cold and flu season... and this year, we have an additional risk: Novel Coronavirus Disease (COVID-19). The news media has been very quick to share news of this virus from its original outbreak to its spread.

The Wynford Group, as managing agents for the strata corporation, are not experts in the healthcare profession and we recommend that you consult trusted and respected health sources in researching this virus. The following is general information for Residents about COVID-19 and some tips to stay healthy.

What is the COVID-19?:

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV). The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include cough, sneezing, fever, sore throat and difficulty breathing. (BCCDC: [http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel)))

How to prevent the spread of winter illnesses:

The World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) identify the following tips for reducing your risk of infection and how to prevent spreading infection if you fall ill:

- Clean your hands with soap and water or alcohol-based hand rub often and wash for at least 20 seconds.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow.
- Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Clean and disinfect objects & surfaces in your home, such as door handles, phones, taps and counter tops
- Stay home if you feel like you have cold-like symptoms.
- Consider purchasing your own medical kits and/or supplies of hand sanitizer, surface wipes, etc.





What can your building do to keep Residents healthy?:

Although every building is different, the following steps can be and likely are being taken to keep the residents healthy:



- Install hand sanitizer pumps or have hand sanitizers available for residents in common areas/facilities.
- Cleaners to disinfect door handles, elevator buttons, and other high traffic areas more frequently.
- Residents to avoid the gym and other common facilities if you are ill.
- Residents should avoid overcrowding the elevators.
- Ensure all tissues and other sanitary disposal items are contained in a sealed garbage bag and disposed of in the appropriate garbage container.

Be smart and informed about Novel Coronavirus Disease

Be **SMART** & inform yourself about
#coronavirus

-  Follow accurate public health advice from WHO & your local health authority
-  Follow the news on latest coronavirus updates
-  To avoid spreading rumors, always check the source you are getting information from
-  Don't spread rumors

Learn more to Be **READY** for #COVID19:
www.who.int/COVID-19

 UNITED NATIONS  World Health Organization

Where to find more information?

- [Government of Canada Public Health](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html)
(<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>)
- [BC Centre for Disease Control](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))
([http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel)))

For more information on this topic, please contact your trusted health sources.

Sincerely,
THE WYNFORD GROUP