

**CANOE CLUB - MINUTES OF THE COMMITTEE MEETING**  
**Held on Wednesday, January 24, 2018 at 7:00 PM**  
**Canoe Club, 501 Klahanie Drive, Port Moody, BC**

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<b>ATTENDANCE:</b>	Diane Greenslade	Nahanni Representative
	Devin Manzer	Sahalee Representative
	Vraj Sudra	Tides Representative
	Steve Abercromby	Inglenook Representative
	Jennifer Huber	Indigo Representative
	Chad Anderson	Salal Representative
	Zoran Zugic	Property Manager
	Benoit	Resident Caretaker
<b>REGRETS:</b>	Mark Uhlmann	Boardwalk Representative

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**CALL TO ORDER**

The meeting was called to order at 7:09 p.m.

Diane Greenslade, a new representative from Nahani, was welcomed to the committee.

**APPROVAL OF THE AGENDA**

It was **Moved**, Seconded and unanimously **Carried** to approve the Agenda after a few amendments.

**APPROVAL OF THE MINUTES**

It was **Moved** and **Seconded** to approve the Minutes of the last Committee meeting held on November 29, 2017. Following discussion, it was Moved, Seconded and unanimously Carried to amend the Minutes to the last paragraph on page 1, Electrical Repairs – Bollards Replacement, to read:

“A verbal quote was received and this work will be completed by Power Pros Electrical Ltd. They will also attempt to trace the wires for the outdoor bollard lights on the East side”.

It was then **Moved** to approve the amended minutes. **Seconded** and unanimously **Carried**.

**FINANCIALS**

**a) Financials Report**

Approval of the financial statements was deferred to the next meeting.

**BUSINESS ARISING FROM THE MINUTES**

**a) Steam Room**

The Management Committee discussed maintenance of the steam room and need for continuous sealing of the tile grout. The caretaker stated that he can re-seal grout lines, but it will be required to close the steam room for 24 hours for grout to dry for proper application.

It was **Moved** that the Property Manager obtains from the contractor the information about the type of sealant that the caretaker can apply on the monthly basis. **Seconded** and unanimously **Carried**.

**b) Electrical Repairs-Bollards Replacement**

Power Pros Electrical Ltd. attempted to trace electrical wires for the bollard on the East side. They were not successful as wires are most likely too deep for surface tracing. They will review the landscaping drawings and advise the council accordingly. As this area is lit with the street lights, this is not considered emergency and will be budgeted for in the next fiscal year.

**c) Gym Leak**

The Resident Caretaker reported that the leak by the entrance to the gym has been repaired.

**d) Sump Pump Monitoring System**

As per the previous meeting the Committee was exploring possibility to connect sump pumps with the fire alarm panel. As fire alarm panel is monitored, in case of failure of sump pumps, as it happened recently, monitoring company would be receiving "high water alarm" and trades could be dispatched immediately to avoid flooding of the basement.

The Property Manger reported that due to miscommunication instead of quoting for this work, the contractor completed the connection and invoiced for the work. The invoice has been paid. However, as per the Committee's decision from previous meetings, invoices over \$500 cannot be paid or approved without prior approval of the Committee. A Motion was set on the floor by committee member that invoice paid to Cobra Integrated Systems for connection of the sump pump to the alarm system shall not be paid by Canoe Club, **Seconded** following discussion, it was voted to approve the motion, with 6 votes in favor and 1 abstention. **Carried**.

The Property Manager will look into resolving this matter within Gateway Property Management Corporation.

**e) Swimming Pool Resurfacing**

In light of the swimming pool season being three months away, the condition of the pool was discussed and the requirement for resurfacing. The Property Manager will update previous quotes received for the resurfacing of the swimming pool and hot tub.

In the meantime, temporary repairs of the hot tub tiles by the resident Caretaker was approved by the Committee.

**f) Pool Table Resurfacing**

A contractor was called to resurface the pool table. After reviewing the condition of the pool table, the recommended additional work be done. They will submit a quote for their recommendation. The Property Manager will forward the quote to Council once it is received.

**g) Lighting Improvement.**

Lighting issues in the club house were discussed. The Property Manager will arrange for energy audit and will obtain proposal for the cost of retrofitting the lighting in the club house to energy efficient lighting. In the meantime, the Resident caretaker will repair the track lighting that is not working.

**NEW BUSINESS:**

**a) Booking of Dance Room**

The Committee discussed including Dance Room as one of the area that can be rented by residents.

It was **Moved** to allow rental of Dance Room at the cost of \$30.00 per booking, with security deposit of \$100.00. Once the rules for using this room are drafted and approved by the Committee, the Dance Room will be available for rent. **Seconded** and unanimously **Carried**.

**b) Basketball Court Lights**

It has been reported that basketball court lights were hit likely by the ball and there was potential for them to fall after they causing serious injury. The Property Manager and the Resident Caretaker will look into repairs and possibility to additionally secure the lights.

**c) Budget Meeting**

Next meeting is scheduled for March 5<sup>th</sup> at which time annual budget for the next fiscal year will be discussed.

**CORRESPONDENCE:**

The Committee reviewed letters received from the strata corporations regarding cleanliness of the Exercise Room. The Resident Caretaker updated the committee on cleaning schedule of the club house which is completed by the Resident caretaker on daily basis, as well as by the cleaner on their visits. The resident caretaker will pay closer attention to this matter in the future.

It has been reported that there are no toilet paper dispensers in some washrooms. The Resident Caretaker will ask the cleaner to supply and install as necessary.

**TERMINATION**

There being no further business, the meeting was terminated at 9:10 PM.

**SCHEDULE NEXT MEETING**

The next meeting is scheduled for March 5, 2018 at 7:00 p.m.

**Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.**

**Gateway Property Management Corporation**  
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**Director of Property Management:**

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**CANOE CLUB - MINUTES OF THE COMMITTEE MEETING**  
**Held on Wednesday, March 7, 2018 at 7:00 PM**  
**Canoe Club, 501 Klahanie Drive, Port Moody, BC**

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<b>ATTENDANCE:</b>	Amir Hussein	Nahanni Representative
	Devin Manzer	Sahalee Representative
	Steve Abercromby	Inglenook Representative
	Jennifer Huber	Indigo Representative
	Chad Anderson	Salal Representative
	Mark Uhlmann	Boardwalk Representative
	Zoran Zugic	Property Manager
<b>REGRETS:</b>	Vraj Sudra	Tides Representative

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**CALL TO ORDER**

The meeting was called to order at 7:09 p.m.

Diane Greenslade, a representative from Nahanni, was not able to attend and Amir Hussein, Nahanni Council member attended instead.

**APPROVAL OF THE AGENDA**

It was **Moved**, Seconded and unanimously **Carried** to approve the Agenda after a few amendments.

**APPROVAL OF THE MINUTES**

It was **Moved** and **Seconded** to approve the Minutes of the last Committee meeting held on November 29, 2017. Following discussion it was Moved, Seconded and unanimously Carried to amend the Minutes to read:

Page 1, ATTENDANCE: Mark Uhlmann was present at the meeting

Page 2, f) Pool Table Resurfacing, first sentence to read: A contractor was called to resurface the pool table. After reviewing the condition of the pool table, they recommended additional work be done.

It was then **Moved** to approve the amended minutes. **Seconded** and unanimously **Carried**.

**FINANCIALS**

**a) Financials Report**

It was **Moved** and **Seconded** to approve the financial statements for the period November 2017 – January 2018. The committee asked for the additional information needed before AGEM. The Property Manager will provide required information. With no other questions or concerns unanimously **Carried**.

**BUSINESS ARISING FROM THE MINUTES**

**a) Bollard Repairs**

Deferred for the next meeting.

**b) Sump Pump Monitoring System**

The Property Manager advised Committee that it has been arranged with the contractor to remove installation of monitoring system as it was acompleted without Committee or Gateway's approval. After discussion it was agreed that this installation is beneficial and necessary for the club house. It was **Moved** and **Seconded** to retain the installation and Gateway and Canue Club will equally share the expense. With 5 votes in favour and 1 vote opposed **Carried**.

**c) Pool and Hot Tub Resurfacing**

Four contractors were approached and two quotes were obtained for completion of this work, while two contractors declined to quote. The third quote is expected to be received within a week. The decision was deferred and Committee will make a decision via electronic vote once all quotes were received.

**d) Pool Table Resurfacing**

Quote for pool table resurfacing was received. Committee discussed repairs suggested by the contractor. It was **Moved** and **Seconded** to approve recovering of bed and rails, replace the surface cloth and re-level the pool table at the total cost of \$515.00 plus GST. Unanimously **Carried**.

**e) Lighting Improvements**

Deferred for the next meeting.

**f) Dance Room Booking.**

The Committee discussed the rules for bookings of Dance room and with minor changes to the proposed rules, it was **Moved**, **Seconded** and unanimously **Carried** to approve the rules as attached to these minutes.

**g) Buget**

The committee reviewed the budget for 2018 fiscal year line by line. It was **Moved** and **Seconded** to present the 2018 Budget as amended with increase in fee of 3%. Unanimously **Carried**. This budget will be presented at the upcoming AGM.

**NEW BUSINESS:**

**a) Janitorial Contract**

The Committee discussed existing janitorial services. The property manager is to contact the current contractor to improve services and additional quotes from other cleaners should be obtained. including Dance Room as one of the area that can be rented by residents.

**b) HVAC**

The Property Manager will look into mechanical maintenance of the equipment in club house.

**CORRESPONDENCE:**

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The Committee reviewed letter received from the lawyers that were consulted regarding Aquafoxx who completed steam room. The Property Manager will advise the lawyers that there will be no further legal proceedings.

**TERMINATION**

There being no further business, the meeting was terminated at 9:00 PM.

**SCHEDULE NEXT MEETING**

AGM was scheduled for April 18, at 7:00pm, and next Committee meeting will be scheduled after.

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**CANOE CLUB - MINUTES OF THE COMMITTEE MEETING**  
**Held on Wednesday, September 12, 2018 at 7:00 PM**  
**Canoe Club, 501 Klahanie Drive, Port Moody, BC**

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**ATTENDANCE:**

Devin Manzer	Sahalee Representative
Steve Abercromby	Inglenook Representative
Steve Sounders	Salal Representative
James Munroe	Boardwalk Representative
Zoran Zugic	Property Manager

**REGRETS:**

Vraj Sudra	Tides Representative
Amir Hussein	Nahanni Representative
Audey Korpus	Indigo Representative

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**CALL TO ORDER**

The meeting was called to order at 7:15 p.m.

Mark Ulman, a representative from Boardwalk, was not able to attend and James Munroe, Boardwalk Council member attended instead.

**APPROVAL OF THE AGENDA**

It was **Moved**, Seconded and unanimously **Carried** to approve the Agenda after a few amendments.

**APPROVAL OF THE MINUTES**

It was **Moved** and **Seconded** and unanimously **Carried** to approve the Minutes of the last Committee meeting held on March 7, 2018.

**FINANCIALS**

**a) Financials Report**

Approval of the financial statements was postponed for the next meeting as the treasurer was not present.

**BUSINESS ARISING FROM THE MINUTES**

**a) Pool and Hot Tub resurfacing**

The Property Manager reported on the work on the pool resurfacing and issues in the process. Steve Abercrombie also reported to the committee as he was also involved in the process. Overall finish is satisfactory and there are some minor issues that will be addressed at the time of hot tub resurfacing. The Property Manager advised that the invoice for additional plaster work was received and not paid as there was no approval for this. Committee asked for a copy of the invoice for review. As there was not enough time to complete both swimming pool and hot tub, hot tub was temporarily repaired and resurfacing was postponed. The Property Manager will arrange with the contractor for the time line for the hot tub replacement.

The committee also discussed that for projects that are not required to have a contract, but are more complex in nature, such as hot tub resurfacing, a more detailed Purchase Order should be issued defining necessary details of work such as time line, payment schedule, additional work etc. The Property Manager will arrange for this and coordinate with the Committee.

**b) Lighting improvements**

The Committee requested more details in the received quote for lighting improvements, such as exact type of fixtures that will be installed and estimated payback period based on energy saving. A competing quote will be obtained. An issue regarding retrofitting the exterior lights is also raised and this should be included in the cost. There is also an outstanding issue of lights that are not working on the east side of the club house. It was reported by the council member that electricians tried to repair these lights, but there is no power coming to the fixtures. Repair may require running a new electrical line and this will be addressed when funds are available for this project.

**CORRESPONDENCE**

A request was received from Elections Canada to use the club house as a polling station for the next federal election. After discussion it was **Moved** to approve the proposal and allow Elections Canada to use the club house as a polling station for the next election. Motion **Seconded**, unanimously **Carried**.

**NEW BUSINESS:**

**a) Irrigation**

The Property Manager reported that irrigation for the cedar hedge located between the parking area and tennis court is not working. As existing irrigation is running from the north east corner of the tennis court and wrapping around to service the west side, a possible solution to connect this irrigation with the existing working line that is ending on the south west corner will be explored. Once more details are known the Property Manager will advise the Committee.

The Committee also requested that the contractor quote for the production of more detailed drawings of the current irrigation system that can be used for troubleshooting and necessary repairs or upgrades in the future.

**b) Water Leak In the Gym**

The Property Manager reported on the latest water leak in the gym and advised that this is the second water line leak in less than a year. Canoe Club is a well used facility and water leaks should be monitored to determine if potential re-piping of the club house is necessary. For informational purposes, the Property Manager will obtain a budget quote for the re-piping.

**c) Steam Room**

Committee discussed the state of the steam room and minor cracks that were showing in grout lines in a couple locations. The Property Manager will ask for the contractor that will complete hot tub resurfacing for their professional opinion and for a quote for repairs, as these cracks may be the result of settling of the completely new interior structure in the steam room.



**d) Pond – Water Feature**

The Property Manager reported that the water feature/pond located by the tennis court needs some repairs. It is still not losing water. However, due to the large cracks around the rocks and also the pump capacity that appears to be lower than before, it is not creating the cascading effect as originally designed. The Caretaker reported that water in the pond is not treated with chemicals as it should be because too many pets are actually drinking the water.

The Committee discussed the issue and the Property Manager will arrange for signage that water in the pond is not suitable for pets, and also arrange for a quote for repairs and potential maintenance of the water feature.

**e) Carpet Cleaning**

Carpet cleaning of the club house was discussed. There is sufficient budget for the carpet cleaning but the Committee requested a quote for sealing the slate tiles in addition to carpet cleaning. The Property Manager will obtain a quote and report to the Committee.

**f) Game Room Lights**

The Property Manager reported that the light in the game room are failing and that current lighting is not appropriate. After discussion it was concluded that this issue will be addressed once the full specification of the proposed lighting fixtures for the club is known and at that time the light in the game room will be replaced.

**g) Review of the Caretakers Contract**

Committee reviewed the caretaker's report for the last two months and members were disgusted by some of the issues the caretaker is dealing with such as soiled diapers being left in the common area, human feces inside and outside of the club house as well as various behaviors of the club users. An appropriate notice will be drafted and posted in all strata buildings that are using the club.

The Committee in cooperation with the Property Manager will propose an increase in salary for the Caretakers.

**h) Treadmill Repair or Replacement**

It has been reported that one of the treadmills is not working at all and repairs of the same could not be justified as the cost will be close to purchasing a new treadmill. At the same time, the other operational treadmill is having constant issues and is repaired often. A quote for new treadmills was received and presented to Council.

As there is not sufficient budget for replacement the Committee will look into this primarily based on funds available at future meetings. The Property Manager will advise the committee if there is space in the approved budget.

**i) Pool Lights**

The Property Manager reported that pool lights are not working and that electrical contractor attempted to troubleshoot and resolve the issue. They were not successful. After discussion it was **Moved** to approve Power Pro Electrical to troubleshoot for the cause limiting the cost to \$500.00. **Seconded** and unanimously **Carried**.

**k) Security Camera**

A quote was received for the replacement of a failed security camera at a cost of \$638.18. The committee discussed the general state of the club house security and it was reported that one more camera is not operational but it is not as important as the one that was quoted for replacement. The Property Manager will arrange for a visit by the contractor and obtain an opinion and a quote for

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upgrade of the security system. It was **Moved** and **Seconded** to approve replacement of the camera as quoted, providing that the installed camera is compatible with a modern digital system and that in case of an upgrade the replaced camera will not be obsolete. Motion unanimously **Carried**.

**TERMINATION**

There being no further business, the meeting was terminated at 9:15 PM.

**SCHEDULE NEXT MEETING**

Next meeting was scheduled for November 14, 2018 at 7:00 pm.

**Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.**

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**CANOE CLUB - MINUTES OF THE COMMITTEE MEETING**  
**Held on Wednesday, November 14, 2018 at 7:00 PM**  
**Canoe Club, 501 Klahanie Drive, Port Moody, BC**

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**ATTENDANCE:**

Devin Manzer	Sahalee Representative
Steve Abercromby	Inglenook Representative
Steve Sounders	Salal Representative
David Hetherington	Tides Representative
Zoran Zugic	Property Manager
Benoit	

**REGRETS:**

Amir Hussein	Nahanni Representative
Audey Korpus	Indigo Representative
James Munroe	Boardwalk Representative

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**CALL TO ORDER**

The meeting was called to order at 7:10 p.m.

**APPROVAL OF THE AGENDA**

It was **Moved**, Seconded and unanimously **Carried** to approve the Agenda after a few amendments.

**APPROVAL OF THE MINUTES**

It was **Moved** and **Seconded** and unanimously **Carried** to approve the Minutes of the last Committee meeting held on March 7, 2018.

**FINANCIALS**

**a) Financials Report**

Approval of the financial statements was postponed as the treasurer was not present. Steve Abercromby took over the treasurer duty and will report on financial statements for the next meeting.

**BUSINESS ARISING FROM THE MINUTES**

**a) Hot Tub resurfacing**

The Committee discussed hot tub resurfacing. As the quote from Imperial Paddock Pools was accepted on previous meeting, a clarification with planned start day and work schedule will be requested prior to final award of this work. This work is scheduled for early spring 2019.

**b) Lighting improvements**

The Committee reviewed a quote for lighting improvement and a committee member will look into the possibility of obtaining better price for the light fixtures and report back to the Committee

**CORRESPONDENCE**

The Property Manager advised committee that Elections Canada was contacted and advised that their request to include Canoe Club as one of their polling stations was accepted. Details will be confirmed prior to the election.

A complaint was received from a resident with regards to the charges for garbage removal after they rented a space in the Club. The committee agreed that the rental rules were not clear and the rules will be updated. A small charge for garbage removal was waived.

**NEW BUSINESS:**

**a) Steam Room**

The Property Manager will request a quote from Imperial Paddock for minor repairs of the grout lines in the steam room. Once cost is known it will be reported to the committee.

**b) Pond Water Feature**

The Property Manager reported that he was able to find a company that specializes in maintenance of water features, such as Canoe Club pond, and they will inspect the pond and advise of any necessary work and future maintenance. The committee members advised that they also, through their business connections, found contractors that may be interested in pond maintenance and the Property Manager will follow up with these contacts. For the time being, the pond is emptied for fall cleanup by the caretaker.

**c) Pool Lights**

Committee was advised that the troubleshooting of the issue with the pool lights is still in progress.

**d) Review of the Caretakers Contract**

Committee reviewed the caretaker's salary and requested additional information from the Property Manager. A decision was postponed for the next meeting.

**e) Treadmill Repair / Replacement**

Committee reviewed quote received for the treadmill replacement. It was **Moved** to approve a quote to replace one treadmill at the cost of \$3,471 US dollars. This includes delivery and installation. **Seconded** and unanimously **Carried**.

**f) Irrigation**

The Resident Caretaker advised the committee that the irrigation system has been winterized and at that time the contractor investigated the possibility of connecting the irrigation line beside the tennis court adjacent to the parking, to the line that runs between the tennis court and pond. A quote will be submitted to the committee.

**g) Tennis Court**

it was reported that people are ignoring posted signage on the entrance to the tennis court. People gather in the court in the evenings and are sometimes observed consuming alcohol, walking pets or riding bikes on the court. The committee discussed the possibility of closing the entrance from the sidewalk and opening an entrance to the court from the pool side. This should eliminate most of these issues. The Property Manager will obtain a quote.

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**TERMINATION**

There being no further business, the meeting was terminated at 9:30 PM.

**SCHEDULE NEXT MEETING**

Next meeting was scheduled for December 6, 2018 at 7:00 pm.

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