

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 ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE CANOE CLUB RECREATION CENTRE COMMITTEE, HELD ON WEDNESDAY, MAY 20, 2020, AT 7:00 P.M., ELECTRONICALLY

| | | | |
|------------------------|------------------|--------------------------|----------|
| Council in Attendance: | Steve Saunders | Salal Representative | BCS 1671 |
| | 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 |
| Regrets: | James Munroe | Boardwalk Representative | BCS 2592 |
| Resident Caretaker: | Benoit Koch | Canoe Club | |
| Strata Manager: | Susan Russell | The Wynford Group | |

1. CALL TO ORDER

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

2. CARETAKER'S REPORT

Committee reviewed and discussed the caretaker report and noted the content to be mainly maintenance items ongoing since March 19th. The caretaker advised Committee that the pressure washer the Canoe Club has may have too much pressure and cannot be regulated, because when starting to pressure wash the tennis courts the paint was coming off. The Committee agreed that less pressure will be required, therefore it was **MOVED / SECONDED** to purchase an electric pressure washer up to \$500.00, which could also be used in the washers and steam room. **CARRIED**

The Committee directed the strata manager to obtain quotes on repainting the tennis courts.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the March 18, 2020 Committee Meeting Minutes, as circulated by The Wynford Group. **CARRIED**

4. 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 April and May the irrigation spring start up has been completed and carpet cleaning is due.

5. LANDSCAPE REPORTS

A. Landscape

An email was received from the strata manager for Sahalle, to advise the landscape company for Sahalle, that reports were received regarding their employee allegedly was driving a ride on lawn mower through the grounds at Shahalle and Canoe Club causing damage to both lawns. A response is pending.

Silent Gardeners will assess the damage and invoice separately should the Canoe Club be able to recoup the cost.

6. BUSINESS ARISING FROM THE MINUTES

A. Interior Designer / Renovations

Interiors Defined is working on the updated design and as soon as received the strata manager will email to the committee members.

B. Hot Tub Renovation

Trasolini Pools have completed the repairs to the hot tub; the Committee has reviewed the work. The caretaker confirmed that the hot tub has been filled to test and they confirm there are no leaks. In addition, the caretaker noted the sand filter needs to be replaced and the hydro jet was repairs so he will contact the contractor and have them return at no charge. Once those two items have been repaired, then Trasolini will return to review.

C. Roof Cleaning

ROTban has completed the cleaning of the roof. However, ROTban and the Committee confirmed that the cleaning did not turn out as expected. ROTban will return and clean again.

D. Fob Audit

Postponed due to COVID-19.

E. Security Camera / Access Control System

Fusion Security provided answers to questions regarding existing computer and it was agreed that the computer system is original and should be replaced at the same time as the upgrades. It was **MOVED / SECONDED** to advise Fusion Security to proceed as previously approved at the November 2019 committee meeting. **CARRIED**

F. Insurance

An email regarding the insurance renewal terms and quote was sent to Committee for review. It was **MOVED / SECONDED** to ratify the email approving \$26,727.00 for 2020-2021 and to take a loan from the Contingency Reserve Fund to be paid back to the operating budget monthly. **CARRIED**. Following is the amendment of replacement cost and the increase in deductibles.

- Your policy will be amended from 130% Extended Replacement Cost coverage to 110% Extended Replacement Cost coverage. The new Extended Replacement Cost coverage limit applies to the peril of Fire only and other losses are subject to the policy limit as shown on the attached documents.
- The All Property limit will increase from \$5,600,000.00 to \$5,841,000.00.
- The Equipment Breakdown limit will increase from \$5,618,457.00 to \$5,859,457.00.
- The Sewer Backup and Water Damage deductibles will increase from \$15,000.00 to \$100,000.00, upon renewal due to the frequency and/or severity of losses.
- The Earthquake deductible will increase from 10% to 15%, as this is the minimum requirement of the insurer.

- The Flood deductible will increase from \$25,000.00 to \$100,000.00 upon renewal as this is the minimum requirement of the insurer.
- The Lock and Key deductible will increase from \$250.00 to \$2,500.00, as this is the new minimum requirement of the insurers.
- Business Interruption (Gross Rents) will now show as \$10,200.00 with 18 Months Indemnity Period.

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

G. Street Lighting

The City of Port Moody confirmed they will assess the lighting along Klahanie Drive.

H. On-Line Bookings

Wynford is investigating options to have on-line bookings, website and an option for all owners to access the Canoe Club portal.

7. NEW BUSINESS

A. 3-Yr Update of Depreciation Report

WSP Engineering has confirmed they are close to finalizing the update for the Depreciation Report. WSP has been provided with prior years repairs and updates as well as a discussion with the Committee. The final step is a site visit. The strata manager was directed to find out the date of the site visit and email the date.

B. Sealant Replacement

A quote to inspect and replace all failed sealants was received from Hydro Seal Inc

C. Past Due Invoice

An invoice for premiums covering WCB and health was received from the previous management company. The total amount on the past due invoice is \$625.97. The strata manager was directed to pay the invoice.

D. COVID -19 – Safe Opening

As the restrictions regarding COVID-19 have been lifted in some areas to open, an opening plan is being worked on. However due to a number of areas that have to be addressed individually, such as rentals, hot tub, pools, gyms, lockers, washrooms, steam room, reviewing the guidelines from Fraser Health and WCB and taking into consideration the safety of employees, we ask for your patience. In the meantime a separate notice to advise residents of the process will be sent to each strata for posting in the building. to confirm the Committee is working on a plan will be prepared.

E. Pickle Ball

In the past couple of months, there were a few more emails received from residents about a pickle ball court. The strata manager was directed to start the process for quotes and measurements for pickle ball.

8. CORRESPONDENCE

An email was received from an owner at Inglenook asking the Committee to consider a reduced fee for the two months the Club has been closed. The Committee reviewed and directed the strata manager to send a response advising that as the COVID-19 has occurred, and the Club closed, there are still expenses to be paid, such as increase in insurance premiums, landscaping maintenance is still being done, operating costs to check pools, continued cleaning, maintenance and pressure washing interior and exterior, regular maintenance. Therefore, the fees for two months can not be credited back to each of the strata's.

An email was received from a council member at Boardwalk regarding the closure of the Club, and maintenance items. The strata manager was directed respond to the email and remind the council member of the protocol for council members to send or ask their canoe club representative to take to a meeting.

9. FINANCIAL REPORT

A. Operating Statements

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

B. Receivables Report

The May receivables list was received and reviewed. There is one strata that is behind in payment of fees. The Committee directed the strata manager to send a reminder letter to them.

C. Draft Proposed Operating Budget

Although the draft proposed budget was approved at the March 18th meeting, it was agreed to revisit as revenues and costs due to COVID-19 have changed. Each committee member will take the proposed budget back to their respective councils for further review. The proposed budget will be emailed for discussion on revisions.

10. MEETING TERMINATION

There being no further business, the electronic meeting was terminated at 9:00 p.m. The next Committee meeting will be scheduled for **Wednesday, June 24, 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 | |

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