

## **Important Information - please have it translated**

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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, JANUARY 6, 2021 AT 7:00 PM VIA TELECONFERENCE**

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Council in attendance: Bel Barn, President/Bldg. Env. Comm.  
Michel Pigeon, Vice-President/Bldg. Comm.  
Grace Zhou, Treasurer/Finance Comm./Welcome Comm./  
Bylaw Comm  
Jeanette Chambers, Bylaw Committee  
  
Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Wei Chen, Bldg. Env. Comm.  
Elizabeth Pinter, Secretary/Finance Comm./Bldg. Comm.  
Yang Fei, Building Env. Comm.

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Bel Barn, at 7:15 pm.

#### **MINUTES OF THE MEETING OF NOVEMBER 12, 2020:**

It was

#### **MOVED AND SECONDED:**

That the minutes of November 12, 2020 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

Four Engineering Building Envelope firms came for an on-site visit on January 29, 2021. Council is expecting bids from them by February 12, 2021. Council continues assessment of a suitable person/firm to fill the role of Construction/Project Manager for the Windows and Envelope Project.

The depreciation report is in progress. An on-site visit is expected to take place in the coming days. Thank you to all who have agreed to provide access to their units to supplement data for assessing the overall complex condition. Council's goal is to take input from the report to finalize the Capital Projects Plan in time for the 2021 AGM.

Council has been very focused on the 2021 budget and are looking forward to reporting some good news.

Caretaker interviews continue to be conducted. Council is making every effort to hire a well-suited, skilled Caretaker soon.

The T1 humming noise seems to have returned. Council has investigated and determined the source. We are pursuing a solution and hope to have resolution soon.

Although Times Square has a snow blower, it was not used for many years. It has now been serviced in preparation for this year's potential snowfall.

Our appreciation goes to Yang Fei for helping us on Council. He has stepped down from Council to focus on his business. He will continue to be available for consultation as we move forward with the Windows and Envelope Project. We will be announcing a replacement Council member shortly.

Due to COVID, the province has extended the timeframe for 2021 AGMs to be held. Council is working on the logistical issues and expects to hold our AGM in April, date TBD.

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot.***

### **STRATA MANAGER'S REPORT:**

#### **1) Finance Report**

##### Financial Statements

The Strata Manager tabled the financial statements for the months of October and November 2020. The Treasurer commented on her review of the financial statements and afterwards recommended their acceptance.

After further discussion on the financial statements, it was

##### **MOVED AND SECONDED:**

That the financial statements for the months of October and November 2020 be adopted as distributed.

##### **MOTION CARRIED UNANIMOUSLY**

##### Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting.

Subsequent to this review, staff were requested to send correspondence to three strata lots regarding outstanding supplemental parking stall fees and payment of an outstanding chargeback.

With regard to a 4<sup>th</sup> strata lot, staff were requested to assess three \$25.00 fines for the continued failure of a strata lot owner to remove improperly stored items from supplemental parking stalls rented by the owner. It was then

##### **MOVED AND SECONDED:**

That staff be authorized and instructed to assess three \$25.00 fines against strata lot 208 for continued failure to remove improperly stored items from the parking stalls rented by the owner from the Strata Corporation.

##### **MOTION CARRIED UNANIMOUSLY**

Notice of Unpaid Strata Fees

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.

**2) Staff Report**

Meeting Directives

The Strata Manager tabled for Council's information copies of the directives resulting from the previous meeting.

Abell Pest Control

The Strata Manager tabled for Council's information service reports from Abell Pest Control as received since the last meeting of the Strata Council. During review of the service reports, it was noted by Council that access to two strata lots is to be requested for pest inspection and treatment if needed by Abell Pest Control during their next service date.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information copies of the updated Indemnity Agreement summary.

Resident Caretaker

The Strata Manager tabled for Council's information copies of the final signed release documents with regard to the finalization of ending of the employment agreement between Mr. John Theodore and NW 524.

**3) Mechanical Report**

Voltech

The Strata Manager tabled copies of the deficiency reports from Voltech regarding the inspection of the buildings' fire alarm, firefighting systems. Council noted that Voltech had only provided one quote for deficiencies at one tower but there were deficiencies noted at all three towers. Voltech were to be asked to provide the outstanding information.

Fire Alarm System Annual Inspection Quotes

The Strata Manager tabled copies of a quotation from Elite Fire Prevention for completing the annual fire alarm system inspection. It was noted that additional quotes had been requested but had not yet been received.

Council asked staff to also ask the companies quoting to provide a costing estimate for basic deficiency repairs such as fire hose testing, extinguisher recharging, and smoke detector replacements to further assist Council with understanding how the respective firms will cost out deficiencies.

City Elevator

The Strata Manager tabled correspondence to and from City Elevator with regard to completion of water damage repairs to an elevator component, and additional work to be performed due to code changes from the Provincial regulatory body. After a brief discussion, it was

**MOVED AND SECONDED:**

That staff be authorized to accept the proposal of City Elevator regarding their complying with additional work to meet code changes as imposed by the Province of BC.

***MOTION CARRIED UNANIMOUSLY***

**DMS Mechanical**

The Strata Manager tabled correspondence from DMS Mechanical regarding a quotation for on site repairs. Council asked that DMS be requested to provide a revised quote on a time and material basis with the material costs clearly broken down.

**Artisan Plumbing**

The Strata Manager tabled correspondence from Artisan Plumbing regarding two quotations. It was noted that Council had already approved the quotation for pipe repairs in the mechanical room, and this work is now complete. Council has tabled the 2<sup>nd</sup> quote pertaining to zone valve and thermostat replacement work inside of strata lots.

**Citywide Plumbing**

The Strata Manager tabled a quotation from Citywide Plumbing regarding repairs to defective T connections on plumbing lines in the boiler rooms.

Staff were requested to ask Citywide Plumbing to provide a quotation to replace 50 to 75 pneumatic zone valves and thermostats with electronic units. A separate price for the zone valves and hook up of new thermostats was to be provided.

**4) Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: securing of damaged suite entry door by Nikls One Call.

**5) In Progress**

The Strata Manager advised that the following items remained in progress: leak repair quotations from Total Projects and The Concrete Philosopher; completion of Depreciation Report by BC Building Sciences; LED lighting repair; consideration of Takai Gardeners contract renewal; and review of owner's questions.

With regard to the above, staff were requested to ask Citywide Plumbing if they had completed repairs internal to a strata lot to correct a failed zone valve.

Concerning the quotation submitted by Takai Gardeners, it was

**MOVED AND SECONDED:**

That staff be authorized to accept the quotation of Takai Gardeners for landscape maintenance services for the 2021 growing season.

***MOTION CARRIED UNANIMOUSLY***

With regards to LED lighting, Council advised that consideration of repairs would be tabled at this time.

6) **Insurance**

Memo to Council

The Strata Manager tabled copies of memos sent to Council during the process of seeking renewal quotations for the Strata Corporation's insurance policy effective January 1, 2021.

In the final memo, it was noted that Hub International did not submit a final quotation before renewal, but had indicated earlier an estimated premium of \$400,000.00 and \$150,000.00 deductibles for water leaks, sewer back-ups, flood, and general deductible.

A quotation from BFL Canada was ultimately received for much more favorable terms on a similarly worded policy. The quoted premium was \$254,000.00 with \$50,000.00 deductibles for water loss, sewer back-up, flood, and general deductible.

It was then

**MOVED AND SECONDED:**

That staff's action in accepting the BFL Canada insurance policy renewal on behalf of NW 524 be ratified for the 2021 calendar year. It was additionally agreed that staff be authorized to pay the insurance premium by borrowing funds from the CRF of the Strata Corporation and that the borrowed funds be repaid during the course of the calendar year.

***MOTION CARRIED UNANIMOUSLY***

Wawanesa Insurance Risk Assessment

The Strata Manager tabled the risk assessment report as received from Wawanesa Insurance. The report was prepared by Wawanesa on behalf of Hub International. Members of Council noted that the identified items were reasonable and have started work towards addressing the identified items to improve the risk as assessed for the Strata Corporation.

**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

7) **Correspondence**

The Strata Manager tabled correspondence for Council's information regarding: welcome packages; letter of apology; cancellation of suite entry door replacement; smoking on balcony; cancellation of modification to a strata lot; parking of uninsured motor vehicle; submission of Form K; parking; pest control services; chargeback of invoice; repair to fire exit sign; improper window coverings; dishwasher leak; improper parking stall storage; oil spill clean up to parking stall.

With regard to the above, members of Council asked that a recent noise complaint from an owner be forwarded to Council for review and consideration.

**OTHER BUSINESS:**

Overhead Door Company

Staff were requested to follow up with Overhead Door Co. regarding a request for additional information concerning a submitted invoice, and with regard to the supply of fob's ordered for the Strata Corporation's general on hand supply.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:02 pm, until Wednesday, February 10, 2021 at 7:00 pm. The meeting will be held by electronic attendance.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON THURSDAY, NOVEMBER 12, 2020 AT 7:00 PM VIA TELECONFERENCE**

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Council in attendance: Bel Barn, President/Bldg. Env. Comm.

Michel Pigeon, Vice-President/Bldg. Comm.

Grace Zhou, Treasurer/Finance Comm./Welcome Comm./

Bylaw Comm

Jeanette Chambers, Bylaw Committee

Wei Chen, Bldg. Env. Comm.

Allan Grandy,

Strataco Management Ltd.

Absent with leave:

Yang Fei, Building Env. Comm.

Elizabeth Pinter, Secretary/Finance Comm./Bldg. Comm.

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Bel Barn, at 7:04 pm.

#### **MINUTES OF THE MEETING OF OCTOBER 14, 2020:**

It was

#### **MOVED AND SECONDED:**

That the minutes of October 14, 2020 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

- Council has started a program of replacing the parkade lights through attrition. We will gradually replace all the tubes, section by section, from fluorescent to LED. This will deliver much better lighting at a lower energy cost. When a section is converted to LED, the working fluorescent tubes will be retained and used, as required, in sections that are still using fluorescent tubes. When we run out of replacement fluorescent tubes another section will be done. This will continue until the entire parkade has been converted to LED. The work is being done by volunteers, hence there is no labour cost associated with this project. With this approach, all tubes will be changed to LED at the lowest cost possible and without any waste.
- The new Caretaker was to start on December 7<sup>th</sup>. On the morning of Dec 7<sup>th</sup>, during a discussion prior to him starting work, despite it being a clear requirement of the agreement, he came to the realization that he would not be able to meet the requirements of being a live-in Caretaker. Council is continuing to make every effort to hire a well-suited, skilled Caretaker soon.
- It has been difficult to get contractor quotes for the heating conversion project (from pneumatic to electric heat control). Council has received a quote for just the plumbing portion of the project but the quote is too high. We are waiting for a second quote and are reaching out to additional contractors.

- Thank you for your patience as Council addresses these projects.

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot.***

## **STRATA MANAGER'S REPORT:**

### **1) Finance Report**

#### Financial Statements

The Strata Manager tabled the financial statement for the month of September 2020. The Treasurer commented on her review of the financial statement and asked staff to review the final payments and adjustments pertaining to the former resident caretaker and legal expenses.

After further discussion on the financial statement, it was

#### **MOVED AND SECONDED:**

That the financial statement for the month of September 2020 be adopted as distributed subject to staff providing answers to the questions as raised by the Treasurer.

**MOTION CARRIED UNANIMOUSLY**

#### Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting.

Members of Council discussed the follow up that should be enacted regarding an owner who is in arrears of payment for a supplemental parking stall. After a brief discussion, staff were requested to forward a warning letter to the owner regarding the matter.

No further actions were recommended by staff at this time other than those actions already initiated by the Strata Council.

#### Notice of Unpaid Strata Fees

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.

### **2) Staff Report**

#### Meeting Directives

The Strata Manager tabled for Council's information copies of the directives resulting from the previous meeting of the Strata Council.



Resident Caretaker

The Strata Manager tabled for Council's information correspondence as forwarded to Council regarding the settlement of issues pertaining to the termination of the resident caretaker's position.

Abell Pest Control

The Strata Manager tabled for Council's information the service reports as submitted by Abell Pest Control since the last meeting of the Strata Council.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information the updated Indemnity Agreement summary.

Snow Clearing/Salting Services

Members of Council discussed snow clearing and salting services in conjunction with quotations that have been received for the same. At the conclusion of the discussion, Council recommended the retention of Knightsbridge Property Services for the provision of snow clearing and salting services. It was then,

*MOVED AND SECONDED:*

That staff be authorized to notify Knightsbridge Property Services that their quotation for snow clearing and salting services has been accepted subject to the services being on an "On Call" basis. Either the Strata Council President or Vice President would contact Knightsbridge regarding the need to attend to the site and would confirm the services to be provided.

*MOTION CARRIED UNANIMOUSLY*

**3) Mechanical Report**

DMS Mechanical

The Strata Manager tabled for Council's information a quote from DMS Mechanical. It was noted by the Strata Council that they reviewed the quotation and had arranged for the completion of the recommended work by the volunteers.

City Elevator

The Strata Manager tabled for Council's information correspondence from City Elevator with regard to repairs to an elevator system. It is also noted that Council has asked staff to obtain quotations for this work from other elevator contractors for comparison purposes. The quotations are now on hand and Council will discuss the quotations and notify staff on which proposal has been accepted.

Boiler Permits

The Strata Manager tabled for Council's information the boiler operation permits as received from Technical Safety BC.

**4) Completed Items**

The Strata Manager advised that the following items have been completed since the last meeting of the Strata Council. Hearing conducted; repair to garbage bin bumper; hard surface cleaning by Servicemaster Clean.

With regard to the above, it was noted that All Elements had not yet returned to complete the repair to the garbage bin bumper.

5) **In Progress**

The Strata Manager advised that the following items remained in progress: roof leak repair; window repair; lifting of entrance sign for better visibility; request for deletion of fine.

With regard to the above, it was noted that Metro Vancouver would be arranging for the slight raising of an entry sign for better visibility, which is necessitated as a result of work Metro Vancouver is doing adjacent to the Strata Corporation's property.

Concerning a window repair: Council noted that this repair had been completed by volunteers.

Members of Council then discussed an owner's request for the deletion of a previously assessed fine. After review of the owner's submission and reasons for requesting the deletion of the fine, it was

**MOVED AND SECONDED:**

That the request from the owner of strata lot 60 for deletion of the fine be denied.

**MOTION CARRIED UNANIMOUSLY**

Members of Council then discussed the receipt of a noise complaint reported to be originating from strata lot 67. After review of the complaint, staff were requested to forward communications to the tenant of strata lot 67 regarding the complaints received.

6) **Insurance**

**Memo to Council**

The Strata Manager tabled a report to members of Council regarding efforts to date regarding the renewal of the Strata Corporation's insurance policy. It was noted that work continues towards securing renewal terms from Hub International and hopefully BFL Canada as well.

**Suncorp Valuations**

The Strata Manager tabled for Council's information the updated report from Suncorp regarding the annual insurance appraisal. This information will be submitted to Hub International to ensure that the Strata Corporation's insurance policy is set at the appropriate level.

**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

7) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding: replacement of strata lot entry door; supplemental parking stall fees; hearing with the Strata Council; parking fine; chargeback of expenses; parking violation; and status of an owner's account.

Concerning the above, it was noted that the requested compliance of a strata lot owner regarding improper storage and oil spill clean-up in parking stalls used by the owner has not been forthcoming. It was then

**MOVED AND SECONDED:**

That staff be authorized to assess two additional \$25.00 fines against strata lot 208 for the continuing breach of the Strata Corporation's bylaws.

*MOTION CARRIED UNANIMOUSLY*

**OTHER BUSINESS:**


Members of Council discussed a recent leak that has been reported and caused by a toilet within a strata lot. Council requested that the costs incurred in attending to this matter be charged back to the strata lot in question.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:23 pm, until Wednesday, January 6, 2021 at 7:00 pm. The meeting will be held by electronic attendance.

**STRATACO MANAGEMENT LTD.**  
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**MINUTES OF THE HEARING, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, OCTOBER 27, 2020, AT 7:00 PM IN THE STRATA COUNCIL MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC.**

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Council in attendance: Bel Barn, Council President (electronic attendance)  
Michel Pigeon  
Grace Zhou  
Jeannette Chambers (electronic attendance)

Allan Grandy,  
Strataco Management Ltd.

Absent: Wei Chen  
Elizabeth Printer  
Yang Fei

Owners in attendance: Ligin Ai – 808 - 4300 Mayberry Street  
James Hui – 808 - 4300 Mayberry Street

**CALL TO ORDER:**

The hearing was called to order by the Strata Council President, Bel Barn, at 7:06 pm.

**PURPOSE OF HEARING:**

The purpose of the hearing was reviewed with the owners in attendance. The purpose being for the owner to discuss with the Strata Council the circumstances surrounding the vehicle impact to the south garage gate system by a resident or guest of unit 808 - 4300 Mayberry Street, on the evening of January 13, 2020, and the Strata Council's subsequent chargeback of costs to replace the garage gate system to unit 808 - 4300 Mayberry Street.

On behalf of Ms. Ai, Mr. Hui commented as follows:

- i) They have taken photos of the snow covered ramp after the accident which shows that the ramp had not been salted or plowed.
- ii) It was noted that the ramp has a downward slope of 5 degrees or more towards the garage gate.
- iii) It was claimed that the ramp had not been sanded.
- iv) The owners questioned why the cost to repair the gate was \$6,000.00.
- v) It was claimed that after the accident, the garage gate was left continuously going up and down for 24 hours. This would only result in additional damage. Why was it not shut down? This claim was later changed to 8 hours by the owner.
- vi) The vehicle that hit the door was a 12-day old Audi A5 with tires in very good condition.
- vii) The owner claimed that as the driver was new, and they did not want their ICBC rates to go up, they did not file an ICBC claim.

- viii) The owner claimed that the door operated too slowly and moved without warning resulting in the accident.
- ix) The owner claimed that the Strata Council had not notified her of the situation so that she could have filed an ICBC claim.

Council Comments and Points:

- i) In response to a question, the owner advised that it was her nephew driving the car. He was 19 years of age.
- ii) It was confirmed that the accident occurred at approximately 6:00 pm.
- iii) The owner stated that there were no witnesses to the accident.
- iv) It was noted that there were in fact witnesses to the accident.
- v) It was confirmed that Overhead Door Co. was called to the site after the accident, the same night, and they shut down and secured the gate. Overhead Door advised that due to the damage incurred, the gate could not be reasonably repaired and would require replacement.
- vi) The Strata Council of the day requested three quotations for the replacement of the door. The current Strata Council accepted the low bid from Valley All Door for the replacement of the gate with a three section gate.
- vii) The gate system was replaced and the cost of the same was paid for by the Strata Corporation, and subsequently charged back to the strata lot in April 2020 when the invoice was received.
- viii) It was noted that the owner was sent correspondence within 96 hours of the accident confirming the incident and recommending that the owner file a claim with ICBC. That letter was dated January 17, 2020.
- ix) The Strata Council showed the owner photos of the area taken immediately after the accident. The photos clearly showed that the ramp had been salted and that there were clear tire paths for motorists to follow. The photos show the damage to the door system. The photo shown by the owner, shows the ramp fully covered in snow and the entry gate undamaged. The photo shown by the owner could not have been taken from just after the accident as the door had not been damaged.

Discussions continued with the owner regarding the possible ways that lead to the door being hit. It was suggested that the driver may have tried to follow another driver in and did not stop and wait for the door to fully close and open, or that the driver was moving too slowly and door came down on the car before it had passed under the gate, or that the driver was moving too fast and did not allow enough time for the door to fully open before trying to pass under the gate resulting in the impact.

In any event, it was agreed that the ramp had been sufficiently salted and cleared so as to make it safe for a vehicle to pass through the area safely, and it was agreed that the vehicle hit the gate.

The owner then commented that they had opened an ICBC file and wondered if they could now claim for the gate damage.

The owner then commented that they had contacted ICBC about the accident and were told by ICBC that a claim would not be possible as the car did not have snow tires on it.

As such, it was clear that cause of the accident was not the failure of the Strata Corporation to clear or salt the ramp. Witnesses have verified the conditions at the time of the accident and photos were taken. The accident would appear to be the driver's error.

The owner then acknowledged responsibility for payment of the costs charged back. The owner asked if the cost could be paid in installments. The owner suggested that she pay the sum of \$4,000.00 on or by November 3, 2020, and then pay the remaining balance of \$2,011.25 on or before December 3, 2020.

The attending Strata Council members advised that they would find this payment plan acceptable.

It was then

**MOVED AND SECONDED:**

That the proposal made by the owner of 808 - 4300 Mayberry Street to pay to the Strata Corporation the sum of \$6,011.25 in settlement of the costs paid by the Strata Corporation to replace the south gate entry door system, damaged by her nephew striking the gate system with a motor vehicle on January 13, 2020, be accepted. The owner will pay \$4,000.00 to NW 524 on or before November 3, 2020, and the balance of \$2,011.25 is to be paid to NW 524 on or before December 3, 2020.

***MOTION CARRIED UNANIMOUSLY***

**ADJOURNMENT:**

The hearing adjourned at 7:57 pm.

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/eb



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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, OCTOBER 14, 2020 AT 7:00 PM VIA TELECONFERENCE**

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Council in attendance: Bel Barn, President/Bldg. Env. Comm.  
Michel Pigeon, Vice-President/Bldg. Comm.  
Grace Zhou, Treasurer/Finance Comm./Welcome Comm.  
/Bylaw Comm  
Jeanette Chambers, Bylaw Committee  
  
Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Yang Fei, Building Env. Comm.  
Elizabeth Pinter, Secretary/Finance Comm./Bldg. Comm.  
Wei Chen, Bldg. Env. Comm.

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Bel Barn, at 7:03 pm.

#### **MINUTES OF THE MEETING OF SEPTEMBER 9, 2020:**

It was noted that the Strata Council had not yet finalized their review of the minutes and as such the minutes were tabled. The Strata Council anticipated finalizing the minutes for distribution within the next few days.

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

Council has decided to proceed with the construction/project manager approach for the windows and envelope project, and is in the process of finding a suitable person/firm to fill this role.

Caretaker interviews have been conducted. Council is making every effort to hire a well-suited, skilled caretaker soon.

A solution has been found with regards to the humming noise from the T1 boiler room. The associated work has been completed and the problem has been resolved.

The replacement of the transformer in P1 (near T1) as a solution to the T1 humming noise mentioned above, was put on hold in late March of 2020. After significant investigation, it was clear that the replacement was not necessary and the project was cancelled. Council has recovered the majority of the \$14,000.00 allocated for the project. Although Council does not have the final numbers, the recovered amount is expected to be sufficient to cover the work required for the actual solution for the humming noise.

Regarding the heating conversion project (from pneumatic to electric heat control), Council approached three contractors for quotations. Only one quotation has been received and is too high. Council is reaching out to additional contractors and exploring alternative solutions, including considering contracting the electrical and plumbing work separately.

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot.***

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statement

The Strata Manager tabled the financial statement for the month of August 2020. The Treasurer commented on her review of the financial statement and noted that she recommended adoption.

After further discussion on the financial statement, it was

**MOVED AND SECONDED:**

That the financial statement for the month of August 2020 be adopted as distributed.

***MOTION CARRIED UNANIMOUSLY***

Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting.

Members of the Strata Council noted that despite previous notices, an owner was continuing to pay supplemental parking stall charges late, and had not attended to the required cleanup of stalls. After a lengthy discussion

It was

**MOVED AND SECONDED:**

That staff be instructed to assess two \$25.00 fines for the failure to properly clean up stalls used by the owner of strata lot 208. Should the owner continue to fail to cooperate, staff will be instructed to charge further fines at two week intervals. Should the owner continue to not cooperate, towing of the motor vehicles in question will be approved by the Strata Council.

***MOTION CARRIED UNANIMOUSLY***

It was then

**MOVED AND SECONDED:**

That a lien be authorized for placement against strata lot 194 for the collection of all outstanding money owing to the Strata Corporation as permitted by the bylaws of the Strata Corporation and the Strata Property Act of BC.

***MOTION CARRIED UNANIMOUSLY***

Notice of Unpaid Strata Fees

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.



**2) Staff Report**

Meeting Directives

The Strata Manager tabled for Council's information copies of the directives resulting from the previous meeting of the Strata Council.

Resident Caretaker

The Strata Manager tabled for Council's information correspondence, as previously forwarded to Council, regarding the settlement of issues pertaining to the termination of the resident caretaker's position.

Elevator Floor

The Strata Manager confirmed that discussions had been held with ServiceMaster Clean regarding the lifting of a small area of flooring in an elevator cab. ServiceMaster reviewed the cleaning and waxing procedures followed, which have been followed for many years on site, and noted that it would not seem possible that their work could result in the lifting of the elevator flooring.

Abell Pest Control

The Strata Manager tabled for Council's information copies of the service reports as submitted by Abell Pest Control since the last meeting of the Strata Council.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information copies of the updated Indemnity Agreement summary.

Repair Responsibility

The Strata Manager confirmed that a draft of a notice had been forwarded to the Strata Council President for review. The purpose of the notice was to assist owners with understanding repair responsibilities between the owners of strata lots and the Strata Corporation.

**3) Mechanical Report**

Preventative Maintenance Proposals

The Strata Manager tabled copies of proposals from Ashton Service Group and Honeywell with regard to mechanical maintenance services. The quotations were tabled pending review by the Strata Council.

Honeywell

The Strata Manager tabled for Council's information correspondence with regard to specific repairs to the cleaning of a boiler, and repairs to an air make-up unit.

Lighting

The Strata Manager tabled a quotation from a lighting contractor with regard to lighting improvements on site. It is noted that members of Council reviewed the proposal and have declined to accept it.

Voltech Fire Protection

The Strata Manager tabled correspondence from Voltech Fire Protection wherein the contractor provided their proposal for the winterization of the fire sprinkler system. After a brief discussion it was

**MOVED AND SECONDED:**

That staff be authorized to accept the proposal from Voltech Fire Protection for the annual winterization of the Strata Corporation's fire sprinkler system.

***MOTION CARRIED UNANIMOUSLY***

**University Sprinkler Systems**

The Strata Manager tabled for Council's information correspondence to University Sprinklers with regard to the winterization of the lawn and garden irrigation system.

**City of Burnaby**

The Strata Manager tabled correspondence from the City of Burnaby with regard to the annual backflow preventer test. It is noted that these tests are done at the time of the startup of the irrigation system.

**City Elevator**

The Strata Manager tabled for Council's information copies of correspondence from City Elevator regarding the provision of replacement drawings on site that were damaged due to a leak and the replacement of an elevator cab fan.

**DMS Mechanical**

The Strata Manager tabled correspondence from DMS Mechanical wherein the contractor provided an explanation for work they recommended regarding cleaning sumps on site.

**4) Completed Items**

The Strata Manager advised that the following items were completed: TIII mailroom repairs; primary infrastructure installation; and security camera repair (Ambit).

**Mailroom repairs:** It was reported that the mailroom repairs from an earlier water leak have now been completed.

**Metro Vancouver:** The Strata Manager tabled for Council's information correspondence from Metro Vancouver regarding infrastructure repairs that are being completed near the complex.

**Security camera repair:** It was confirmed that repairs to the security camera system have been completed by Ambit. The repair turned out to be a loose wire.

**5) In Progress**

The Strata Manager advised that the following items remained in progress: dryer vent cleaning quotation; window replacement project; rowner request for permission to have a short term rental of their strata lot; noise transmission between strata lots; report of a water leak; consideration of Bartlett Tree Experts proposal; proposal from Uniserve Communications; snow clearing; and winterization of the lawn and garden irrigation system.

With regard to the above, Council discussed the request of a strata lot owner for permission to have a short term rental. At the conclusion of the discussion it was

**MOVED AND SECONDED:**

That the owner's request for permission to have a short term rental be denied.

***MOTION CARRIED UNANIMOUSLY***

Staff were requested to forward to Council any notices in advance of having them posted so they can be reviewed for need and accuracy.

***The Strata Council wishes to remind all owners that they should provide Strataco Management Ltd. with their email addresses so that documentation such as notices can be automatically forwarded to them by email. Owners are reminded that they should forward notices to their tenants as appropriate.***

Concerning the Bartlett Tree Expert proposal, members of Council noted that they would consult with the Gardening Committee first before approving the recommendations of Bartlett Tree Expert.

Staff were requested to remind Takai Gardeners to remove debris left on site near TIII.

With regard to snow clearing and salting services, Council reviewed several options after which it was agreed that Burnaby Blacktop would be utilized for snow plowing and salting services when and as required.

**6) Correspondence**

The Strata Manager tabled for Council's information correspondence with regard to welcome packages; smoking; modification to a strata lot; a request to book the party room; parking in the visitor parking lot; window coverings; submission of an Indemnity Agreement; administration fee for move-in; chargeback of expense; and use of supplemental parking stalls.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Council then discussed the request of a strata lot owner for permission to replace the suite entry door. After some discussion it was

**MOVED AND SECONDED:**

That the owner be granted permission subject to the appearance of the new door matching the appearance of the existing door, that the new door complies with City of Burnaby code requirements for matters such as fire rating, and that the owner sign and complete the required Indemnity Agreement for the modification, with all work being done at the strata lot owner's cost.

**MOTION CARRIED UNANIMOUSLY**

Staff were requested to arrange for a handyman to meet with the Strata Council President on site to complete a few small jobs around the property.

Staff were requested to provide a plumbing contact for the Strata Council President so that a few small on site repairs can be undertaken.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:46 pm, until Thursday, November 12, 2020 at 7:00 pm, by electronic attendance.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



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## **Important Information - please have it translated**

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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, SEPTEMBER 9, 2020 AT 7:00 PM VIA TELECONFERENCE**

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Council in attendance: Bel Barn, President/Bldg. Env. Comm.  
Michel Pigeon, Vice-President/Bldg. Comm.  
Elizabeth Pinter, Secretary/Finance Comm./Bldg. Comm.  
Wei Chen, Bldg. Env. Comm.  
Grace Zhou, Treasurer/Finance Comm./Welcome Comm./  
Bylaw Comm.  
Jeanette Chambers, Bylaw Committee

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Yang Fei, Building Env. Comm.

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Bel Barn, at 7:10 pm.

#### **MINUTES OF THE MEETING OF JULY 8, 2020:**

It was

#### **MOVED AND SECONDED:**

That the minutes of the meeting of July 8, 2020 be adopted as distributed.

#### **MOTION CARRIED**

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

The door-to-door survey revealed that, out of the 191 units surveyed, there are 26 units with leaking windows. The majority of the 26 units had just one leaking window. The larger concern was cold air and rattling and loose windows during wind storms. Just 6 units indicated water infiltration from the balcony. Tiles on balconies have an effect on the project cost; 33 balconies are tiled.

To ensure that all Council members are in a position to make educated decisions regarding the Windows and Envelope project, Council has met with a Construction Project Manager and a General Contractor for the benefit of acquiring a better understanding of the approaches, including pros and cons, available to us for the Windows and Envelope project. A decision will be made by the end of October regarding the approach that will be used.

To obtain better interest rates, some of the Special Levy GICs have been moved from RBC to Scotia Bank.

To better control hallway temperature, hallway heat control systems have been installed for all three towers.

The door-to-door survey revealed an increase in the number of units wishing to convert from pneumatic to electric heat control; 25 units will convert for sure; another 46 will do so depending on the price. We will now seek quotes for pricing.

Work is underway with regards to the humming noise from the TI boiler room. Unfortunately, it is not a simple solution of replacing a component to eliminate the problem. Various solutions are being tried, starting with the simplest and cheapest possibilities. We are currently waiting for parts to arrive for the second possible solution.

The replacement of the transformer in P1 (near TI) as a solution to the TI humming noise mentioned above, was put on hold in late March. After a lengthy investigation, it is clear that the replacement is not necessary and the project was cancelled. We are in the process of recovering the majority of the \$14,000.00 allocated for the project (materials had already been delivered on site).

**When issuing chargeback letters, Council relies on guidance from Strataco to maintain the same approach as previous Councils. Current Council has not asked Strataco to make any changes to the chargeback policies.**

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot.***

#### **STRATA MANAGER'S REPORT:**

##### **1) Finance Report**

###### Financial Statements

The Strata Manager tabled the financial statements for the months of June and July 2020. The Treasurer commented on her review of the financial statements and recommended adoption of the financial statements.

During the course of discussion of the financial statements, it was noted that some confusion may still exist regarding owner's responsibility to repair their strata lots under certain circumstances. Staff were requested to prepare a notice to all owners to assist them with their understanding of this matter.

Staff were then requested to review two invoices charged back to strata lot owners to clarify and ensure that the charges were properly assessed.

After further discussion on the financial statements, it was

#### **MOVED AND SECONDED:**

That The financial statements for the months of June and July 2020 be adopted as distributed.

#### **MOTION CARRIED UNANIMOUSLY**

###### Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting.

Members of the Strata Council discussed the late payment practices of a strata lot owner with regard to supplemental parking stall charges, and the need of the owner to clean up

improper storage and remove oil spillage from parking stalls that the owner has used. As all owners are expected to keep their supplemental parking stall charges current and up-to-date and to keep their parking stalls free of oil spillage and improper storage.

It was

**MOVED AND SECONDED:**

That staff be instructed to give final notice to the owner of strata lot 208 that parking stall charges must be kept fully current by October 1, 2020, and any unauthorized storage in a parking stall used by the owner or failure of the owner to clean up oil spillage, will result in cancellation of supplemental parking stall privileges.

***MOTION CARRIED UNANIMOUSLY***

**Notice of Unpaid Strata Fees**

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.

**2) Staff Report**

**Meeting Directives**

The Strata Manager tabled for Council's information copies of the directives resulting from the previous meeting of the Strata Council.

**Janitorial Contractor**

The Strata Manager tabled for Council's information copies of a performance report as internally created by the janitorial contractor with regard to the performance of their onsite personnel.

**Resident Caretaker**

The Strata Manager tabled copies of correspondence confirming the termination of the resident caretaker with the Strata Corporation, and the Strata Council's response to the resident caretaker regarding a request for additional payment in lieu of notice.

**Abell Pest Control**

A member of the Strata Council updated Council on the current status of the investigation and treatment for pests in TI. It was noted that the approach taken by Abell Pest Control appears to be working.

**Indemnity Agreement Summary**

The Strata Manager tabled for Council's information the updated Indemnity Agreement summary.

**3) Landscaping**

**Tree Removal and Replacement**

The Strata Manager tabled correspondence from a legal counsel, pertaining to the revised scope of work, the access agreement and the replacement of shrubs as it pertains to work being performed on the adjoining property to the Strata Corporation.

**4) Mechanical Report**

DMS Mechanical

The Strata Manager tabled a quotation from DMS Mechanical with regard to service work recommended to be performed on site.

Additionally, DMS Mechanical provided recommendations and a costing estimate for repairs and maintenance to the sump system.

At the conclusion of the discussion, staff were requested to not approve the first quotation provided, and to ask DMS Mechanical to provide clarification on their second quotation and recommendation.

Ashton Service Group

The Strata Manager tabled the requested proposal from Ashton Service Group with regard to mechanical maintenance services on site. It was noted by Council that they were still awaiting receipt of the Honeywell quotation for similar services.

GEL

The Strata Manager tabled correspondence from GEL with regard to the return of the electrical transformer previously purchased for TI. Members of Council noted that they were not satisfied with the terms and conditions associated with the return of the transformer. To resolve the issue, it was agreed that staff would reach out to GEL to set up a site meeting with GEL, the Strata Manager, the Council President and the Council Vice-President.

Vancouver Static Industries

The Strata Manager tabled correspondence from Vancouver Static Industries with regard to a proposal for lighting improvements on site. It was agreed by Council that this matter would be considered tabled at this time.

City Elevator

The Strata Manager tabled copies of correspondence from City Elevator with regard to the replacement of on-site drawings that have been damaged by a water escape from a mechanical system component in the elevator room.

After review of the proposal submitted, it was

**MOVED AND SECONDED:**

That Staff be authorized to accept the proposal of City Elevator to replace the damaged drawings, and that City Elevator be requested to provide the replacement documents in PDF format.

***MOTION CARRIED UNANIMOUSLY***

The Strata Manager tabled correspondence regarding a water leak into the TIII elevator pit, and the follow up work that was completed as approved by the Strata Council.

Fortis

The Strata Manager tabled correspondence to Fortis wherein the Strata Corporation has notified the natural gas supplier of their intention to return to Fortis for natural gas purchases effective November 1, 2020, as recommended by Direct Energy.



5) **In Progress**

The Strata Manager advised that the following items remained in progress: water leakage repairs to three strata lots; consideration of quotation from All Elements; consideration of dryer vent cleaning quotations; submission of additional parkade cleaning quotations; warranty repair for bubbling ceiling paint strata lot 103; receipt of two noise complaints; notice posted regarding disposal of large bulky items; receipt of communication from Uniserve for provision of fiber optic services; report of damage to bicycle in storage; report of small crack in bathroom ceiling; notes from landscaping and arborist meetings; and exchange of parking stalls by two owners.

With regard to the quotation and report from All Elements, staff are requested to notify All Elements that some repairs are required to the wooden bumpers installed for protection from the garbage bins hitting the building (flawed pieces of timbers that were installed).

The Strata Council President advised that he would be meeting with Air Vac the following week to discuss dryer vent cleaning. Staff were asked to follow up with Lowe's with regard to their outstanding quotation for dryer vent cleaning.

Members of Council noted that some concerns have been expressed with regard to noise and clutter associated with the City of Burnaby large item pick-up area.

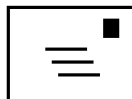
With regard to Uniserve, staff were requested to ask Uniserve to provide a copy of their contract language and whether or not they would cover the cost of the Strata Corporation to have their legal counsel review the contract for appropriateness.

Staff are requested to ask Ambit to attend to the site to correct the failure of the security camera signal to be properly distributed to all Shaw users.

6) **Correspondence**

The Strata Manager tabled correspondence for Council's information regarding: welcome packages; request for permission to modify a strata lot; receipt of an Indemnity Agreement; unpaid supplemental parking stall fees; improper parking stall storage; improper patio storage; smoking in violation of the Strata Corporation's bylaws; improper hanging of items over balcony railing; unpaid chargeback expense; change in tenancy; excessive noise; humming sound; dripping noise; movement of bicycle through common hallway; assessment of administration fee; assessment of move-in fee; use of laundry equipment after hours; and oil stain removal from parking stalls.

With regard to the above, it was noted by a member of Council that they would be meeting with a strata lot owner concerning an unpaid chargeback to the strata lot. The Council member would update staff and Council on the results of the meeting.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Staff were requested to remind City Elevator that they had been asked to leave the old parts from an elevator repair on site for Council to view, and that Council has been unable to find those parts to view. City Elevator is to advise on where the old parts have been left.

A member of the Strata Council updated the Strata Council on repairs being completed to the mail room at TI as a result of a water loss.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:43 pm, until Wednesday, October 14, 2020 at 7:00 pm. The meeting will be held by electronic attendance.

**STRATACO MANAGEMENT LTD.**  
**#101 – 4126 Norland Avenue**  
**Burnaby, BC**  
**V5G 3S8**

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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, JULY 8, 2020 AT 7:00 PM VIA TELECONFERENCE**

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Council in attendance: Bel Barn, President/Bldg. Env. Comm.  
Michel Pigeon, Vice-President/Bldg. Comm.  
Wei Chen, Bldg. Env. Comm.  
Grace Zhou, Treasurer/Finance Comm./Welcome Comm./  
Bylaw Comm.  
Jeanette Chambers, Bylaw Committee

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Elizabeth Pinter, Secretary/Finance Comm./Bldg. Comm.  
Yang Fei, Building Env. Comm.

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Bel Barn, at 7:05 pm.

#### **MINUTES OF THE MEETING OF JUNE 10, 2020:**

Council requested that the date in the President's report be corrected from March 2019 to March 2020.

It was

#### **MOVED AND SECONDED:**

That the minutes of the meeting of June 10, 2020 be adopted as amended.

*MOTION CARRIED UNANIMOUSLY*

#### **BUSINESS ARISING FROM THE MINUTES:**

Council wishes to remind all owners that when placing mattresses out for pick up and disposal by the City of Burnaby, the mattresses must be wrapped in plastic, otherwise the City will decline pick up. Owners must call the City of Burnaby for pick up and to verify that the City will pick up the item for disposal and when the pickup will occur.

#### **PRESIDENT'S REPORT:**

It was

#### **MOVED AND SECONDED:**

That Jeanette Chambers be appointed to the Strata Council to fill the vacancy created by the earlier resignation of Derek Aquin.

*MOTION CARRIED UNANIMOUSLY*

On behalf of the ownership, I would like to thank Derek Aquin and extend our appreciation for his efforts while on the Strata Council. It is only through the volunteer work of owners, such as

Derek, that the community can be a success. His contribution has not gone unnoticed. We wish Derek all the best in his future endeavours.

Council is about to undertake a survey to obtain updated information regarding the window leaks, envelope failures and plumbing backups. Please take a few minutes to answer questions for the volunteers that will soon be coming door-to-door to conduct the survey.

Water leaks, backups, etc., and insurance claims:

- Insurance matters are dealt with by our property management company.
- Council approves the repair invoices to acknowledge that the work has been done.
- Council is taking steps to ensure that we are diligent in controlling repair costs. When work is done on common property, a Council member will typically meet with the contractors to ensure that the necessary work is performed properly and in a cost effective manner.
- When repairs are being done within suites, owners should also be diligent to control costs by not allowing the contractors to perform excessive work or create extra charges.

An update on the Window Project is expected to be available soon.

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot.***

#### **STRATA MANAGER'S REPORT:**

##### **1) Finance Report**

###### Financial Statement

The Strata Manager tabled the financial statement for the month of May 2020. The Treasurer commented on her review of the financial statement, and noted that she had a few expense items to recode to different expense accounts from the ones they were posted to. The Treasurer will contact Strataco's Accounting Department to discuss the changes.

After further discussion on the financial statement, it was

###### **MOVED AND SECONDED:**

That the financial statement for the month of May 2020 be adopted as distributed subject to the recoding of items to be provided by the Treasurer.

**MOTION CARRIED UNANIMOUSLY**

###### Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, it was

**MOVED AND SECONDED:**

That liens be registered against strata lots 68 and 105 for the collection of outstanding fees owing to the Strata Corporation pursuant to the provisions of the bylaws of the Strata Corporation and Strata Property Act of BC.

*MOTION CARRIED UNANIMOUSLY*

Staff were requested to forward correspondence to a strata lot owner with regard to the outstanding payment of a chargeback to the strata lot. Should the outstanding amount not be paid by the next Strata Council meeting, the Strata Council will then consider collection actions.

Notice of Unpaid Strata Fees

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.

**2) Staff Report**

Meeting Directives

The Strata Manager tabled for Council's information the directives resulting from the previous meeting of the Strata Council.

Council noted that City Air Duct Cleaners did return to the property to complete the cleaning of the dryer vent system for TI. Council pointed out that based upon the total time spent on site by City Air Duct Cleaners the fees charged seemed high. Staff are requested to obtain alternative quotes for Council's consideration for duct cleaning services.

Caretaker

The Strata Manager tabled for Council's information copies of email exchanges with the resident caretaker and Council.

Priority Building Services

The Strata Manager tabled for Council's information copies of inspection reports from Priority Building Services.

Abell Pest Control

A member of the Strata Council reported on the results of inspections, and the need for follow-up work pertaining to the identification of strata lots who may require treatment for pests in TI.

Communication was tabled from Abell Pest Control with regard to the treatment of an ant nest on the property.

Elevator Floor Polishing

Staff were requested to check with Servicemaster Clean regarding the possibility of too much heat being generated during the polishing of the elevator floor resulting in the curling up of a section of elevator floor.

Servicemaster Restoration

Staff were requested to check with Servicemaster Restoration regarding an apparent paint defect for the ceiling of a strata lot that Servicemaster had repaired last year.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information a copy of the updated Indemnity Agreement summary.

Log Book

The Strata Manager tabled for Council's information a copy of the logbook as provided by the resident caretaker with regard to trades signing in and out when working on the property. Council expressed several concerns regarding the accuracy of the logbook.

**3) Mechanical**

DMS Mechanical

The Strata Manager tabled proposals from DMS Mechanical. It is noted that these items are currently tabled pending review and consideration by the Strata Council.

Council expressed some concerns for the performance of DMS Mechanical and asked that staff obtain a proposal from Ashton Mechanical for mechanical services. It was further noted that the Strata Council has utilized Honeywell recently for certain repairs.

Mechanical System Maintenance Quotes

The Strata Manager tabled for Council's information proposals from other mechanical maintenance contractors which were considered by the previous Strata Council.

Global Lighting

The Strata Manager tabled correspondence from GEL with regard to the return of the TI electrical transformer and the operation of LED light sensors.

Staff were requested to obtain additional information on the replacement of the car wash bay lighting system. Staff were further requested to obtain an additional quotation from another electrical contractor.

City Elevator

The Strata Manager confirmed that City Elevator has been requested to complete the replacement of the fan for the elevator cab #2 in TI. City Elevator has reported that this work is now complete. Although requested, the old part was not recovered by the caretaker.

Power West Industries

Members of Council requested that staff notify Power West Industries to proceed with the replacement of the coolant for the emergency generating power plant, as per their previously submitted proposal, during their next servicing of the equipment.

**4) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items have been completed: tabling of inspection reports from Cascadia regarding annual roof anchor system inspection; notification to Exer-Tech regarding suspension of services for service of exercise equipment; inspection of two strata lots in

TII for leakage concerns; repair to leak in heating system pipe strata lot 164; polishing of elevator floors by Servicemaster Clean; submission of draft proposal from adjoining Strata Corporation for construction access agreement.

With regard to Exer-Tech, staff were requested to notify Exer-Tech that their services would not restart until the Strata Council reviews the need for the service.

Staff were requested to communicate with the adjoining Strata Corporation regarding the provision of documentation with regard to the construction access agreement.

**5) In Progress**

The Strata Manager advised that the following items remained in progress: discussions with the City of Burnaby regarding large item pick up; receipt of parkade cleaning quotations; consideration of EV charging station; investigation of noise complaint strata lot 62; response from Canada Post regarding installation of parcel lockers in lobbies; response from BC Hydro regarding power surcharge grace period; window/envelope repairs; underground parking area concrete repairs; bylaw review.

With regard to the City of Burnaby, staff were requested to appeal to the City of Burnaby for reconsideration of an alternative location for the placement of items for pick up.

With regard to cleaning out the underground parking area, it was noted that additional quotations are anticipated to be received.

With regard to correspondence with owners regarding improper storage in the underground parking area, staff were requested to communicate with a Council member concerning the specific stalls that have already been written to.

Members of Council noted that discussion of the EV charging station would remain tabled at this time. Staff were requested to provide information that is in their possession regarding the services utilized by other Strata Corporations with regard to the implementation of EV charging stations.

Members of Council discussed the procedures that would be followed with regard to the investigation of a reported noise issue in TI. Council will continue with the investigation until resolution.

Members of Council noted that they were investigating a humming sound reported in TI. Council has identified the source and will pursue resolution.

**6) Correspondence**

The Strata Manager tabled copies of correspondence with regard to improper storage in parking stall; appointment to Council; report of noise complaint; cleanup of broken glass in parking area; resignation of member of Strata Council; removal of car jack from underground parking area; welcome packages; uninsured motor vehicle; submission of Indemnity Agreement; improper storage of spare tires on common property; identification of occupants of a strata lot; removal of oil container from parking stall; cleanup of oil spillage in parking stalls; unauthorized use of parking stalls.

After review of the correspondence staff were requested to forward correspondence to a strata lot owner with regard to a potential charge back of expenses.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your **Strata Plan #** (NW 524) at the **beginning** of the subject line when sending an email to Strataco. Thank you for your assistance.

**OTHER BUSINESS:**

Members of the Strata Council wish to extend their appreciation to the volunteers who have assisted with the cleaning of the parking area and roofs of the Strata Corporation. Through the efforts of these volunteers the Strata Corporation has saved a considerable sum of money.

***Members of the Strata Council wish to remind all owners and residents that they are responsible to keep their assigned parking stalls clean and tidy. Storage is not permitted in parking stalls.***

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:43 pm, until Wednesday, September 9, 2020 at 7:00 pm. The meeting will be held by electronic attendance.

**STRATACO MANAGEMENT LTD.**

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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, JUNE 10, 2020 AT 7:00 PM VIA TELECONFERENCE**

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Council in attendance: Bel Barn, President/Bldg. Envelope Comm.  
Michel Pigeon, Vice President, Bldg. Comm.  
Grace Zhou, Treasurer, Finance Comm., Welcome Comm.  
Wei Chen, Bldg. Envelope Comm.

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Derek Aquin, Bldg. Envelope Comm./Bldg. Comm.  
Elizabeth Pinter, Secretary, Finance Comm., Bldg. Comm.  
Yang Fei, Bldg. Envelope Comm.

Guest in attendance Jeanette Chambers – owner strata lot 52

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Bel Barn, at 7:11 pm.

#### **MINUTES OF THE MEETING OF MAY 13, 2020:**

It was

#### **MOVED AND SECONDED:**

That the minutes of the meeting of May 13, 2020 be adopted as distributed.

*MOTION CARRIED*

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

The President provided a report on the window project as follows:

- We requested material from the project stakeholders for the period between the September 2019 SGM and the March 2020 SGM without any success.
- JRS Engineering has continued to pursue the Strata Corporation for outstanding invoices. The Strata Corporation has paid the portion related to the Code Review Report, only after receiving the same.
- The JRS Engineering report was reviewed with regards to asbestos, given that it is a significant cost to the project. The preliminary tests reported asbestos in only a few samples in one tower; however, the detailed testing revealed asbestos in all three towers. The findings were debated and retesting was considered but, ultimately, the results were accepted as presented.
- The structural design has been based on a single, worst-case scenario that was applied in all cases. The decision has been made to engage a structural engineer to analyze three to four scenarios so as to apply the most cost-effective approach to each case to reduce project costs.

- Two costs have been identified that had not been included in the numbers to date – removal and reinstatement of landscaping around the towers and the likely need to paint the towers for colour matching.

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot.***

## **STRATA MANAGER'S REPORT:**

### **1) Finance Report**

#### Financial Statements

The Strata Manager tabled the financial statements for the months of March and April 2020. The Treasurer commented on her review of the financial statements and several questions that had been asked of staff for explanation on certain expenses. During the course of discussion staff were requested to ask Dependable Locksmith to provide additional information on a lobby door repair at TI. Staff were requested to forward copies of invoices other than utility bills for review by the Council prior to payment so that the Strata Council could check on the work that is to be paid, before the actual invoice has been processed.

After further discussion on the financial statements, it was

#### **MOVED AND SECONDED:**

That the financial statements for the months of March and April 2020 be adopted as distributed.

#### **MOTION CARRIED UNANIMOUSLY**

#### Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters at this time other than those actions already initiated by the Strata Council.

#### Notice of Unpaid Strata Fees

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.

#### Response to Treasurer's Questions

The Strata Manager confirmed that responses have been forwarded to the Treasurer with regard to her submitted questions on the financial statements.

### **2) Staff Report**

#### Meeting Directives

The Strata Manager tabled for Council's information copies of the directives resulting from the previous meeting of the Strata Council.

Tenancy Agreement

The Strata Manager tabled the tenancy agreement and notice of rent increase for the tenant in the Strata Corporation's self-owned strata lot at TIII.

Indemnity Agreement Summary Update

The Strata Manager tabled for Council's information the Indemnity Agreement summary as amended since the last meeting of the Strata Council.

Priority Building Services

The Strata Manager tabled documentation from Priority Building Services regarding their internal inspection of the performance of the caretaking staff for Towers I and III.

Abell Pest Control

The Strata Manager tabled for Council's information the Abell Pest Control service agreement along with their recent service reports.

A lengthy discussion then ensued regarding the pest control contractor's responsibility to report cockroaches in TI. Members of Council noted that certain strata lots have not provided access for the inspection and possible treatment of the strata lot for cockroach issues. Staff were requested to prepare documentation to the strata lots not providing access for inspection or treatment, and to arrange for a subsequent revisit by Abell Pest Control. It is noted that all owners' cooperation in this matter is required in order to quickly and efficiently bring the problem under control. At this time the problem appears to be limited to a small number of strata lots.

Parking Stall Clean Up

The Strata Manager tabled correspondence to the user of assigned parking stalls with regard to the cleanup of broken glass. It is noted that the resident has advised that the matter has been attended to.

Canada Geese

The Strata Manager tabled correspondence from the strata lot owner where the owner reported the presence of Canada geese on top of TIII. It was noted that a member of the Strata Council investigated the matter and the issue is now considered concluded.

Buzzing Sound

The Strata Manager tabled copies of correspondence from the strata lot owner where the owner reported a buzzing sound in TI. This matter is under review by the Strata Council.

Noise Complaint

The Strata Manager tabled correspondence from a strata lot owner in response to the Strata Corporation's earlier correspondence to the owner regarding a reported noise disturbance.

The Strata Manager tabled correspondence from a second owner with regard to a reported noise disturbance. The owner acknowledged responsibility for the noise disturbance and would be taking action to prevent it from happening in the future.

Vandalism of Posted Notices

The Strata Manager tabled copies of correspondence from an owner with regard to the vandalism of notices posted by the Strata Corporation in the building.

Tenancy Dispute

The Strata Manager tabled correspondence from a strata lot owner with regard to a dispute between the occupant of the strata lot and the strata lot owner. This matter does not involve the Strata Corporation.

Cigarette Butt Disposal

The Strata Manager tabled correspondence from a strata lot owner with regard to the owner finding cigarette butts on their balcony. Staff are requested to prepare and distribute a notice to the strata lots above the balcony in question with regard to the need to follow the bylaws of the Strata Corporation concerning this matter.

Smoking

The Strata Manager tabled correspondence from a strata lot owner with regard to smoking on the premises. It is noted by the Strata Council that the bylaws of the Strata Corporation prohibit smoking within a strata lot or on the common property. All owners' cooperation in observing the bylaws is requested.

Window Project

The Strata Manager tabled correspondence from a strata lot owner with regard to the status of the window replacement program. It is noted that this matter is currently being investigated by the Envelope and Window Committee.

Caretaker

The Strata Manager tabled correspondence sent to the resident caretaker with regard to the Strata Council's decision at the prior meeting of the Strata Council pertaining to an annual salary adjustment.

Updated Janitorial Service Quotations

The Strata Manager confirmed that staff have requested updates to previously received quotations for janitorial services to be provided for Council's information.

Tree Replacement

The Strata Manager tabled copies of correspondence from the adjoining Strata Corporation that is currently undergoing major repairs. Correspondence as received was forwarded to the Strata Council with regard to the removal and replacement of a tree on NW 524's property.

Exertech

The Strata Manager tabled the Exertech contract for the servicing of the onsite exercise equipment. After some discussion, and in light of the fact that the exercise room is currently closed due to the COVID-19 situation, staff are requested to ask Exertech to postpone any further servicing until after the COVID-19 protocols have been relaxed.

JRS Engineering

The Strata Manager confirmed that as directed by the Strata Council, JRS Engineering has now been paid for their invoice for the retention of a code consultant.

3) **Mechanical**

**GEL**

The Strata Manager tabled correspondence from GEL with regard to the return of the transformer previously purchased for installation at TI. Staff were awaiting a final report from GEL on the final terms for the return of the item.

**DMS Mechanical**

The Strata Manager tabled proposals from a DMS Mechanical. It is noted that these items are currently tabled pending review and consideration by the Strata Council.

**City Elevator.**

The Strata Manager tabled correspondence to and from City Elevator with regard to the replacement of a fan in a TII elevator cab. Members of Council noted that the repairs should proceed and asked that the contractor leave the old fan on site for inspection by the Council.

4) **Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items have been completed: notices posted with regard to smoking, no heat, carpet cleaning in third-floor hallway TII, carpet cleaning from water damage at strata lot 94; investigation of water leak into strata lot 164; and notification to City of Burnaby with regard to changing the designated place for pickup of items for disposal.

With regard to the above, a meeting was to be held on site with representatives of the City of Burnaby concerning the location for items placed out for disposal to be finalized.

5) **In Progress**

The Strata Manager advised that the following items remained in progress: completion of dryer vent cleaning by City Air Duct Cleaners; receipt of quotation on parking area cleaning; investigation of reoccurring water leak between at strata lots 103 and 108; envelope/window project; depreciation report; underground parking leakage repairs; receipt of access agreement from adjoining Strata Corporation pertaining to major repairs being done at the adjoining property; and consideration of the Telus fibre optic contract.

With regard to the above, it was noted that City Air Duct Cleaners had attended to the site to complete dryer vent cleaning at TI. The performance of the contractor was not as expected and staff are requested to review this matter with the contractor and request a return to the site for the proper completion of the assigned work.

It was noted that All Elements had returned to the site to complete the warranty repairs for the repainting of the wooden benches outside of each tower. However, as the surface was not fully dried the repainted surfaces have failed again. All Elements was to be requested to return to the site to repaint the areas when warm dry weather exists during the months of July or August.

It was noted that the Strata Council was investigating the report of water seepage between two strata units in TII.

6) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence with regard to: the chargeback of an invoice to a strata lot; cleanliness of the parking area; noise complaint; smoking on the property; submission of an Indemnity Agreement; proper display of parking decals.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

The staff were requested to communicate with the Parking Committee on the notices to go to specific vehicles with regard to the displaying of proper insurance.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:16 pm, until Wednesday, July 8, 2020 at 7:00 pm. The meeting will be held by electronic attendance.

**STRATACO MANAGEMENT LTD.  
#101 – 4126 Norland Avenue  
Burnaby, BC  
V5G 3S8**

**Tel: 604-294-4141  
Fax: 604-294-8956  
Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes, as there will be a charge to the owner for replacement copies.

## **Important Information - please have it translated**

这是重要的通知，请翻译后仔细阅读

### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, MAY 13, 2020 AT 7:00 PM VIA TELECONFERENCE**

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Council in attendance: Bel Barn, President/Bldg. Envelope Comm.  
Elizabeth Pinter, Secretary, Finance Comm., Bldg. Comm.  
Michel Pigeon, Vice President, Bldg. Comm.  
Grace Zhou, Treasurer, Finance Comm., Welcome Comm.  
Wei Chen, Bldg. Envelope Comm.

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Derek Aquin, Bldg. Envelope Comm./Bldg. Comm.  
Yang Fei, Bldg. Envelope Comm.

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Bel Barn, at 7:10 pm.

#### **MINUTES OF THE MEETING OF APRIL 8, 2020:**

It was

#### **MOVED AND SECONDED:**

That the minutes of the meeting of April 8, 2020 be adopted as distributed.

#### **MOTION CARRIED**

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

The President reported as follows:

The heating system in some units is not operating properly leading to insufficient or too much heat. Opening windows to adjust the temperature is not a good solution as it leads to excess energy use and inflated strata fees. The problem is within the strata units. We are trying to get a package deal to address this problem for the owners. The plan is to determine the units that have failures with the help of volunteers, if required, without incurring any costs. We will then get a count of owners interested in having the work done to determine the final price. We plan to get a much better price than the approximately \$800.00 that some owners have paid recently.

Leaks: It is becoming clear that water leaks and backups are a significant issues for our Strata. For example, within days of having preventative servicing done of the drain pipes, we had two kitchen sink backups. Clearly the existing approach is unacceptable. We will be looking to strategically cleaning certain common drains in units at lower floors of the buildings, this will require access to those units.

There are also leaks from washrooms. They are slow leaks and can appear to come and go. The sooner these are dealt with the better. Please cooperate with your neighbour to resolve the

issue as waiting will increase the cost of repairs. More details and clarification will be provided in another report.

Slow Draining Tubs, Showers and Washroom Sinks: If the tub is just draining slowly but not backing up and the toilet is flushing properly then the issue is with the unit pipe that drains the tub into the common drain line. We are looking into the possibility of a lower cost for such a service call by owners.

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot (your own unit).***

***It has been reported that multiple suite doors are stained. Strata Council members wish to encourage residents to keep their door and frame clean. A little cleaning once in a while can go a long way to make the property look better. Thank you for your consideration.***

#### **STRATA MANAGER'S REPORT:**

##### **1) Finance Report**

###### Financial Statements

The Strata Manager tabled the financial statement for the month of March 2020. The Treasurer tabled several questions on the financial statements for staff to review. The financial statements were then tabled until the next meeting of the Strata Council pending staff's report on the Treasurer's questions.

###### Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters at this time other than those actions already initiated by the Strata Council.

Council then discussed the charging back of an expense to strata lot 169. As new information has been learned regarding the charged back item, Council recommended deletion of the previously applied chargeback.

It was

#### **MOVED AND SECONDED:**

That staff be authorized to delete the chargeback for plumbing repairs to strata lot 169.

#### **MOTION CARRIED UNANIMOUSLY**

###### Notice of Unpaid Strata Fees

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.



#### GIC Purchase

The Strata Manager confirmed the purchase of a GIC for the funds held in the Strata Corporation's window/envelope special levy account as directed by the Strata Council.

## **2) Staff Report**

#### Meeting Directives

The Strata Manager tabled for Council's information copies of the directives resulting from the previous meeting of the Strata Council.

Staff were requested to provide additional information on earlier reported window leakage issues.

Members of Council then confirmed the following Committee appointments.

- Welcome Committee: Grace Zhou
- Bylaw Committee: Grace Zhou, Jeanette Chambers, Kathleen Gorman

#### Able Pest Control

The Strata Manager tabled for Council's information copies of the service reports as received since the last meeting of the Strata Council from Abell Pest Control. It was noted during discussion that the service report pertaining to recent cockroach treatments at Tower I had not yet been received.

It was noted during discussion that the service report pertaining to recent cockroach treatments at Tower I had not yet been received.

#### Indemnity Agreement Summary

The Strata Manager tabled for Council's information copies of the updated Indemnity Agreement summary as amended since the last meeting of the Strata Council.

#### Caretaker

The Strata Manager tabled for Council's information copies of communication from the caretaker regarding their annual review. The Strata Council reviewed the documentation, after which staff were instructed to not implement any salary adjustments for the resident caretaker at this time.

#### Bicycle Theft

The Strata Manager tabled copies of correspondence from a strata lot owner wherein the owner has reported the theft of their bicycle. The theft has been reported to the RCMP.

#### Strata Lot 22

The Strata Manager tabled correspondence from an owner wherein the owner has reported damage to their ceiling in their strata lot from a possible water leak. Council noted that they would be investigating this matter.

#### Strata Lot 62

The Strata Manager tabled correspondence from a strata lot owner wherein the owner has requested that the Strata Council consider a bylaw amendment to permit pets being brought into strata lots. As well, the owner expressed his appreciation for the efforts of the Gardening Committee.

Odor Complaint

The Strata Manager tabled correspondence from a strata lot with regard to an odor complaint. Correspondence has been forwarded it to the party noted in the complaint regarding the odor issue.

Exterior Building Cleaning

Correspondence was tabled from an owner wherein the owner suggested the possible cleaning need for the exterior of the buildings. Members of Council noted that this recommendation would be taken under advisement for consideration at the appropriate time when exterior cleaning of the towers is being considered.

**3) Mechanical**

Repair Quotations

As requested by the Strata Council additional quotations from alternative contractors were tabled for mechanical system repairs. Council noted that these quotations would be taken into consideration when Council reviews the repair requirements.

DMS Mechanical

The Strata Manager tabled for Council's information copies of a report and quotation from DMS Mechanical with regard to the cleaning of the heating coil and an air make up unit. It was noted that this quotation would be tabled for consideration at a later time by the Strata Council.

Overhead Door

The Strata Manager tabled copies of an unsolicited quotation from Overhead Door wherein the contractor was offering to provide routine maintenance services for the Strata Corporation's two entry gate systems. It was noted by the Strata Council that their preference would be to use Valley All Door for such services as they had recently replaced one of the entry gates.

Vertical Drain Stack Cleaning

The Strata Manager confirmed that DMS Mechanical has reported that they have completed the cleaning of the vertical drain stacks as approved by Council. Council noted that the success of this repair is currently being evaluated.

**4) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items have been completed: washing of inaccessible windows by Ace Window Cleaning; tree removal by Metro Vancouver; receipt of updated contract language for Telus fibre optic installation.

It was noted by Council that the City of Burnaby has sent documentation to the property with regard to the location of where large items should be placed for pick up by the City. Staff were requested to contact the City of Burnaby with regard to Council's preference for an alternative location near the spot where Metro Vancouver removed a tree to the southwest of Tower II.

Concerning the contract language as provided by Telus for the fibre optic installation, members of Council have tabled the fibre optic proposal for consideration. Some concerns were expressed for provisions within the proposed contract language.

5) **In Progress**

The Strata Manager advised that the following items remained in progress: completion of water damage repairs at the third floor of Towers II and III; completion of warranty repair to painting of the exterior lobby wooden benches; repair to water leak third floor Tower III; and receipt of quotation for Depreciation Report from WSP Engineering.

With regard to the water damage repairs at Tower II, arrangements have been made for a contractor to attend to the required repairs. The contractor will be meeting with the Strata Council President to confirm the work details.

With regard to the outstanding quotation from WSP Engineering, it was noted by Council that as the contractor has not responded to the request for a quotation, the Strata Council will move forward with awarding the Depreciation Report contract to one of the other bidders who have already submitted proposals.

6) **Envelope/Window Repairs**

Correspondence was tabled from JRS Engineering with regard to their request for payment of an outstanding invoice for services provided by a Code Consultant. Council noted that as information from JRS Engineering has been provided in conjunction with the Code Consultant's report, it would be appropriate to authorize payment of the invoice submitted by JRS Engineering. Other invoices remain contested.

It was

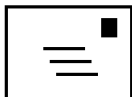
**MOVED AND SECONDED:**

That staff be authorized to pay the JRS Engineering invoice that is outstanding pertaining to the provision of the Code Consultant's report.

*MOTION CARRIED UNANIMOUSLY*

7) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence with regard to: oil spillage in parking stall; chargeback of expenses; odor complaint; report of water dripping sound; improper window coverings; assessment of administration fee; storage of unauthorized items on balcony; submission of Indemnity Agreement noise complaint; repair to leaking bathtub.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Staff were requested to have the resident caretaker submit a move in/move out log to assist with monitoring changes of occupancy to strata lots.

Staff were requested to provide a copy of the owners and tenants list to a member of the Strata Council on a monthly basis.

Staff were requested to provide a copy of the parking stall assignment list to a member of the Strata Council.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:17 pm, until Wednesday, June 10, 2020 at 7:00 pm. The meeting will be held by electronic attendance.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, APRIL 8, 2020 AT 8:00 PM VIA TELECONFERENCE**

---

Council in attendance: Bel Barn  
Derek Aquin  
Elizabeth Pinter  
Michel Pigeon  
Grace Zhou  
Wei Chen (left at 10:30 pm)  
Yang Fei (arrived at 8:34 pm and left at 11:23 pm)

Allan Grandy,  
Strataco Management Ltd.

#### **CALL TO ORDER:**

The meeting was called to order by Strata Council member, Bel Barn, at 8:02 pm.

#### **ELECTION OF COUNCIL OFFICERS:**

Council members were elected to the following positions:

- |                  |                  |
|------------------|------------------|
| ➤ President      | Bel Barn         |
| ➤ Vice President | Michel Pigeon    |
| ➤ Treasurer      | Grace Zhou       |
| ➤ Secretary      | Elizabeth Pinter |

#### **Council subcommittees:**

- |                               |  |
|-------------------------------|--|
| ➤ Building Envelope Committee | Yang Fei, Wei Chen, Derek Aquin, Bel Barn    |
| ➤ Building Committee          | Michel Pigeon, Elizabeth Pinter, Derek Aquin |
| ➤ Finance Committee           | Grace Zhou, Elizabeth Pinter                 |

The Council would like to thank members of the following Volunteer Committees for helping the Strata by volunteering their time and expertise.

- |                          |  |
|--------------------------|--|
| ➤ Housekeeping Committee | TBD  |
| ➤ Gardening Committee    | Sheila Armstrong, Don White, David Conrod, Vicki Huang |
| ➤ Welcome Committee      | TBD  |
| ➤ Parking Committee      | Martha Russell, Rick Edgorf                            |

#### **MINUTES OF THE MEETING OF FEBRUARY 11, 2020:**

The minutes of the meeting of February 11, 2020 were tabled until the next meeting of the Strata Council.

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

I would like to thank each of the previous Councilors for volunteering their time over the past year. Given your combined experience of decades, we welcome any guidance you may be able

to provide to us.

I would like to encourage you to join either the WhatsApp or WeChat social media group. Doing so will keep you abreast of things going on in the Strata and early access to information from Council. For example, updates for the parkade gate repairs were posted on these two groups.

To join the WhatsApps group this link <https://chat.whatsapp.com/CDHWzPUCpVs1p2yHyEIV8h>.

To join WeChat Group please send a request to WeChat ID: q649252822 or ask someone that has already joined.

Members of the Council and Allan Grandy has a quick discussion after the AGM and a subsequent meeting. Strataco will carry on managing Strata Plan NW524, Times Square.

***The President and Strata Council members wish to remind all residents of Times Square that as per bylaw 3 (31) smoking is not permitted on any part of the common property nor within a strata lot.***

## **STRATA MANAGER'S REPORT:**

### **1) Finance Report**

#### Financial Statements

The Strata Manager tabled the financial statements for the months of January and February 2020. The Treasurer confirmed that she had reviewed the financial statements and found them to be in order. It was

#### **MOVED AND SECONDED:**

That the financial statements for the months of January and February 2020 be adopted as distributed.

#### **MOTION CARRIED**

#### Receivables Report

The Strata Manager reviewed with Council in attendance those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters at this time other than those actions already initiated by the Strata Council.

#### Notice of Unpaid Strata Fees

The Strata Manager confirmed the distribution of notices to those strata lots having unpaid strata fees as per the bylaws of the Strata Corporation.

#### Collections

The Strata Manager tabled correspondence with regards to the registration of a lien against a strata lot for unpaid strata fees as previously approved by the Strata Council.

#### Special Levy Account

The Strata Manager confirmed instructions received from the Strata Council with regard to the reinvesting of funds held in a GIC on behalf of the special levy window account.

To gain a slightly higher rate of interest the funds were transferred from the maturing GIC to the special levy account. It is noted that due to decreases in the prevailing interest rates the interest rate payable on the investment has reduced.

Notice of Approved Operating Budget and Strata Fees Payable

The Strata Manager confirmed the distribution of a notice to all owners subsequent to the Annual General Meeting confirming the approved operating budget and strata fees payable for the 2020 fiscal year.

2) **Staff Report**

Caretaker and Janitorial Contracts

The Strata Manager confirmed the forwarding of copies of the caretaker and janitorial contracts to the Strata Council President.

Indemnity Agreement Summary

The Strata Manager tabled the updated Indemnity Agreement summary for Council's information. In future staff are requested to only provide copies of the pages of the summary which have changes to reflect newly added Indemnity Agreements.

Able Pest Control

The Strata Manager tabled correspondence from Abel Pest Control confirming that the contractor has attended to the removal of two mice from the Strata Council meeting room.

City of Burnaby

It is confirmed that the City of Burnaby has placed new signage in the location where items are commonly placed for pick up by the City. The signage indicates that dumping of materials is not permitted in this area. **Please call the City of Burnaby at 604-294-7972 to learn about the new location.**

COVID-19

The Strata Manager confirmed the posting of various notices within the buildings regarding protocols and procedures to follow with respect to the COVID-19 pandemic. The Strata Council wishes to remind all residents of the importance of maintaining proper physical distancing, frequent handwashing, having 2 persons per elevator maximum or 1 family in an elevator at a time. Please help to control the spread of the COVID-19 virus by following these regulations.

RCMP Investigation

The Strata Manager confirmed that the RCMP have been called to the property to investigate an incident.

Communications

The Strata Council and staff discussed communication protocols. It has been noted that in the past owners have been requested to contact staff regarding any inquiries, and staff in turn will contact the Strata Council for direction on any matters that are outside of the standard operating protocols for staff to follow.

#### Elevator Notice Boards

The Strata Manager advised that a recommendation has been received from an owner concerning the installation of locking notice boards in the elevators. Notices from the Strata Corporation can be posted within those locking boards to ensure that the notices themselves are not vandalized or removed. The Strata Council discussed this matter, after which it was agreed that the matter be tabled for consideration at a later time.

### **3) Mechanical**

#### Voltech

The Strata Manager tabled copies of the annual fire system inspection report as received from Voltech. As well, the identified deficiencies for correction report was provided and a costing estimate to complete the deficiencies. After discussion, staff were requested to proceed with the completion of the identified deficiencies to the common property. It is noted that repairs, maintenance and inspection to in suite devices, such as smoke detectors, would be at the strata lot owner's expense, and that the sensitivity inspection for the common area devices would not be done at this time.

Correspondence was also received from Voltech advising that they have attended to the site to correct the incorrect setting of a bypass valve for the fire pump at no extra cost to the Strata Corporation.

#### Power-West Industries

The Strata Manager tabled copies of a report and quotation from Power-West Industries with regard to the replacement of the coolant in the emergency generating power plants. After some discussion Council agreed that this matter would be tabled for consideration at a later time.

#### DMS Mechanical

The Strata Manager tabled copies of a number of quotations from DMS Mechanical which had previously been forwarded to the Strata Council. Council noted that they have reviewed the quotations and have asked if DMS Mechanical would provide a discount if the Strata Corporation provides authorization to complete more than one repair item at a time. It is noted by Council that one of the repairs to a heating loop pump will require timely repairs. Staff are requested to again contact DMS Mechanical with regard to the possible discounting on costs for volume work at one time. DMS's response is to be forwarded to Council upon receipt.

It was noted that the Strata Council had arranged for a tour of the mechanical rooms to assist them with understanding the various repairs that are being recommended.

It is further noted that the Strata Council would be arranging for a video conference with a DMS Mechanical service technician concerning repairs to the sump pump system.

#### Technical Safety BC

The Strata Manager tabled for Council's information copies of the elevator operating permits as received from Technical Safety BC.

#### South Underground Parking Entrance Gate

The Strata Manager tabled correspondence confirming the awarding of the contract to replace the south entrance gate to the underground parking area by way of accepting



the Valley All Door quotation. The work was authorized as per the Strata Council's approval and the work was completed last week.

It was noted during the course of discussion that the gate replacement work was necessitated as a result of a vehicle impact.

It was then

**MOVED AND SECONDED:**

That staff be instructed to assess the cost of the south entry gate replacement to the strata lot reported to have caused the damage, once the invoice for repairs has been received.

**MOTION CARRIED UNANIMOUSLY**

**City Elevator**

The Strata Manager confirmed that City Elevator had been called to the site to attend to a reported possible incident whereby damage was being caused to the elevator in TI as a result of dirt having been spilled onto the floor of the elevator. The contractor attended the site as did the janitorial contractor to shut the elevator down to prevent damage to the elevator system until the cause of the grinding sound was corrected. During the inspection by the contractor, the elevator service technician identified an additional repair required to the elevator door rollers. These repairs will be attended to by City Elevator on a separate call out.

**Tower I Electrical Transformer**

As per direction from the Strata Council the replacement of the Tower I electrical transformer was postponed in light of the COVID-19 issues and people working from home at this time. Staff were requested to obtain the inspection reports from the electrical contractor identifying the need to replace the transformer.

It was noted by the Strata Council that the Tower III electrical transformer also appears unusually noisy at this time.

**4) Completed Items**

The Strata Manager advised that the following items have been completed since the last meeting of the Strata Council: completion of authorized crack repairs to the concrete parking area slab; receipt of proposals for completion of the Depreciation Report; receipt of proposals for the replacement of exterior lobby wooden benches with composite material; summary of windows reported as leaking where a contractor attended to the site during the past two years; replacement of small roof that was leaking at Tower II; completion of small roof leak repair by Marine Roofing at Tower III; and review of report of a water leak between two strata lots in Tower II.

With regard to the above, two Strata Council members agreed to meet with a former member of the Strata Council to review the concrete repairs required in the underground parking area.

With regard to the quotations received for the completion of a Depreciation Report as approved by the ownership at the Annual General Meeting, staff were requested to obtain one additional quotation from WSP Engineering.

Concerning the quotations for replacement of the exterior lobby wooden benches with composite material, Council noted that there may be a preference to utilize the funds budgeted for this purpose to undertake improvements to the car wash bay area. This matter will be reviewed by the Strata Council.

With regard to the leaking windows, staff are requested to provide the locations of any currently known leaking windows so that Council can investigate.

Concerning the replacement of the small roof at Tower II, the new roof has been installed and the interior repairs have been authorized for completion.

Marine Roofing has reported that the roof scupper repair at Tower III is now complete and final repairs have been authorized for the interior of the residence.

Pertaining to a water leak between two strata lots, the Strata Manager provided the history of the reported leak. It is noted that a plumbing contractor inspected the strata lot from which a water leak was reported to have originated flowing into the residence below. The plumbing contractor could not find a cause of the leak from the plumbing lines or drainage lines nor from the tub or shower. Therefore, the expected cause of the leak was felt, by the plumber, to be an inadvertent overflow or water spill. As the common property has not caused the damage incurred, this is a matter between the two strata lots and their insurers to attend to.

**5) In Progress**

The Strata Manager confirmed that the following items remained in progress: window leaks; repair to loose drain grate at south parkade entrance; window washing; startup of irrigation system by University Sprinklers; consideration of fiber optic installation; investigation of odor complaint; and report of attempted break-in to the laundry rooms.

Concerning the odor complaint, it was noted that the owner has now withdrawn the complaint.

With regard to the washing of the windows, it was noted that the previous Council had authorized Ace Window Cleaners to attend to the washing of inaccessible windows during the month of May or June. The new Strata Council reviewed this matter and felt that this might be an opportunity to have the window washing contractor compile additional information on how many balconies have tiled floor surfaces. This information is required to assist the Envelope Repair Committee. After a brief discussion it was

**MOVED AND SECONDED:**

That staff be authorized to proceed with the scheduled window washing and that the contractor be asked if they would be willing to compile a list of how many balcony floors are found to have tiled surfaces during their work.

**MOTION CARRIED UNANIMOUSLY**

Concerning the loose drain grates under the entrance gate to the south parking area entrance, the contractor has reported that this work is now complete.

With regard to the Telus fiber optic installation, it was noted that this matter has been previously considered by the Strata Council and was not approved as a result of

concerns with regard to the wording of the contract that Telus required to be signed. To assist the Strata Council in considering this matter, staff were requested to obtain from Telus a copy of their most recent contract language for a fiber optic installation. Council could then review this document, and if appropriate, have legal counsel review the same.

**6) Landscaping**

Takai Gardeners

The Strata Manager advised that Mr. Al Takai of Takai Gardeners has advised that due to the COVID-19 situation they may be reducing their service time on site in the future. Such a change, if it does occur, would take place after mid April.

**7) Insurance**

The Strata Manager tabled a flow chart to assist Council with understanding who would be responsible for repairs that would typically be considered insurance claims or possible chargeback items to a strata lot owner. The purpose of the flow chart was to provide guidance as to whom is responsible for repairs between the Strata Corporation and individual strata lot owners when insurance coverage is and is not available.

Insurance Premium

The Strata Manager confirmed that as directed by the Strata Council the insurance premium for the 2020 calendar year has been partially funded by borrowing funds from the contingency reserve fund, and financing the rest of the policy premium through the Strata Corporation's insurance brokerage.

**8) Envelope Repairs**

Review of Documents

It was confirmed that staff have provided members of Council with copies of various documents pertaining to the building window and partial envelope for repairs. Council and the Envelope Repair Committee will be reviewing this documentation.

Members of the Strata Council confirmed that a request of documentation from Hestia Management has been made and information, when received, will be reviewed as part of the envelope and window repair project. Staff were requested to seek copies of any information for the period of September 29, 2019 onward from prior Strata Council members as received from Hestia in order to obtain some guidance from legal counsel with respect to whether or not such documentation would be considered privileged.

JRS Engineering

It is noted that JRS Engineering has contacted the Strata Council with regard to payment of several outstanding invoices as referred to at the more recent Special General Meeting of the ownership. The Strata Council is currently reviewing documentation surrounding this request and the rationale for withholding payment. Members of Council would be reaching a decision on this matter in due course and would notify JRS Engineering.

**9) Legal**

The Strata Manager tabled copies of the first bylaw review draft as prepared by legal counsel and forwarded to the Strata Council during the month of February 2020. The

Strata Manager reviewed with Council a recommended procedure for moving forward to complete a review and updating of the current bylaws and communicating with the ownership on the same. It was recommended that a Bylaw Committee be considered to assist with this process.

**10) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence pertaining to election and re-election letters to Council; letters of appreciation to former Council members; request to vacate a parking stall; revocation of permission to modify strata lot; receipt of noise complaint; installation of laminate flooring; domestic dispute; forwarding of welcome packages; pest control services; request for permission to rent strata lot; appreciation; chargeback of expenses; bylaw amendments; submission of Indemnity Agreement.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Staff were requested to update the form letter forwarded to two owners who have not paid strata fees to reflect the change in the start time for Strata Council meetings in the future. The start time will be 7:00 pm instead of the previous 6:00 pm.

The Strata Council noted that they will be making use of the website for the Strata Corporation and will be providing staff with direction on the uploading of materials in the future.

Council requested that a notice to be posted in the buildings with regard to a reminder for owners and residents to not flush cleaning wipes or paper towels down toilets or placed into drains.

Staff are requested to provide a reminder to the resident caretaker during the week and janitorial contractor on the weekends to ensure that they pick up litter around the perimeter sidewalks of the property on a regular basis.

Council requested that staff provide them with a draft copy of the minutes before distributing the same. Members of Council agreed to have any comments or corrections to the minutes forwarded to the Strata Council President within two days of receipt of the draft minutes so that the President might be able to return any final changes to staff for implementation in a timely manner.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 11:46 pm, until Wednesday, May 13, 2020 at 7:00 pm. The meeting will be held by electronic attendance.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

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**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes, as there will be a charge to the owner for replacement copies.

/eb

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW 524, TIMES SQUARE, HELD ON THURSDAY, MARCH 12, 2020, AT 7:00 PM AT THE HOLIDAY INN METROTOWN, FRASER BALLROOM, 4405 CENTRAL BOULEVARD, BURNABY, BC**

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**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Alan Stewart, at 7:10 pm.

**CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:**

The Strata Manager, Allan Grandy, advised that there were 224 eligible voting members and that quorum consisted of 1/3 of those eligible to vote, or 75 voting members. Subsequent to the calling of the roll and certification of proxies it was determined that 153 voting members were present, as summarized below:

	<u>In Person</u>	<u>By Proxy</u>	<u>Total Voting Members</u>
Tower I	28	34	62
Tower II	24	30	54
Tower III	13	24	37

The meeting had achieved quorum and was competent to proceed with the business at hand.

**FILING OF PROOF OF NOTICE OF MEETING:**

The Strata Manager read into the record the notice of meeting which was distributed to all registered strata lot owners in accordance with the requirements of the Strata Property Act of BC and the bylaws of the Strata Corporation, stating the date, time, place and purpose of the Annual General Meeting.

**MINUTES OF THE MEETING OF MARCH 9, 2020:**

The President noted that as the March 9, 2020 Special General Meeting had only recently been held the minutes had yet to be distributed.

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**STRATA COUNCIL REPORT:**

Mr. Alan Stewart, Strata Council President, addressed the ownership on behalf of the Council. A copy of Mr. Stewart's report is attached to and forms part of the minutes of the meeting.

**GOVERNANCE:**

**Indemnity Agreement Ratification**

The Strata Manager introduced the proposed  $\frac{3}{4}$  resolution to add to the Schedule of Indemnity Agreements contained within the bylaws those Indemnity Agreements entered into between strata lot owners and the Strata Corporation during the past year. It was noted that the Strata Corporation considers such a resolution at the Annual General Meeting if Indemnity Agreements have been signed and need to be added to the schedule, and that this practice had been ongoing since the bylaws were substantially revised in 2002. The purpose of Indemnity Agreement registration is to enable new purchasers to determine what items within the strata lot being purchased they will assume responsibility for. It was

**MOVED AND SECONDED:**

That:

**WHEREAS** The Bylaws of the Strata Corporation provide for the manner and conditions whereby owners may alter common property or the strata lot; and

**WHEREAS** Said bylaws require that the owners accept responsibility for the expenses incurred in the maintenance of the common property and/or the strata lot, in accordance with Section 72 (3) of the Strata Property Act, and bylaw 6 (3) of the Strata Corporation; and

**WHEREAS** The Owners and Strata Council have executed the Indemnity Agreement related to said alterations;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan NW 524, hereby ratify the approval of said alterations to the strata lot by the owners of strata lots 11, 30, 46, 62, 75, 98, 99, 127, 129, 140, 151, 201 and 212; and

**BE IT FURTHER RESOLVED THAT** Bylaw 6 (3) of the Strata Corporation's bylaws be amended to reflect the execution of an Indemnity Agreement related to modifications to the strata lot as between the owners of strata lots 11, 30, 46, 62, 75, 98, 99, 127, 129, 140, 151, 201 and 212, and the Strata Corporation.

*MOTION CARRIED (152 in favour, 1 opposed)*

**FINANCE REPORT:**

The Strata Manager introduced the proposed 2020 operating budget being recommended to the ownership by the Strata Council. He reviewed the various provisions of the budget, and in particular drew the ownership's attention to the increased funding for insurance due to the significant changes in the insurance industry. As a result of rapidly rising costs for insurance and the related deductibles the Strata Corporation had seen a significant increase in the cost to renew the policy on January 1, 2020. As noted in the information contained within the notice of meeting, the bulk of the strata fee increase on a year-over-year basis directly results from increases in insurance costs.

The proposed operating budget calls for the same reserve fund contribution as was made in the previous year.

An owner commented that two years ago his unit was investigated by the Strata Corporation due to a water leak in the strata lot below. The owner indicated that to the best of his knowledge no follow up information was given to the owner of that strata lot.

During further discussion of the budget comments were made concerning the costs of insurance and exterior repairs. It was then

**MOVED AND SECONDED:**

That:

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT:**

- The Owners, Strata Plan NW 524, hereby authorize a 2020 contingency reserve contribution in the amount of \$184,024.00.
- The Owners, Strata Plan NW 524, hereby authorize operating expenses in the amount of \$1,147,282.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)
- The, Owners, Strata Plan NW 524, hereby authorize total strata fees payable by all strata lots in the amount of \$1,290,956.00 for the 2020 fiscal year.

*MOTION CARRIED UNANIMOUSLY*

The Strata Manager introduced the  $\frac{3}{4}$  resolution concerning the capital project plan and its funding from the contingency reserve fund (CRF). The Strata Corporation has used a capital project plan to identify non-annual reoccurring expenses, with funds to come from the CRF at Council's discretion to address specific items contained within the plan.

Comments were made concerning the Strata Corporation's insurance, suggesting that as the insurance deductibles have risen so significantly, making individual owner's insurance policies responsible for more items than has been the case in the past, a cost analysis is required as the insurance deductibles of the Strata Corporation should decrease if the individual owner policies come into play more frequently. Several owners commented on the industry-wide changes in the insurance industry and what appears to be the new reality.

It was

**MOVED AND SECONDED:**

That:

**WHEREAS** the Strata Corporation has adopted a program of preparing a Capital Project Plan and updating the same on a yearly basis to outline repairs and or maintenance recommended by the Strata Council during the next fiscal year; and

**WHEREAS** the Strata Council has amended the proposed Capital Project Plan for 2020 and again recommends funding of the same from the CRF; and

**WHEREAS** the Strata Property Act of BC establishes the manner by which a Strata Corporation may approve the withdrawal of funds from its CRF;

**BE IT THEREFORE RESOLVED THAT** the Owners, Strata Plan NW 524, Times Square, do hereby authorize and approve the Capital Project Plan for 2020 including the funding of the same from the CRF of the Strata Corporation. The Capital Project Plan outlines repair and maintenance items at a total estimated cost of \$138,500.00. The Strata Council is empowered to complete work as identified within the Capital Project Plan for 2020.

*MOTION CARRIED UNANIMOUSLY*



**INSURANCE POLICY REVIEW AND APPROVAL:**

The Strata Manager referred the owners to the  $\frac{3}{4}$  resolution to ratify the insurance policy. A summary of the policy renewal process was provided, as well as a summary of changes happening in the insurance industry and the rationale given by insurance brokers to explain the rapidly increasing premiums and deductibles.

It was

**MOVED AND SECONDED:**

That:

**WHEREAS** The Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

**WHEREAS** The Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

**WHEREAS** The Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan NW 524, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 27, 2019, setting out the coverages for the benefit of The Owners, Strata Plan NW 524, in accordance with Section 149 of the Strata Property Act and related regulations.

*MOTION CARRIED (152 in favour, 1 opposed)*

**NEW BUSINESS:**

**Depreciation Report Funding**

The Strata Manager introduced the proposed majority resolution to approve and fund the completion of a depreciation report. At the previous Annual General Meeting the owners did not approve a resolution to waive the depreciation report; therefore, a depreciation report must be completed within 18 months. The resolution authorizes funding to prepare a depreciation report, and the incoming Strata Council will be in a position to appoint a firm to prepare this report, with the costs to be paid from the contingency reserve fund.

It was

**MOVED AND SECONDED:**

That:

**WHEREAS** the Strata Property Act of BC requires all Strata Corporations to have a depreciation report and update the same at three year intervals, unless a Strata Corporation waives the requirement of the same by way of a  $\frac{3}{4}$  vote resolution; and

**WHEREAS** the Strata Corporation at its 2019 AGM failed to approve a waiving motion on the depreciation report resulting in the need of the Strata Corporation to complete a depreciation report within 18 months; and

**WHEREAS** the Strata Property Act of BC permits a Strata Corporation to approve and fund the same by majority vote at a General Meeting; and

**WHEREAS** the Strata Corporation has obtained quotes for the completion of a depreciation report;

**BE IT THEREFORE RESOLVED THAT** the Owners, Strata Plan NW 524, Times Square, do hereby authorize and approve the completion of a depreciation report as required by the Strata Property Act of BC with the cost of the report to be paid for from the CRF of the Strata Corporation. The Strata Council shall review three quotes for the work and award the completion of the report to the contractor that the Strata Council deems to be best capable of completing the report. The estimated cost of the report is \$8,500.00 plus taxes.

*MOTION CARRIED UNANIMOUSLY*

**ELECTION OF 2020 STRATA COUNCIL:**

It was noted that at this time the current Strata Council retires and it is the owners' responsibility to elect a minimum of three to a maximum of seven owners to represent them as the Strata Council until the next Annual General Meeting. Nominations were called for election to the Strata Council and the following owners were nominated:

- Alan Stewart 1102 II
- Yang Fei 1706 II
- Rick Egdorf 1708 I
- Martha Russell 1010 III
- Wei Chen 902 I
- Derek Aquin 604 II
- Bel Barn 1210 I
- Michel Pigeon 1906 I
- Grace Zhou 1704 II
- Elizabeth Pinter 304 III

It was

**MOVED AND SECONDED:**

That nominations be closed.

*MOTION CARRIED*

Each candidate was given an opportunity to speak to the ownership, after which a secret ballot was requested. Three scrutineers counted the ballots, after which the following owners were declared elected to the 2020 Strata Council:

- Yang Fei 1706 II
- Wei Chen 902 I
- Derek Aquin 604 II
- Bel Barn 1210 I
- Michel Pigeon 1906 I
- Grace Zhou 1704 II
- Elizabeth Pinter 304 III

Appreciation was extended to the outgoing Strata Council for their efforts on behalf of the Strata Corporation over the past year, and to the scrutineers for counting the ballots.

It was

**MOVED AND SECONDED:**

That the ballots be destroyed.

*MOTION CARRIED*

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:51 pm.

**STRATACO MANAGEMENT LTD.**

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Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/sj

## **Strata Plan NW 524 – President's Report 2020**

Hello everyone.

Welcome to the Annual General Meeting for NW524 Times Square. I would like to introduce you to your current council:

Myself, Alan Stewart, President  
Rick Egdorf, Vice-president  
Dennis Goodman, Treasurer  
and our other council members:  
Martha Russell  
Yang Fei  
Judy Fujiki

Tonight, we have a fairly standard AGM to get through.

Our first vote is to ratify the Indemnity Agreement Registration. This is the standard thing we do at every AGM and is really just a formality.

Finances for this year were hammered hard by insurance costs, for everyone. The initial budget that we were looking at was far above the 14.3% increase that we have right now. But, with a lot of help from Mr. Allan Grandy and discussion at council meetings, the budget has been reduced down to what you see in front of you. We hope you agree with it.

The Capital Project Plan as laid out looks forward about 6 years for upcoming projects that we will need to undertake. This is worked into the budget. We just need to vote on accepting that this year's capital projects will come out of the CRF, as laid out in the budget.

Insurance is a very hot topic this year. Getting an acceptable insurance policy for Times Square has taken a lot of work from a lot of people. We just need a vote to accept it as presented.

Last year we did not vote to waive the Depreciation Report. We have about 6 months left to complete it. All we need to do is vote to complete the report and pay for it out of the CRF.

And the last task will be to dissolve the current council and vote in your new Strata Council for 2020/21.

Thank you.

## **Important Information - please have it translated**

这是重要的通知，请翻译后仔细阅读

### **MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW 524, TIMES SQUARE, HELD ON MONDAY, MARCH 9, 2020, AT 7:00 PM AT THE HOLIDAY INN METROTOWN, 4405 CENTRAL BOULEVARD, BURNABY, BC**

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#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Alan Stewart, at 7:22 pm.

#### **CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:**

The Strata Manager, Allan Grandy, advised that there were 225 eligible voting members, and quorum consisted of 1/3 of those eligible to vote or 75 voting members. Subsequent to registration of the attendees (including late registrants) by members of the Strata Council it was determined that 169 owners were represented, as follows:

	<u>In Person</u>	<u>By Proxy</u>	<u>Total Voting Members</u>
Tower I	33	33	66
Tower II	39	21	60
Tower III	24	19	43

The meeting had achieved quorum and was competent to proceed.

#### **FILING OF PROOF OF NOTICE OF MEETING:**

The Strata Manager confirmed distribution of the notice of Special General Meeting as per the requirements of the Strata Property Act and bylaws of the Strata Corporation, stating the date, time, place and purpose of the meeting.

#### **MINUTES OF THE MEETING OF SEPTEMBER 12, 2019:**

It was

#### **MOVED AND SECONDED:**

That the minutes of the meeting of September 12, 2019 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **STRATA COUNCIL REPORT:**

The Strata Council President, Mr. Alan Stewart, presented his report, a copy of which is attached hereto and forms part of the minutes of the meeting.

At the conclusion of the President's report an owner inquired about legal counsel being present at the meeting and who authorized such. It was reported that Mr. Stephen Hamilton of Hamilton & Company had been requested by Council to attend the meeting to assist with any issues that may arise. Mr. Hamilton pointed out that he was retained on behalf of the Strata Corporation and not by any particular group of owners or the Strata Council.

**NEW BUSINESS:**

**Building Targeted Repair and Window Replacement Project**

Mr. J.P. Daem of Hestia Management was requested to speak to the proposed resolution and the work done to date which had led to the resolution being presented. Mr. Daem advised that Hestia Management had been retained to investigate options and alternatives after JRS Engineering was released from their responsibilities by the Strata Council. The direction to Hestia was to identify repair alternatives, with a view to completing the required work in the most cost-effective manner. At a result of this investigation it was agreed that the recommendation to the owners would be to use a "design build" process rather than a contract bid process.

Mr. Daem advised that meetings had been held with a variety of contractors, most of whom had working relationships with their own engineers. The various engineering services were also reviewed in conjunction with the review of the contractors. At the conclusion of the review it was agreed by Council that Coast Pro Contracting, in conjunction with Mr. Brian Lee of MMH Engineering, provided the most optimal solutions and cost alternatives.

Mr. Daem noted that one of the purposes of the investigation was to reduce the unknowns and develop more cost certainty through the various strategies being considered. The Council was satisfied that improved cost certainties had been achieved and the amount of the contingency allowance included in the budget could be reduced. It was noted that the Strata Council had met with Coast Pro Contracting and Mr. Brian Lee on a number of occasions, and had ultimately developed the budget and recommendations presented to the Strata Corporation.

In response to a question from an owner on why the alternative building committee was not involved in this process, the President reported that the Strata Council had requested a non-disclosure agreement be signed by the committee members, which was not acceptable to them. A representative of the committee advised that an attempt was made to work with the Strata Council and that documentation was requested from Council but not provided. It was noted that the committee did attend one meeting with the Strata Council. The representative suggested that the committee's involvement in the repair process was not welcomed nor wanted.

An owner, also a member of the alternative repair committee, noted that undoubtedly the Strata Council worked hard on the issue; however, the requirement of a non-disclosure agreement did not help the situation. The owner noted that members of the committee were willing to spend time and energy to assist in creating a collective mindset that would hopefully benefit the owners.

Mr. Stephen Hamilton noted that while he was not involved in the non-disclosure agreement issue, requesting such a agreement be signed was not unusual under the circumstances. He indicated that the Strata Council, through the Strata Property Act and bylaws of the Strata Corporation, was protected with insurance, whereas members of a committee existing outside of Council are not. This can create liability issues. It therefore becomes important that the control of information be carefully monitored, and Mr. Hamilton suggested that in his opinion the use of a non-disclosure agreement would be necessary in this situation.

Mr. Brian Lee of MMH Engineering was asked to provide some examples of work of a similar nature which he had done. Mr. Lee referred to work done for BC Housing and at two high-rise towers in the Kingsway/Edmonds area. In response to a comment, Mr. Lee advised that in his opinion, an attempt to only repair problematic suites individually rather than a building as a whole can result in significant differences in appearance and thus impact market values negatively. A patchwork approach is not recommended.

In response to a question, Mr. Lee explained the fees charged for engineering services.

In response to a question on whether or not it would be possible for the Strata Corporation to replace the windows without touching the support walls, Mr. Lee indicated that should this option be investigated a second opinion on the findings of JRS Engineering relating to the wall repairs could be undertaken. He pointed out, however, that JRS Engineering is a competent and qualified engineering firm, and based upon the investigations they had done it would appear a need to upgrade the stub walls beneath the windows had been identified in order to comply with the relevant building codes. In light of the investigative work done by JRS in this regard, Mr. Lee indicated that he believed JRS saw and found what they found during the investigation and had reached a logical conclusion on the need to upgrade these walls.

An owner commented that there were only three bids received for the work as tendered by JRS, with a bid range that was significant. The owner and member of Council noted that while there may have been misunderstandings along the way and perhaps the tender process was not as well managed as it might or could have been, owners must fully understand a design build process inasmuch as there is no final fixed price. Design build projects can experience "cost creep" and therefore the owner suggested that a contract tender build would more firmly set pricing. The owner noted that it would of course be necessary for legal counsel to review any and all contracts before they are entered into to make sure that as much potential risk as possible is removed.

In response to an owner's question, it was noted that at this time it is possible for the Strata Corporation to switch from a design build to a tender build process as nothing is locked in.

Discussion was then held on the possibility of delaying the special levy and thus completion of the work. In response to a question on the possible risk of delaying, Mr. Stephen Hamilton reported that if an individual owner suffers a loss because of the delay of the project, the owner may have reason to seek remedy for their loss from the Strata Corporation. Decisions to not proceed with repairs may impact insurance, and in particular the renewability of insurance policies. He noted that in his opinion it would appear clear that the buildings need to be repaired, and that the repairs needed to be done on a global basis as opposed to just addressing individual strata lots having problems. He advised that sometimes, owners within a Strata Corporation never agree on a solution. Some may not agree that repairs are necessary, some may feel that their unit is okay and therefore repairs are not necessary, and some may simply not want to pay for the required repairs. The Strata Corporation does not get to be "unreasonable". There are legal requirements placed upon the Strata Corporation to repair and maintain itself, and should the complex find itself unable to reach a consensus on repairs over time the potential exposure of the Strata Corporation to a legal action increases, which might ultimately result in the courts imposing decisions. Owners should be mindful that in order to keep control of the repair process they need to take reasonable steps to see the necessary repairs through to completion.

An owner commented that he wished to see the repairs done; however, he did not trust the process to date. Another owner and member of Council commented on the need to have an experienced and qualified Strata Council, and the need to see better control through the bidding process. In response to an owner's question on whether or not JRS Engineering would have any liability to the Strata Corporation as a result of how the bidding process was handled, Mr. Hamilton reported that in his opinion it is unlikely JRS would have any responsibility for cost overruns or any errors in previous budgets established for the work. He used an example of an accountant telling their client that they owe \$5,000.00 in income tax, with CRA later informing the client that they owe \$20,000.00. The accountant is not responsible for the difference.

Mr. Hamilton further commented on the tender process, noting that it is typically unlikely in these situations that more than five tenders would be received. The more bidders who become involved in a project the more likely they are to feel that there is less chance of them being awarded the contract, then choosing to either not bid or submit "nuisance bids". He advised that the Strata Corporation cannot use the tender documents from JRS Engineering for subsequent tender purposes without their permission.

In response to a question, Mr. Daem advised that the prices that were currently available to the Strata Corporation were fixed until March 31, 2020. Coast Pro Contracting and the suppliers/bidders forming part of the proposal had agreed to hold their prices until that date.

Discussion was held concerning the costs for the mockup. Mr. Daem responded that the mockup prices for the work done were approximately \$5,000.00 over the estimated budget prepared by JRS, and that the associated engineering fees were outside of the costs for the actual mockup work performed by a contractor. JRS had separated both costs in their original budget preparation.

Mr. Brian Lee of MMH Engineering indicated he would prefer to see four to five bidders, as too many may result in bidders choosing to pass on submitting a quotation. He advised that there are different methods of selecting contractors to prequalify for bidding, and noted the design build process has been in place and used for decades. With a design build a team is ultimately selected by the ownership group to move forward with the work. The ownership becomes part of the design build team and has a lot of control through the process. In terms of a design tender process, Mr. Lee noted that there is no pre-selected team as this is left up to the individual bidders on the job. He also pointed out that regardless of whether a design tender or design build process is chosen, it is entirely possible for changes to arise as work progresses. With a design tender process, contractors charge for any change orders to the original contract; with a design build approach there is the opportunity for changes that have to be implemented to be done in a more cost-effective manner.

A member of the alternative building committee commented that there are indeed differences in contracts and methodologies in arranging contracts, and that he believed all owners would like to save time and money and all parties involved needed to work together to look at what differences, if any, can be considered and implemented that would be of benefit to the owners.

An owner commented that should the project proceed and Hestia be retained, they would report to the Strata Council and better reporting and transparency would develop. Mr. Daem, in commenting on the matter, also noted that there was approximately \$29,000.00 worth of bills that have been withheld from JRS on the recommendation of Hestia, as clarification and justification of the charges had yet to be received.

It was suggested by an owner that a monthly update on the repair project could be included with the minutes of the Strata Council meetings.

After further discussion, it was

**MOVED AND SECONDED:**

That:

**WHEREAS** at the Annual General Meeting held March 20, 2018, the owners approved a special levy in the amount of \$7,657,555.00 for the purpose of carrying out the recommended work which was to be done in substantially the same manner as described in Section 4.3 of the JRS



Engineering Report dated January 27, 2017 (the BUILDING TARGETED REPAIRS AND WINDOW REPLACEMENT PROJECT);

**AND WHEREAS**, based on the tenders received in August 2019, The Owners, Strata Plan NW 524 (the "Strata Corporation") defeated a resolution to approve an additional \$6,864,637.50 to complete the BUILDING TARGETED REPAIRS AND WINDOW REPLACEMENT PROJECT and to pay the cost of the BUILDING TARGETED REPAIRS AND WINDOW REPLACEMENT PROJECT, including but not limited to contractor costs, engineering costs, consultant costs, strata management costs and legal costs (BUILDING TARGETED REPAIRS AND WINDOW REPLACEMENT PROJECT Costs);

**AND WHEREAS**, the Strata Council has now reviewed the scope of work; negotiated with the proposed contractor (Coast Pro Projects) and subcontractors, and MCH Consultants and revised the budget for the BUILDING TARGETED REPAIRS AND WINDOW REPLACEMENT PROJECT to be completed substantially in the same manner as described in the JRS repair noted above.

**NOW THEREFORE BE IT RESOLVED** by a  $\frac{3}{4}$  vote of the Strata Corporation that, in compliance with sections 108 and 109 of the *Strata Property Act*, the owners hereby approve a special levy in the amount of \$4,207,950.00 to pay for the BUILDING TARGETED REPAIRS AND WINDOW REPLACEMENT PROJECT Costs (the "Special Levy"). Each strata lot's share of the Special Levy is calculated based on the unit entitlement of each strata lot and is set out on the attached Schedule A. Each strata lot's share of the Special Levy is due and payable on March 9, 2020 but for the purpose of convenience only, an owner of a strata lot may pay to the Strata Corporation their share of the Special Levy in 24 equal payments commencing June 1, 2020. If an owner sells a strata lot before that strata lot's share of the Special Levy is paid in full, that strata lot's share of the Special Levy will become immediately due and payable. Interest at 10% per annum compounded annually will be charged on all late payments of the Special Levy.

In the event an owner fails to pay the Special Levy when due (the "Special Levy Arrears"), the Strata Corporation is authorized to withdraw funds from the contingency reserve fund in order to meet any shortfall in funding of the BUILDING TARGETED REPAIRS AND WINDOW REPLACEMENT PROJECT Costs due to Special Levy Arrears. Any funds withdrawn to pay Special Levy Arrears will be repaid to the contingency reserve fund as the Special Levy Arrears are collected by the Strata Corporation.

Any two members of the Strata Council are authorized to execute and deliver those agreements and documents which relate to or are necessary in connection with the Building Targeted Repairs and Window Replacement Project.

A precise count was requested. Three scrutineers were appointed to count the ballots. After receiving the results from the scrutineers it was announced that the motion was

*DEFEATED (76 in favour, 93 opposed)*

It was

**MOVED AND SECONDED:**

That appreciation be extended to the scrutineers for counting the ballots.

**MOTION CARRIED**

It was further

MOVED AND SECONDED:  
That the ballots be destroyed.

*MOTION CARRIED UNANIMOUSLY*

**OTHER BUSINESS:**  
There was no other business.

**ADJOURNMENT:**  
There being no further business, the meeting adjourned at 10:07 pm.

**STRATACO MANAGEMENT LTD.**  
**101 – 4126 Norland Avenue**  
**Burnaby, BC**  
**V5G 3S8**  
  
**Tel: 604-294-4141**  
**Fax: 604-295-8956**  
**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/sj

NW 524 – President's report – 2020 SGM – March 9, 2020

Hello everyone.

Now that we have begun the meeting, I need to go through a few things.

Please, turn off your cell phones.

First off, are introductions:

- I am Alan Stewart, your Council President and I will be chairing this meeting.
- Rick Egdorf is Vice-President.
- Dennis Goodman is our Treasurer.
- Marth Russel, Yang Fei, and Judy Fujiki make up the rest of your Council.
- Allan Grandy is from Strataco, our property management company.
- JP Daem from Hesita Management is the Project Manager for the Building Targeted Repairs and Windows Replacement Project.
- Brian Lee is our new engineer for the windows project.
- Steve Hamilton is one of our strata lawyers from Hamilton & Co.
- Vivian will be acting as our English/Mandarin translator.

Second, are a few rules that we all need to follow in order to make sure that we have a successful, well-run meeting tonight:

- There will no abusive language. Everyone is expected to treat all others with the respect that they believe is due themselves.
- There will be no trying to stop others from speaking. Everyone has a right to ask their questions, be heard, and get an answer to their question.
- There will be no slanderous comments.
- Questions will be limited to no more than two minutes. So please consider carefully what it is you wish to ask.
- None of this behaviour will be tolerated. If anyone insists on acting this way, they will be asked to leave the meeting.
- Because we have a translator with us tonight, please be patient while translations are done.

Hello everyone.

I cannot begin to tell you how important it is that we all consider this revised budget for the Building Targeted Repairs and Windows Replacement Project. It is imperative that we support this proposed resolution and get the windows project underway. The purpose of this Special General Meeting is to vote to fund the windows project so that we can proceed with the much-needed repairs to our buildings. With that in mind I wish to run through a timeline of the project.

- Times Square was built with single pane windows well over 40 years ago.
- The Windows were due for replacement over 15 years ago.

- Process planning started about 10 years ago.
- Work started in earnest almost 7 years ago. The May 2013 SGM was when JRS was brought in to start investigating, after deciding not to follow the EXP Services envelope condition assessment report.
- At the Sept. 2017 SGM, owners voted to receive and accept the reports and recommendations of JRS engineering. This was agreeing that the windows needed to be done. Unfortunately, funding was turned down (by one vote).
- Funding eventually succeeded at the March 2018 AGM.

The original Construction Cost Estimates (a common practice) were provided by JRS in 2014 in order to prepare the budget for the project. Unfortunately, this practice can be open to error and underfunding when market situations are very volatile (which they currently are). The JRS report did note that the only way to get accurate figures was to go to tender. Had the windows project been approved that year rather than 4 years later (2018) it is quite likely that the prices would not have escalated nearly as much had the contracts been let in 2017 or 2018.

At the Sept. 2019 SGM Council asked the owners to turn down the revised costs from JRS as it was felt that they are improperly done, causing the costs to be much larger than necessary. The owners agreed with Council and we are very thankful for your support in this matter.

We (the Council) have been working diligently with JP, the engineer, and the contractor to bring you the very best budget that is possible for the work that MUST be done to our three buildings. These three people have well over a hundred years of direct experience and have worked on many, many projects, just like ours. Together, they are the best in the business.

We have had numerous engineers review the work that JRS prepared for us. Everyone agreed that the work is necessary and must be completed to ensure that our buildings operate properly. Mr. Brian Lee, our new engineer for the project, has stated that he sees some areas in the document, that when reviewed, may be able to result in some cost savings, but the overall scope of work is accurate.

The work that must be undertaken needs to be done in accordance with the best building practices as recommended by the Association of Professional Engineers; the work must comply with ALL legislative requirements (national and provincial building codes, municipal bylaws, fire regulations); and the materials used must be of top quality and provide the best possible warranties. We also must avoid potential liability, lawsuits, and legal difficulties with the City of Burnaby.

Council has spoken with numerous engineers and contractors about window supply. It was noted that offshore suppliers had many problems, not the least of which is unpredictable delivery schedules, which no doubt will be heavily affected by the recent coronavirus outbreak. If window delivery is delayed this will cause additional costs to the general contractor that we will have to pay for. For this reason, and others, council has decided to use local window manufacturers, suppliers, and installers for the windows project.

Council recognizes that vinyl windows do offer savings. However, despite there being no legal reasons why vinyl windows cannot be used for window replacements, the City of Burnaby (specifically, the Fire Department) has consistently refused to allow vinyl windows in numerous projects in the Metrotown area. There is no reason to think that we will be the exception. There is also the consideration that the lifespan of vinyl windows is significantly shorter than aluminum windows. So short in fact that by the time this project will be completed, we would have to start preparing for the next windows replacement project to begin within 10 to 15 years. If the owners do wish to attempt to get Burnaby to accept vinyl windows, and Burnaby denies that permit, this will cause significant delays, because we will have to have yet another SGM to get the money needed for aluminum windows, resubmit the permit, and wait potentially months for Burnaby to approve them. These delays will of course cost us even more money. For these reasons, Council strongly believes that in the long run, it would save time and be cheaper, to install aluminum windows.

Council recommends EIFS instead of stucco because of the cost savings of the material, the cost savings of the installation time, and the cost savings of not having to rent the scaffolding for many extra weeks to install stucco.

The new budget is over \$2M less than the JRS budget that was proposed at the Sept. 19th SGM. Council is asking you to approve the special levy of \$4.2M to make the windows project a reality. Since we already have \$7.6M in the bank, this new special levy can be paid out over two years beginning in June of this year and finishing in May of 2022.

It should be noted that these costs will never go down significantly. More delays are simply going to increase costs. Insurance costs are increasing and one factor used to determine insurance rates is the state of the property. If we do not do required work, insurance costs will go up and that means that we will all have to pay increased maintenance fees. However, once the windows project is completed, property values will go up, and that's always a good thing.

Thank you.

**Important Information - please have it translated**

**这是重要的通知，请翻译后仔细阅读**

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, FEBRUARY 11, 2020, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

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Council in attendance:      Alan Stewart, President/Building Committee  
Dennis Goodman, Treasurer/Building Committee  
Martha Russell, Parking Committee  
Rick Egdorf, At Large  
Yang Fei, At Large (arrived 7:01 pm)  
Judy Fujiki, At Large (arrived 6:44 pm)

Allan Grandy,  
Strataco Management Ltd.

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Alan Stewart, at 6:03 pm.

**MINUTES OF THE MEETING OF JANUARY 14, 2020:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of January 14, 2020 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President advised that all matters of concern would come up for discussion during the course of the meeting.

**STRATA MANAGER'S REPORT:**

**1)      Finance Report**

Financial Statements

The Strata Manager tabled the financial statement for December 2019. The Treasurer reported that she had reviewed the financial statement and found it to be in order. It was

**MOVED AND SECONDED:**

That the financial statement for December 2019 be adopted as distributed.

*MOTION CARRIED*

Receivables Report

The Strata Manager reported on those strata lots having outstanding balances as of the date of the meeting. No action was recommended on any collection matters other than those actions already initiated by the Strata Council.

Arrears Notices

The Strata Manager tabled copies of arrears notices sent to strata lots with unpaid strata fees.

BC Assessment Authority

The Strata Manager tabled for Council's information the appraised value report received from BC Assessment Authority for one of the Strata Corporation's strata lots.

Draft 2020 Operating Budget

The Strata Manager tabled the updated draft of the proposed operating budget for the 2020 fiscal year. A lengthy discussion was held as Council members reviewed line item expenses and anticipated incomes. It was noted that some adjustments had been made to the budget based on previous Council comments, and that the large increase in the cost to renew the Strata Corporation's insurance policy has a significant impact on the proposed budget and necessitates the Strata Council's recommendation for a significant increase in the strata fees. Council also discussed the contingency reserve fund and reviewed the capital project plan. At the conclusion of discussion, it was

*MOVED AND SECONDED:*

That the proposed 2020 operating budget and capital project plan be ratified and recommended to the ownership for adoption at the Annual General Meeting.

*MOTION CARRIED*

It was further

*MOVED AND SECONDED:*

That in conjunction with the operating budget for 2019 and the capital project plan approved at the prior Annual General Meeting, staff be authorized to pay for approved capital project plan expenses from the contingency reserve fund as per the approved plan and authorization from the ownership.

*MOTION CARRIED*

**2) Staff Report**

Meeting Directives

The Strata Manager tabled the directives arising from the previous Council meeting, outlining all of the action items identified at that time.

Pest Control

The Strata Manager tabled correspondence to Abell Pest Control regarding removal of a mouse from the Strata Council meeting room.

### Cancellation of SGM

It was noted the Strata Council met on January 29 and at that time determined that the Special General Meeting should be cancelled and rescheduled to a later date. Notices were distributed as quickly as possible and posted within the buildings to notify owners.

The Strata Manager tabled correspondence from an owner advising that they did not receive notification of cancellation of the Special General Meeting. It was noted that the email address on file for the specific strata lot was not the same email address used by the owner.

The Strata Manager tabled correspondence from an owner indicating a preference that notices not be translated into Mandarin. Council took the owner's comments under advisement, but felt that due to the very short notice of cancellation of the SGM any and all efforts should be made to communicate to the owners as quickly and clearly as possible.

### Weekend Caretakers

The Strata Manager reviewed several concerns expressed about the weekend caretakers. It was noted by Council that one caretaker is on duty on weekends, and while the services provided to each of the Towers are basic on those days it does take the caretaker a full 8 hour shift to complete all assigned tasks. It is not possible for the caretaker to have all duties in all three Towers completed by 9:00 am or 10:00 am.

## **3) Mechanical**

### Change in Mechanical Maintenance Contractor

The Strata Manager confirmed that as directed by Council, Honeywell had been replaced by DMS Mechanical effective February 1, 2020.

### DMS Mechanical

The Strata Manager tabled copies of service reports from DMS Mechanical pursuant to the request that they investigate the slow supply of hot water in Tower II. DMS noted that the cause of the problem was identified and corrected (replacement of a failed recirculating pump).

### Technical Safety BC

The Strata Manager tabled copies of the elevator operating permits received from Technical Safety BC.

## **4) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following had been completed: request for proposals to replace wooden benches outside of each Tower's lobby area with benches of composite material; receipt of quotations for replacement of south entry underground parkade gate system; notice posted regarding vandalized washing machines; i3 Building Science requested to provide report on use of under-slab sealant on P1 level of parkade; snow plowing by CJB Restoration; completion of weekend snow shoveling and salting services by Knightsbridge Enterprises; seminar for Strata Council members on insurance.

Council reviewed the quotations submitted for replacement of the south entry gate system for the underground parking area. Staff were requested to contact the bidders to



ask they submit a revised price to include additional picket installations to reduce break-in and theft possibilities at the gate. The revised quotations can be forwarded to Council upon receipt, and Council will provide immediate feedback to staff on the awarding of the contract.

Council reviewed the quotation for replacement of the wooden benches outside of the lobbies with composite material, and agreed this matter can be considered by Council after the Annual General Meeting and approval of the operating budget.

5) **In Progress**

The Strata Manager advised that the following remained in progress: enterphone buzzer repair at unit in Tower II; small roof replacement at Tower II; underground concrete repairs by Total Projects; report from Dependable Lock & Security on door security enhancement; rescheduling of Special General Meeting.

Council discussed possible dates for the Special General Meeting and Annual General Meeting, noting a desire to have the SGM held before the AGM. At the end of discussion, it was

**MOVED AND SECONDED:**

That staff be requested to try and schedule the Special General Meeting for March 9, 2020 depending on the availability of the various parties who are to attend the meeting, and the Annual General Meeting be scheduled for either March 11 or 12, 2020.

**MOTION CARRIED**

6) **Landscaping**

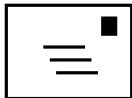
The Strata Manager tabled the landscape maintenance report received from Takai Gardeners for January 2020.

7) **Legal**

The Strata Manager tabled a copy of the bylaw draft provided by Hamilton & Company for Council's information. It was agreed the Strata Council would organize as a committee to sit down and discuss the proposed bylaws and any additions or changes.

8) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding resignation from Council; vehicle impact with garage gate; submission of vehicle insurance verification; welcome packages; damage to the common property.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**9) Annual General Meeting**

The Strata Manager tabled the proposed agenda for the Annual General Meeting which had been prepared based on previous discussions with the Strata Council. The following items will be on the agenda for the Annual General Meeting.

- approval of operating budget for 2020
- consideration of capital project plan and funding from contingency reserve fund
- ratification of the insurance policy
- approval of funding of depreciation report
- election of Strata Council

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:05 pm, until the Special General Meeting scheduled for March 9, 2020 and the Annual General Meeting scheduled for March 12, 2020.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, JANUARY 14, 2020, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

---

Council in attendance: Alan Stewart, President/Building Committee  
Dennis Goodman, Treasurer/Building Committee  
Martha Russell, Parking Committee  
Gregory Bennett, Building Committee  
Rick Egdorf  
Yang Fei (arrived 6:59 pm)  
Judy Fujiki (arrived 7:34 pm)

Allan Grandy,  
Strataco Management Ltd.

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Alan Stewart, at 6:00 pm.

**MINUTES OF THE MEETING OF NOVEMBER 27, 2019:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of November 27, 2019 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President advised that all matters of concern would come up for discussion during the course of the meeting.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

**Financial Statements**

The Strata Manager tabled the financial statements for September, October and November 2019. The Treasurer reported that she had reviewed the financial statements and recommended adoption. It was

**MOVED AND SECONDED:**

That the financial statements for September, October and November 2019 be adopted as distributed.

*MOTION CARRIED*

Receivables Report

The Strata Manager reported on those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review it was

**MOVED AND SECONDED:**

That management be authorized to register a lien against strata lot 179 in the Land Title Office for the collection of all outstanding monies and associated costs of collection pursuant to the provisions of the bylaws of the Strata Corporation and the Strata Property Act of BC.

***MOTION CARRIED***

Arrears Notices

The Strata Manager confirmed the distribution of arrears notices to strata lots with unpaid strata fees.

GIC Investment

The Strata Manager tabled information regarding the reinvestment of maturing GIC's for the funds held by the Strata Corporation in the special levy account.

Draft 2020 Operating Budget

The Strata Manager tabled the first draft of the proposed operating budget for the 2020 fiscal year, and reviewed with Council the various changes recommended. Council noted that the significant increase in the costs to renew the Strata Corporation's insurance policy will greatly impact the operating budget. After discussion it was agreed that the budget draft be tabled to the next meeting for further review and finalization in preparation for its presentation at the Annual General Meeting.

**2) Staff Report**

Janitorial Services

The quotations received by the Strata Council for alternative janitorial services were tabled at the previous meeting.

Meeting Directives

The Strata Manager tabled the directives arising from the previous Council meeting for Council's information. Staff were requested to:

- contact the pest control contractor to determine whether a mouse believed to be accessing the Strata Council meeting room had been caught
- proceed with the removal of a car battery left in parking stall #291 as the user of the stall claims no responsibility for the battery
- arrange for the repainting of an additional suite door which was marked up due to the ongoing cleaning in the lobby area, and to add kick plates to both suite doors adjacent to the lobby for this particular strata lot

Indemnity Agreement Summary

The Strata Manager tabled copies of the Indemnity Agreement summary updated on January 6, 2020.

**3) Mechanical**

Mechanical Maintenance

The Strata Manager tabled correspondence confirming the Strata Corporation will be changing from the current mechanical maintenance contractor (Honeywell) to DMS Mechanical effective February 1, 2020.

Fire System

The Strata Manager tabled the annual fire system inspection quotation from Voltech, who has performed the annual inspections for a number of years. After reviewing the quotation, it was

**MOVED AND SECONDED:**

To authorize Voltech to proceed with the annual fire system inspection.

*MOTION CARRIED*

**4) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following had been completed: concrete repairs in parking area; commencement of waterproof membrane repair at Tower II rooftop; receipt of report and recommendations for waterproofing P1 concrete slab.

A member of Council suggested that as an alternative to applying a topside membrane system to the P1 level it may be possible to utilize a penetrating waterproofing compound which is applied to the underside of the concrete slab. Staff were requested to ask the consultant to comment on this suggestion.

**5) In Progress**

The Strata Manager advised that the following remained in progress: targeted building repairs and window replacement project (SGM scheduled for January 30, 2020); final concrete repairs in underground parking area; consideration of report from All Elements on concrete table and bench repairs; awarding of backup snow shoveling and salting contract to Knightsbridge; receipt of 2020 refuse and recycling landfill tariff fees; consideration of owner's correspondence regarding chargeback of expense.

Council reviewed the proposal and recommendations of Bartlett Tree Experts concerning tree maintenance work, after which it was

**MOVED AND SECONDED:**

To approve the tree maintenance work recommended by Bartlett Tree Experts.

*MOTION CARRIED*

Staff were requested to obtain an estimate for the conversion of the existing exterior wooden benches outside of each Tower's lobby area with benches of composite material that would require far less ongoing maintenance.

Council noted that the snow clearing work appeared to be progressing satisfactorily to date, and that as a large snowfall was anticipated later in the evening plowing services had been requested for the following morning.

In regards to an owner's inquiry concerning a chargeback, it was noted that staff have been notified that representatives of the owner have made arrangements for a lawyer's undertaking to be provided to clear the outstanding balance owed to the Strata Corporation at the time of sale. The matter is considered is closed.

**6) Insurance**

Insurance Appraisal

The Strata Manager tabled the insurance valuation report recently received from Suncorp Valuations. The report is provided to the Strata Corporation's insurer to make certain the policy is set at the appropriate level.

2020 Policy Renewal

Council reviewed the insurance renewal documentation received from Hub International in late December. It was noted that as reported in local news media, Times Square, along with other Strata Corporations, has seen a significant increase in the insurance premium for 2020. Council discussed payment of the insurance premium, after which it was

**MOVED AND SECONDED:**

That staff be authorized to submit a down payment of \$125,000.00 on the insurance policy renewal premium, and finance the balance of the premium over nine equal installments as offered by the insurers. Said down payment is to come from funds borrowed from the contingency reserve fund, and will be repaid to the contingency reserve fund during the course of the 2020 fiscal year.

*MOTION CARRIED*

**7) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding appreciation; receipt of Indemnity Agreement; repair to bathtub tile area inside strata lot; cancellation of approval for in-suite modifications; assessment of administration fee as per bylaws; request for submission of Form K as per bylaws; appearance before Council at prior meeting.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

## **OTHER BUSINESS:**

### **Vehicle Impact with Entry Gate**

Council noted that the prior evening a vehicle impacted the south entry gate. Overhead Door Company attended, and while they were able to shut the entry gate system, they have reported the gate cannot be repaired and will have to be replaced. Staff were requested to obtain three quotations for replacement of the entry gate system. After reviewing the quotations Council will award the repair contract and provide direction to staff on payment for the same and the chargeback of costs.

### **Council Directives**

Staff were requested to

- ask the resident caretaker to attend to a light repair in the mailroom when Canada Post is next on site
- arrange for repair of a deadbolt on a door in Tower II
- arrange for the installation of one-way backflow preventers for the laundry venting system

### **Lobby Parcel Boxes**

Council noted that while they had earlier declined the installation of Canada Post parcel boxes in each building lobby, they were now reconsidering the matter. Staff were requested to contact Canada Post to determine whether or not parcel boxes would still be available.

### **Building Targeted Repairs and Window Replacement Project**

Council discussed arranging for meetings regarding the building targeted repairs and window replacement project.

## **ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:47 pm, until Tuesday, February 11, 2020, at 6:00 pm in the Tower I meeting room.

### **STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



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## **Important Information - please have it translated**

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### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON WEDNESDAY, NOVEMBER 27, 2019, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

---

Council in attendance: Alan Stewart  
Dennis Goodman, Treasurer/Building Committee  
Martha Russell, Parking Committee  
Gregory Bennett, Building Committee  
Judy Fujiki  
Rick Egdorf

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Yang Fei

Delegation: Owner strata lot 164

#### **CALL TO ORDER:**

The meeting was called to order by the Council member, Alan Stewart, at 6:03 pm.

#### **STRATA COUNCIL:**

It was

#### **MOVED AND SECONDED:**

That the resignation of Strata Council member Laurene Robison, be accepted with regret.

#### ***MOTION CARRIED***

Appreciation was extended to Ms. Robison for her years of service as a member of the Times Square Strata Council.

It was then

#### **MOVED AND SECONDED:**

That Rick Egdorf be appointed to the Strata Council to fill the vacancy created by the resignation of Ms. Robison.

#### ***MOTION CARRIED***

It was then

#### **MOVED AND SECONDED:**

That Alan Stewart be appointed as the Strata Council President.

#### ***MOTION CARRIED***



**DELEGATION**

The owners of strata lot 164 then addressed the Strata Council with respect to the charging back of an expense to their strata lot. During the course of discussion on the chargeback, it was noted that an error has occurred with respect to the charging back of a repair. It was

**MOVED AND SECONDED:**

That the chargeback be deleted.

**MOTION CARRIED**

Council thanked the owner for attending and bringing this matter to their attention.

**MINUTES OF THE MEETING OF OCTOBER 8, 2019:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of October 8, 2019 be adopted as distributed.

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

There was no President's report.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

**Financial Statements**

The Strata Manager tabled the financial statements for September and October 2019. The Treasurer reported that the September financial statement had been reviewed and was found to be in order. The Treasurer noted that the October statement had only recently been received and that she had not had the opportunity to review it at this time.

It was

**MOVED AND SECONDED:**

That the financial statement for September 2019 be adopted as distributed and that the October 2019 financial statement be tabled until the next meeting of the Strata Council.

**MOTION CARRIED**

**Receivables Report**

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, Council referred to correspondence as submitted by the owner of strata lot 212 wherein the owner has requested a deletion of chargeback expenses to the owner's strata lot in conjunction with a water leak. Council reviewed the correspondence and also noted the comments of

legal counsel concerning this matter with respect to the ability of the Strata Corporation to pursue collection of the same.

At the conclusion of the discussion, it was

**MOVED AND SECONDED:**

That the request from the owner of strata lot 212 for the deletion of the chargeback expense be denied and that staff be further instructed to proceed with the assembly of all required information to enable the Strata Corporation to commence an action for collection of the chargeback.

***MOTION CARRIED***

**Arrears**

The Strata Manager tabled for Council's information copies of correspondence to those strata lots having unpaid strata fees.

**2) Staff Report**

**Janitorial Services**

Council then discussed the performance of the janitorial contractor, Priority Building Services, and noted that they have observed an improvement in the quality of service provided by the contractor on a Monday through Friday basis. Council noted that there seemed to be some continuing problems with respect to the performance of the weekend relief caretaker and as such, it was

**MOVED AND SECONDED:**

That staff be instructed to ask Priority Building Services to change the assigned weekend caretaker.

***MOTION CARRIED***

**Priority Building Services**

The Strata Manager tabled for Council's information copies of correspondence from Priority Building Services with respect to available additional cleaning services. This matter was tabled for further consideration at a later time.

**Janitorial Service Quotations**

The Strata Manager tabled for Council's information copies of quotations for janitorial services from Cleantech, Servicemaster Clean, and Five Star Janitorial Services. These quotations were tabled for consideration at a later time.

**Meeting Directives**

The Strata Manager tabled copies of the directives and action items from the previous meeting of the Strata Council for Council's information.

**Indemnity Agreement Summary**

The Strata Manager tabled copies of the Indemnity Agreement summary as updated since the last meeting of the Strata Council.

Bylaws

The Strata Manager noted that the Strata Council had been discussing the possibility of a legal review of its bylaws for update purposes for some time. It is noted that this matter remains outstanding and is recommended for completion by staff. Council discussed the need to keep the bylaws of the Strata Corporation current. It was

*MOVED AND SECONDED:*

That staff be authorized to retain the services of Hamilton & Co. to complete a review of the Strata Corporation's bylaws and making recommendations for updating the same.

*MOTION CARRIED UNANIMOUSLY*

**3) Mechanical**

Mechanical Maintenance Quotations

The Strata Manager tabled copies of the mechanical maintenance quotations received as requested by the Strata Council.

In discussing the performance of Honeywell, members of Council noted in their past discussions that a change of mechanical maintenance contractor would appear to be in the best interests of the Strata Corporation at this time. As such, it was

*MOVED AND SECONDED:*

That staff be authorized to send formal notice of termination to Honeywell, and to send notice to DMS Mechanical of their appointment as mechanical maintenance contractor. The changeover from Honeywell to DMS is to take place on February 1, 2020.

*MOTION CARRIED*

Honeywell

The Strata Manager tabled copies of correspondence from Honeywell with respect to repairs to the valve room P2 level TIII and receipt of quotations for work to be included in the Capital Project Plan.

Hytec

The Strata Manager tabled copies of a proposal from Hytec for a water treatment system for the Strata Corporation. The Hytec proposal was tabled.

**4) In Progress**

The Strata Manager advised that the following remained in progress: building envelope repair project; water leak repair at strata lot 157 by Total Projects; receipt of quotation from All Elements Services & Restoration regarding courtyard concrete table and bench repairs; quotation from Bartlett Tree Experts regarding plant healthcare; review of proposal from Knightsbridge Enterprises for snow clearing and salting services; report of possible illegal activities after drug paraphernalia found.

With regards to the above, members of Council noted that correspondence has been received from several owners who have formed an additional committee pertaining to building envelope repairs. Council discussed the request for information and further discussed the terms of reference for the committee's formation and operation. It was

noted that staff would receive additional direction from the Strata Council in due course on responding to the requests of the new committee.

Staff were requested to have Bartlett Tree Experts check on a tree which has appeared to have died near the south down ramp to the underground parking area.

Council reviewed the proposal as submitted by Bartlett Tree Experts for the implementation of the plant healthcare services. It was

**MOVED AND SECONDED:**

That staff be instructed to notify Bartlett Tree Experts that their quotation for plant healthcare services has been approved.

**MOTION CARRIED**

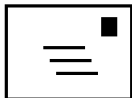
**5) Insurance**

**Suncorp Valuations**

The Strata Manager tabled copies of the updated Suncorp Valuation insurance appraisal report. It is noted that the report is forwarded to the Strata Corporation's insurers to make certain that the Strata Corporation's insurance policy is set at the appropriate valuations.

**6) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding welcome packages; assigned storage locker; failure to wait for underground parkade gate to close; improper storage of appliances on the common property; appointment to Council; interior suite modifications; payment of special levy; short term rentals; appreciation for past service as member of the Strata Council.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Staff were requested to check on a repair to a particular suite door in Tower I which would appear to require repainting.

Staff were requested to have a contractor clean out the drain trough beneath the north entry gate and the two inside drains.

Staff were requested to ask Total Property Services to update their quotation for concrete repairs as permitted by the Capital Project Plan.

Staff were requested to make arrangements for the removal of a battery stored in parking stall #291 that is reported to not belong to the assigned user of the stall.

Staff were requested to arrange for pest control services to the Strata Council meeting room.

As discussed by the Strata Council in the spring, arrangements would be made for the recoding of all garage fobs for the underground parkade gate entry system

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:29 pm, until Tuesday, January 14, 2020 at 6:00 pm in the Tower I meeting room.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, OCTOBER 8, 2019, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

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Council in attendance: Dennis Goodman, Treasurer/Building Committee  
Martha Russell, Parking Committee  
Gregory Bennett, Building Committee  
Judy Fujiki  
Yang Fei  
  
Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Laurene Robison, Vice President/Building Committee

**CALL TO ORDER:**

The meeting was called to order by the Strata Manager, Allan Grandy, at 6:05 pm.

**ELECTION OF THE STRATA COUNCIL EXECUTIVE:**

It was noted that Strata Council member Natalie Battista had recently submitted her resignation as a member of the Strata Council.

Members of Council thanked Natalie Battista for her many years of service to the Strata Corporation.

It was then

**MOVED AND SECONDED:**

That Strata Council member Laurene Robison be appointed Strata Council President.

*MOTION CARRIED*

It was then

**MOVED AND SECONDED:**

That Allan Stewart be nominated to fill the vacancy on the Strata Council for the balance of the Council term of office.

*MOTION CARRIED*

**MINUTES OF THE MEETING OF SEPTEMBER 10, 2019:**

It was noted that on page 3, under completed items, a reference should be made to 4105 Maywood Street and not 4106 Maywood Street. It was then

**MOVED AND SECONDED:**

That the minutes of the meeting of September 10, 2019 be adopted as amended.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

In the absence of the President there was no President's report.

***All owners are reminded that they are responsible to repair and maintain the internal components of their strata lot. If a strata lot is experiencing an issue that could potentially cause damage to another unit (such as a leak from a dishwasher, washing machine, shower etc.) the owner should immediately arrange for repairs to prevent the likelihood of damage.***

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statement

The Strata Manager tabled the financial statement for August 2019. The Treasurer reported that she had reviewed the financial statement and found it to be in order. It was

**MOVED AND SECONDED:**

That the financial statement for August 2019 be adopted as distributed.

**MOTION CARRIED**

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, staff are requested to obtain additional information on comments raised by the owner of unit 1202 Tower III, pertaining to the charging back of expenses to the owner's strata lot from a water leak that originated within the strata lot.

Final discussion on this matter will take place at the next meeting of the Strata Council.

Members of Council then reviewed correspondence from the owner of unit 102 Tower III, wherein the owner has requested Council's consideration of several items. After review of the owner's submission it was

**MOVED AND SECONDED:**

That staff be instructed to correspond to the owner of unit 102 Tower III, advising that the Strata Council would not authorize a refund of the owner's special levy payment, would not approve the owner renting out their strata lot as a bed and breakfast unit, and that the Strata Corporation would not be fixing repairs required to her unit from a recent water leak investigation, wherein the cause of the water leak was determined to be from another strata lot.

**MOTION CARRIED**

Collections

The Strata Manager tabled for Council's information copies of correspondence with regards to the charging back of expenses to units 102 and 204 Tower III, unit 1202 Tower III, unit 710 Tower II, and to unit 1006 Tower II for the Strata Council's information.

2) **Staff Report**

Janitorial Services Quotations

Pursuant to discussions held at the previous meeting of the Strata Council, the Strata Manager tabled copies of quotations for alternative janitorial services.

A lengthy discussion then ensued with respect to the service provided by Priority Building Services and the perception of how those services are being seen and received.

At the conclusion of the discussion, staff are requested to contact Priority Building Services and request that the janitorial staffing be changed from two people, four hours per day; to one person, 8 hours per day.

Parkade Powerwashing

The Strata Manager tabled for Council's information copies of correspondence from various contractors with regards to the cleaning of the underground parking area. After review of the quotations submitted it was agreed by members of Council that these quotations would be tabled for consideration and implemented in the spring of 2020.

Snow Clearing & Salting Services

The Strata Manager tabled a proposal from Knightsbridge Property Services for supplemental snow clearing and salting services for members of Council's information. It is noted that the contractor has provided supplemental services to the Strata Corporation in the past when snow falls exceed the ability of on-site staff to attend to the same.

***All residents are reminded that items placed in the organics recycling container should be properly wrapped. This will help prevent the sides of the containers from being soiled, which results in cleaning and possible pest issues.***

Meeting Directives

The Strata Manager tabled copies of the directives and action items from the previous meeting of the Strata Council for Council's information.

Abell Pest Control Inc.

The Strata Manager tabled copies of the service inspection reports as received from Abell Pest Control Inc. since the last meeting of the Strata Council.

3) **Mechanical**

BC Hydro Tariff Rates

The Strata Manager tabled copies of correspondence from BC Hydro with respect to the possible savings that the Strata Corporation might derive from authorizing a change of the applicable rate schedule. After review of the information submitted, it was

**MOVED AND SECONDED:**

That staff be authorized to notify BC Hydro on the acceptance of their proposed rate change, in order to garner the Strata Corporation additional savings through reduced energy costs.

**MOTION CARRIED**



#### Technical Safety BC

The Strata Manager tabled copies of the boiler operational permits as received from the BC Safety office for members of Council's information.

#### Mechanical Maintenance Quotations

The Strata Manager confirmed that as discussed at the previous meeting of the Strata Council, several mechanical maintenance contractors have been contacted with regards to their providing a quotation for mechanical system maintenance. At this time staff are awaiting receipt of quotations from the contractors. It is anticipated that the quotations would be available for consideration by Council at their next meeting.

#### Honeywell

The Strata Manager tabled copies of a report and a quotation from Honeywell with respect to recommended repairs. After consideration of the recommended items and estimated costs for the same, it was agreed that the funding for the work be included in the next Capital Project Plan for the 2020 fiscal year.

***Members of Council wish to remind all residents, that should you find you are unable to control your baseboard heating system within your strata lot, the most common cause of the situation is a failure of the zone valve or thermostat within the strata lot. Both of these components are the responsibility of the strata lot owners to repair and maintain. It is recommended that should these components be malfunctioning that the owners are to have them checked for possible repairs by a competent contractor.***

#### 4) In Progress

The Strata Manager advised that the following remained in progress: envelope repair maintenance work updates by Hestia Management; completion of Metro Vancouver water main work and required tree removal; investigation of water leak at unit 1702 Tower II; and a report of a motor vehicle break-in (underground parkade).

With regards to the above, Metro Vancouver who was undertaking water main repair work in the area, has noted the need to remove a tree which will be severely compromised on the Strata Corporation's property as a result of the work being performed. Metro Vancouver has requested the permission of the Strata Corporation to remove the tree, which will be undertaken at their cost.

After review of the information submitted, it was

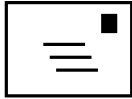
#### MOVED AND SECONDED:

That staff be authorized to grant Metro Vancouver approval for the removal of the tree in question.

#### MOTION CARRIED

#### 5) Correspondence

The Strata Manager tabled for Council's information copies of correspondence regarding welcome packages; improper storage in parking stall; noise complaint; in-suite modifications; oil spill in parking stall; improper washing of balcony.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Staff are requested to ask Hestia Management to notify the Strata Council when the next scheduled meeting would be pertaining to the building envelope repairs.

Discussion then ensued regarding the protocols pertaining to the functioning of a second Committee investigating envelope repairs. After a lengthy discussion it was

**MOVED AND SECONDED:**

That permission be granted to Strata Council member Yang Fei to release the protocol information to the second Committee investigating envelope repairs on the operations of a Committee.

**MOTION CARRIED**

It was then agreed that the next meeting of the Strata Council would be Wednesday, November 27, 2019 at 6:00 pm, in the Tower I meeting room.

***Please note that any motor vehicle parked in the underground parking area must have a minimum off-road vehicle type insurance policy with a third party liability provision if not insured for road use.***

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:33 pm, until Wednesday, November 27, 2019 at 6:00 pm in the Tower I meeting room.

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### **MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW 524, TIMES SQUARE, HELD ON THURSDAY, SEPTEMBER 19, 2019, AT 7:00 PM IN THE COMMON ROOM OF PARK AVENUE TOWERS, 4134 MAYWOOD STREET, BURNABY, BC**

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#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Natalie Battista, at 7:30 pm.

#### **CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:**

Subsequent to registration of the attendees by members of the Strata Council it was determined that 168 owners were represented at the meeting, comprised of:

	<u>In Person</u>	<u>By Proxy</u>
Tower I	51	14
Tower II	39	11
Tower III	28	25

A quorum for the meeting consisted of 75 eligible voters, and the meeting was competent to proceed with the business at hand.

#### **FILING OF PROOF OF NOTICE OF MEETING:**

The President read into the record the notice of meeting which was distributed to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the meeting.

#### **MINUTES OF THE MEETING OF MARCH 12, 2019:**

The minutes of the meeting of March 12, 2019 were adopted as distributed.

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **STRATA COUNCIL REPORT:**

The Strata Council President, Ms. Natalie Battista, submitted the following report:

My name is Natalie Battista and I am the President of your Council of Strata Plan NW 524. I would like to welcome you and thank you for attending our Special General Meeting. I would like to introduce our Council members to you: Laurene Robison is the Vice President and on the Building Committee; Dennis Goodman is Treasurer; Greg Bennett is on the Building Committee; Martha Russell is on the Parking Committee; Yang Fei, who we must thank for arranging it so we were able to rent this room for our SGM; and Judy Fujiki. I would also like to introduce Mr. J.P. Daem of Hestia Management, who is the Project Manager overseeing the window replacements. He will answer your questions this evening pertaining to the resolution and window replacement.

I would like to correct a typographical error on page 25 of my letter to the owners; the date should read January 31, 2020 instead of 2010.

At this time, the Strata Council cannot recommend to the owners that they approve the special levy in the suggested amounts.

I would like to take this opportunity to thank those who attended the meetings pertaining to the window replacement trial mockup at suite 208 III, and especially the renters of that strata lot who had to deal with all the inconveniences that went on for several months during the mockup. A thank you to J.P. Daem, who diligently represents the owners as Project Manager and oversaw the mockup and everything dealing with the windows and their replacement. I would also like to thank all the owners for their patience, especially those with leaking windows as we deal with all the problems we encounter while proceeding towards the end result, replacing our windows.

Thank you.

**NEW BUSINESS:**

Receipt of JRS Engineering Tender Summary Report

The JRS Engineering tender summary report was tabled for information. An owner questioned the comments made by JRS regarding the failure of three invitees to submit bids. Mr. Daem, Project Manager, indicated that of the three firms, one company specialized in low-rise buildings and had no prior experience with high-rises, one company had indicated (contrary to the comments made by the consulting engineers) that they were quite willing to quote on the project if requested by Hestia Management to do so, and that the third company probably would have not submitted a bid, as notwithstanding the fact that Hestia had never worked with that company they had in the past worked with a precursor (Alumni Painters) and had disqualified them from a number of projects due to the fact they were not able to obtain MPDA certification for work done by Alumni Painters.

$\frac{3}{4}$  Vote Resolution – Revised Repair Budget and Special Levy

It was

**MOVED AND SECONDED:**

That:

WHEREAS at the Annual General Meeting held March 20, 2018, the owners approved a special levy in the amount of \$7,657,555.00 for the purpose of carrying out the recommended work which was to be done in substantially the same manner as described in Section 4.3 of the JRS Engineering Report dated January 27, 2017 (the Window Repairs);

AND WHEREAS, based on the tenders received, The Owners, Strata Plan NW 524 (the “Strata Corporation”) will require an additional \$6,864,637.50 to complete the Window Repairs and to pay the cost of the Window Repairs including but not limited to contractor costs, engineering costs, consultant costs, strata management costs and legal costs (Window Repair Costs);

NOW THEREFORE BE IT RESOLVED by a  $\frac{3}{4}$  vote of the Strata Corporation that, in compliance with sections 108 and 109 of the *Strata Property Act*, the owners hereby approve a special levy in the amount of \$6,864,637.50 to pay for the Window Repair Costs (the “Special Levy”). Each strata lot’s share of the Special Levy is calculated based on the unit entitlement of each strata lot and is set out on the attached Schedule A. Each strata lot’s share of the Special Levy is due and payable on September 19, 2019 but for the purpose of convenience only, an owner of a strata lot may pay to the Strata Corporation their share of the Special Levy in 24 equal payments commencing January 1, 2020. If an owner sells a strata lot before that strata lot’s share of the Special Levy is paid in full, that strata lot’s share of the Special Levy will become immediately due and payable. Interest at 10% per annum compounded annually will be charged on all late payments of the Special Levy.

In the event an owner fails to pay the Special Levy when due (the "Special Levy Arrears"), the Strata Corporation is authorized to withdraw funds from the contingency reserve fund in order to meet any shortfall in funding the Window Repair Costs due to Special Levy Arrears. Any funds withdrawn to pay Special Levy Arrears will be repaid to the contingency reserve fund as the Special Levy Arrears are collected by the Strata Corporation.

Any two members of the Strata Council are authorized to execute and deliver those agreements and documents which relate to or are necessary in connection with the Window Repairs.

Question was called on the motion and it was

*DEFEATED UNANIMOUSLY*

**OTHER BUSINESS:**

The President advised that the Project Manager would provide an overview of the work done at unit 208 III, which was intended to be a mockup trial repair, and that the floor would then be open for questions and/or comments from the ownership.

Mr. Daem, Project Manager representing Hestia Management, provided an overview of the process and ultimate trial mockup repairs completed at 208 Tower III from the period of June 2018 through May 2019. He indicated that the Strata Council had been advised that the trial mockup repairs were expected to cost between \$12,000.00 to \$35,000.00, but that the original cost estimates submitted by the consulting engineers suggested estimated costs of some \$68,000.00, resulting in the Strata Council performing its due diligence and obtaining further estimates prior to awarding the contract for the work.

JRS Consulting Engineers then determined that they would proceed with the awarding of the contract by way of a formal tender, and the work was ultimately awarded to Unique Restoration at a base contract cost of \$58,230.00. Mr. Daem advised that this cost eventually ballooned to \$82,674.00, which included \$18,960.00 for investigation of an uneven slab edge which was noted during the course of construction and which was the subject of a report to the Strata Council. The Project Manager indicated that concern was expressed that this condition might not be limited to unit 208; consequently, JRS were commissioned to do investigations on all 12 elevations of the three towers to determine whether or not this condition prevailed throughout the project.

An owner interjected, advising that he was a Professional Engineer working for Westbank Developers and suggesting that the installation of the windows was not a complicated procedure and did not require any sophisticated engineering detail. He suggested that Westbank utilized Korean windows at \$35.00 per square foot and not the local windows costing in excess of \$75.00 per square foot.

Mr. Daem then finished his report, noting that while the repairs were originally to take six weeks, they lasted in excess of six months due to the problems with the original awarding of the contract, the additional investigations on the slab edge, as well as some structural details required in order to manufacture special brackets to secure the windows in accordance with current building code requirements as recommended and specified by the consulting engineers.

During the course of the open discussion, a number of owners suggested that given the overruns and the significant increase in costs that had arisen over the past 18 months, the project be suspended and the Strata Corporation obtain independent legal counsel in order to determine how to proceed from this point on. Mr. Daem noted that the Strata Council had already sought legal counsel (a copy of whose opinion was included with the notice of meeting),

and had suggested that it wished to consider a change in consulting engineers due to some of the events that had taken place over the past several months.

Owners expressed their total dissatisfaction that the approved amount of \$7.6 million, which had been recommended to them by the engineers and by strata management, was now insufficient to meet the financial requirements. The Project Manager noted that he had been advised by the Strata Council that it had been suggested at the meeting when the special levy was approved that there might be some changes to the budget, albeit not in the amount of \$6.8 million, but that it was fully anticipated by all parties that some additional funds might be required. The owners vociferously objected to that statement, saying that the ownership had been “taken for a ride” by both JRS and Strataco.

A number of owners suggested that based on the measurements they had taken in their units they anticipated the costs to replace their windows would vary from \$13,000.00 to \$15,000.00. An owner, who worked for Centra, asked whether PVC windows had been considered and noted that such windows would be considerably cheaper. Mr. Daem noted that the engineers had recommended aluminum frames and that while PVC windows could be given consideration if that was the wish of the ownership, it was not being recommended by the consultants retained by the Strata Corporation and that there were some code limitations relating to the use of PVC windows in high-rise buildings that would have to be investigated.

In answer to the continued interjections from the owners in regards to the rise in costs for the window replacement program, the Project Manager reminded them that the project had changed significantly from the original window replacement project, to include substantial targeted building envelope repairs due to the discovery of a number of building code deficiencies, in particular the strength of the metal stud support walls, which had to be upgraded from 26 gauge to 18 gauge, as well as some flashing requirements. Mr. Daem also noted that the new cladding on those elevations that are to be redone due to the above would be rain screened as opposed to face sealed.

In response to the suggestion that the project be suspended, an owner, who advised he was a building envelope engineer who had previously worked for JRS, suggested that suspending the project was not a viable option as the Strata Corporation needed to deal with those unit owners who were experiencing water ingress into their units. He suggested that by doing nothing the Strata Corporation could be subject to legal action by any of those owners who were currently suffering from water ingress, and that this could increase the costs of the project significantly over what was being reported at this time if an administrator was appointed by the courts to oversee the work. He suggested that the Strata Corporation work to find ways to cut costs, even if this were to incorporate vinyl windows in some locations as had been suggested by another owner.

A number of owners echoed the sentiment that the Strata Corporation should look at ways to save money, and a number of inquiries were made as to the actual costs of the trial mockup repair. Mr. Daem advised that the overall trial mockup repairs cost \$114,000.00 inclusive of the contractor and project management costs, but net of engineering costs. He advised that the engineering costs had been separated as some of the expenses which had been incurred by the Strata Corporation would relate to the overall project, such as the costs for initial design review, preparation of the specifications, code consultants etc. In answer to a question from the owners, Mr. Daem advised that a total of approximately \$100,000.00 had been billed by JRS to the Strata Corporation, but that some of the expenditures were currently under review at the direction of the Strata Council; consequently, approximately \$35,000.00 had not been paid and the amount stated above was the total amount of fees billed but not necessarily paid.

Mr. Yang Fei, member of the Strata Council, indicated that he had on a number of occasions questioned the methodology proposed by JRS, noting that it was his view that the JRS solution was the most expensive one that could be recommended. He advised that his firm had in the past saved clients thousands of dollars in reviewing work proposed by other firms, and cited more specifically the current caulking work being done at Park Avenue Towers (on whose Strata Council he served as Vice President) as an example of a project whose bids ranged from \$180,000.00 to \$600,000.00, with the work currently being done professionally and efficiently at a significant savings to the ownership. He noted that with committed owners, projects such as these can be done at a reasonable price and without excessive fees, but it requires a significant amount of work by those volunteers willing to assist. He further indicated that as stated by the Project Manager, the Strata Corporation had paid for and obtained the design and specifications and drawings for the window replacement program, which were therefore the property of the Strata Corporation to be used at the Strata Corporation's discretion. While some engineering firms would be reluctant to use other people's designs and drawings for liability reasons, the Strata Corporation should obtain the electronic copies of these materials so that they could be used at a later date. Mr. Fei reminded the owners that he had indicated at the spring 2018 meeting that he felt the \$7.6 million budget was conservative, and that it was his view this was still the case, and that the repairs being proposed were not sophisticated and there was no need to be providing some 20% or almost \$2 million in contingency in the allotted funds. This led to further comments by a number of owners that they had lost trust in the management company, noting that there was very little maintenance being done in the buildings, that the owners' interests were not being looked after, and that JRS had not been monitored and had allowed the costs to escalate from the original budget of \$6 million to the current budget of \$14 million.

An owner suggested that ServiceMaster had been retained by Strataco to deal with a leak 10 years ago and that the owner had questioned their charges, which subsequent to meetings with the contractor had been reduced by 40%. The owner noted that this company was still being used at Times Square and questioned how many dollars of overcharges had occurred over the past 10 years.

An owner asked about the amount of interest that had been earned on the special levy that was currently being maintained by the Strata Council. A member of Council advised that to date \$132,504.61 had been earned on the money that was being invested by the management company.

It was suggested that a subcommittee of the ownership, comprised of those professionals who had spoken at the meeting, be appointed to oversee the project.

Another owner complained that owners had been advised by the Strata Council that they would have a right to choose the type of windows that would be used and that this had not happened, and that decisions had been made without any knowledge or any information being given to the ownership, and suggested a total lack of transparency.

Another owner confirmed that all owners are concerned with responsible spending and thanked those owners who had volunteered their time to date towards the successful completion of the window replacement project.

An owner then addressed the meeting, noting that Strataco Management had brought JRS to the table, and that it appears from the information provided by some of the professionals in attendance at the meeting that JRS had deceived the ownership, and/or that there had been no due diligence done on the project. An owner echoed these comments, citing a meeting with an outside professional who had called the situation facing Times Square "outrageous". A number

of owners suggested that a subcommittee be struck to decide on how to cut costs, and how to wisely spend the special levy money that had been raised.

Mr. Yang Fei indicated that establishing such a committee could be beneficial to the Strata Corporation, and had in many other projects worked successfully, but noted that this would require a significant commitment by those individuals prepared to assist, and that they should be prepared to commit 10 to 25 hours per week.

An owner asked whether a decision could be made concerning the management company. Mr. Fei advised that this was not the subject of this meeting and would have to be the subject of another meeting.

The Strata Council President then addressed the meeting, indicating that while she had taken note of some of the comments and concerns raised by some of the owners, a change in management company was a significant undertaking and that she had a number of connections in other Strata Corporations who had changed management companies, all of which had proven to be detrimental and lead to further changes. She asked whether the owners really wanted to proceed down this path, and indicated it was a matter that would have to be given considerable thought. An owner advised that he had complained of a rodent infestation for over three months and that no action had been taken. The President advised that she was not aware of the complaint but that it would be reviewed.

It was suggested that the meeting regarding the window replacement program seemed to have exhausted relevant discussion related to the program, and it was

**MOVED AND SECONDED:**

That the meeting be adjourned.

**MOTION CARRIED**

**ADJOURNMENT:**

The meeting adjourned at 9:00 pm.

**STRATACO MANAGEMENT LTD.**  
**101 – 4126 Norland Avenue**  
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/sj



## Important Information - please have it translated

这是重要的通知，请翻译后仔细阅读

### **MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, SEPTEMBER 10, 2019, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

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Council in attendance: Natalie Battista, President  
Laurene Robison, Vice President/Building Committee  
Dennis Goodman, Treasurer/Building Committee  
Martha Russell, Parking Committee  
Gregory Bennett, Building Committee  
Judy Fujiki  
Yang Fei (arrived 6:27 pm)

Allan Grandy,  
Strataco Management Ltd.

#### **CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Natalie Battista, at 6:02 pm.

#### **MINUTES OF THE MEETING OF JULY 9, 2019:**

It was

#### **MOVED AND SECONDED:**

That the minutes of the meeting of July 9, 2019 be adopted as distributed.

*MOTION CARRIED*

#### **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

#### **PRESIDENT'S REPORT:**

*All owners are reminded that they are responsible to repair and maintain the internal components of their strata lot. If a strata lot is experiencing an issue that could potentially cause damage to another unit (such as a leak from a dishwasher, washing machine, shower etc.) the owner should immediately arrange for repairs to prevent the likelihood of damage.*

#### **STRATA MANAGER'S REPORT:**

##### **1) Finance Report**

##### Financial Statements

The Strata Manager tabled the financial statements for June and July 2019. The Treasurer reported that she had reviewed the financial statements and found them to be in order. It was

#### **MOVED AND SECONDED:**

That the financial statements for June and July 2019 be adopted as distributed.

*MOTION CARRIED (5 in favour, 0 opposed, 1 abstained)*

#### Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Staff were requested to forward correspondence to an owner concerning an unpaid chargeback relating to a water escape from within the strata lot.

#### Arrears Notice

The Strata Manager tabled for Council's information copies of arrears notices forwarded to owners concerning unpaid fees.

#### Collections

The Strata Manager tabled correspondence sent to the mortgage holder for strata lot 186 concerning unpaid strata fees.

#### 2018 Corporate Tax Return

The Strata Manager confirmed that the 2018 corporate tax return had been filed with CRA on behalf of the Strata Corporation.

## 2) Staff Report

#### Weekend Janitorial Staff

Council discussed concerns with the performance of the weekend janitorial staff, as well as the overall performance of Priority Building Services since they assumed janitorial duties at Times Square. Council noted that despite meetings and requests that certain items be addressed not all items are being attended to properly. Staff were requested to obtain alternative quotations for janitorial services to be considered at the next Council meeting, with a view to possibly replacing Priority Building Services.

#### Directives

The Strata Manager tabled for Council's information copies of directives arising from the previous Council meeting.

#### Pest Control

The Strata Manager tabled correspondence to Abell Pest Control advising of acceptance of a proposed fee increase, service reports received, and a proposal to supply rodent control bait stations on the property.

***All residents are reminded that items placed in the organics recycling container should be properly wrapped. This will help prevent the sides of the containers from being soiled, which results in cleaning and possible pest issues.***

Council discussed the current condition of the larger metal recycling totes provided by the City of Burnaby. Staff were requested to ask the City to exchange the bins with clean ones as over the years the interior surfaces of the bins become quite soiled with organic materials.

Council discussed the proposal from Abell Pest Control to install rodent bait boxes outside the buildings, after which it was

**MOVED AND SECONDED:**

To accept the proposal from Abell Pest Control for the provision of rodent control bait boxes.

**MOTION CARRIED**

Indemnity Agreement Summary

The Strata Manager tabled the summary of Indemnity Agreements updated on August 9, 2019.

**3) Mechanical**

BC Hydro

The Strata Manager tabled information from BC Hydro concerning possible savings available to the Strata Corporation by switching to an alternative rate schedule. Staff were requested to obtain further information from BC Hydro on the estimated savings to assist the Council in understanding the recommendation being made.

Direct Energy

The Strata Manager tabled correspondence to Direct Energy regarding the renewal of the natural gas purchase agreement effective November 1, 2019 as previously approved by Council.

Fire Safety System

The Strata Manager tabled the fire system deficiency report received from Voltech.

**4) Insurance**

The Strata Manager noted that the Strata Corporation's insurance policy would come up for renewal on January 1, 2020, and that in the past the insurance premium had been paid by borrowing funds from the contingency reserve fund (CRF), which is then repaid during the course of the fiscal year. It was

**MOVED AND SECONDED:**

That staff be authorized to borrow funds from the CRF to pay the 2020 insurance policy renewal premium, with the borrowed funds to be repaid during the ensuing fiscal year.

**MOTION CARRIED**

**5) Completed Items**

The Strata Manager reported that the following items had been completed since the last meeting of the Strata Council: roof fall arrest system inspection reports and certification; exterior repair at unit at 4105 Maywood by Total Projects; interior repair at unit at 4300 Mayberry by Total Projects; repair to membrane surfaces at all three towers by Total Projects; repair to deteriorating concrete in underground parking area; approval of revised inaccessible window cleaning quote from Ace Window Cleaners.

**6) In Progress**

The Strata Manager advised that the following remained in progress: window replacement program (Hestia Management); water main work by Metro Vancouver; receipt of underground parkade power washing quotations.

It was noted that a Special General Meeting regarding the window replacement program, balcony saddle repairs, and stucco wall repairs was scheduled for September 19, 2019.

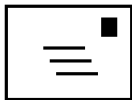
Two quotations have been received for underground parkade power washing and a third quotation is expected shortly.

**7) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding welcome packages; submission of Indemnity Agreement documentation; noise complaint; improper storage of bicycle on balcony; request for service dog verification documents; improper storage of cupboard on balcony; improper storage of clothes rack on balcony; modifications to bathroom; discharge of water during balcony washing; water damage repairs; vehicle repairs; improper coloured window coverings; chargeback of water damage expenses; unauthorized modification to common property; request for motor vehicle insurance verification.

Staff were requested to contact the resident caretaker concerning the requirement to lock up service rooms in the evening, and to obtain estimates for the clean up and renovation of the washrooms atop the towers.

Several members of the Strata Council volunteered to clean up and remove unwanted items from the Tower III library.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

***Please note that any motor vehicle parked in the underground parking area must have a minimum off-road vehicle type insurance policy with a third party liability provision if not insured for road use.***

**Honeywell**

A member of Council noted that it appeared Honeywell has not resolved the functionality of the actuators for the hallway ventilation system. While this matter is to be referred back to Honeywell once again by staff, staff were also requested to provide alternative quotations for mechanical system maintenance.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:08 pm, until Tuesday, October 8, 2019, at 6:00 pm in the Tower I meeting room.

**STRATACO MANAGEMENT LTD.**

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, JULY 9, 2019, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

---

Council in attendance:                      Natalie Battista, President  
   Laurene Robison, Vice President/Building Committee  
   Dennis Goodman, Treasurer/Building Committee  
   Martha Russell, Parking Committee  
   Gregory Bennett, Building Committee  
  
   Allan Grandy,  
   Strataco Management Ltd.

Absent with leave:                            Judy Fujiki  
   Yang Fei

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Natalie Battista, at 6:23 pm.

**DELEGATION:**

The owners of strata lot 54, who had not attended the Annual General Meeting, addressed the Strata Council to raise questions concerning the budget which had been approved by the ownership. Discussion was held concerning the Strata Corporation's insurance policy, lock repairs, and phone line expenses reflected in the prior year's budget. At the conclusion of discussion, the owners left the meeting, with Council thanking them for attending.

**MINUTES OF THE MEETING OF JUNE 20, 2019:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of June 20, 2019 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President again reminds all owners of the importance of having and maintaining homeowner insurance policies. With the Strata Corporation's rising insurance deductibles owners have an increased exposure to possible claims against their policies for repairs such as those recently necessary at Times Square.

**STRATA MANAGER'S REPORT:**

**1)     Finance Report**

Financial Statements

The Strata Manager tabled the financial statements for April and May 2019. The Treasurer reported that she had reviewed the financial statements and found them to be in order. It was

**MOVED AND SECONDED:**

That the financial statements for April and May 2019 be adopted as distributed.

**MOTION CARRIED**

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff other than those actions already initiated by the Strata Corporation.

Arrears Notice

The Strata Manager tabled for Council's information copies of arrears notices forwarded to strata lot owners having unpaid fees.

**2) Staff Report**

Caretakers

The Strata Manager confirmed that a meeting had been held on site with the janitorial staff, caretaker and management to review various cleaning deficiencies within the buildings. Expectations were clarified and a further meeting will be held to evaluate the progress being made.

To assist in their understanding of the responsibilities of Priority Building Services, a copy of their contract will be resent to the Council members.

During discussions with Priority Building Maintenance the need to ensure the vacuuming of all common area hallways on a weekly basis was emphasized, along with the performance of the weekend relief caretaker and the cleaning of the entrance ramps to the underground parking area etc.

Staff were requested to obtain estimates for power washing of the underground parking area. While this work has been discussed in the past, no final decision has been made on proceeding. Dirt builds up in the underground parking area and is ultimately tracked into the buildings. Cleaning the parking area will reduce some of the dirt being tracked in.

**3) Mechanical**

Fire Safety System

The Strata Manager tabled correspondence to Voltech authorizing them to correct the deficiencies noted by Council at their previous meeting.

Elevators

The Strata Manager tabled correspondence exchanged with City Elevator concerning repairs to an elevator.

**4) Completed Items**

The Strata Manager reported that the following items had been completed since the last meeting of the Strata Council: window cleaning deficiencies reported to Ace Window Cleaners, and receipt of notification from Ace of a price increase.

It was

**MOVED AND SECONDED:**

To accept the price increase notification from Ace Window Cleaners.

***MOTION CARRIED***

The Strata Manager confirmed that balcony repairs had been done at a strata lot in Tower I.

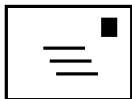
**5) In Progress**

The Strata Manager advised that the following remained in progress: window replacement project; water leak repairs at two strata lots in Tower III (internal leak); repairs to two parking stalls in P1/P2 levels; change in assigned parking stalls to accommodate over height vehicle.

Council noted that in recent months two water leaks had been reported which originated from within strata lots, with the cause being failed shower control taps. All owners, including non-resident owners, are reminded of the importance of monitoring the operation of all fixtures within their strata lots, and carrying out repairs if and when problems become evident. This is especially important with plumbing fixtures.

**6) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding welcome letters; submission of Form K; unauthorized use of supplemental parking stall; improper storage on balcony; insuite modification; request to change assigned parking stall; chargeback of expenses; oil spill cleanup in underground parking area; improper window coverings; repairs to strata lot (water damage); chargeback of expenses due to water leak; unauthorized parking.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (NW 524) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

**Document Disposal**

It was

**MOVED AND SECONDED:**

To authorize staff to purchase an inexpensive shredder for use by Council in disposing of documents after Council meetings.

***MOTION CARRIED***



Council Directives

Staff were requested to:

- check on a fluid spill between parking stalls #135/136 on the P1 level near Tower II
- forward correspondence to a unit concerning improper storage of an item on the balcony

Natural Gas Purchase Agreement

Council discussed the recommendations of Direct Energy concerning renewal of the Strata Corporation's natural gas purchase agreement. The current contract for natural gas purchasing will expire on October 31, and Direct Energy has recommended that clients consider authorizing future renewals during the summer while natural gas prices are at a low point. Council acknowledged the benefits of the Direct Energy natural gas purchase agreement, and it was

**MOVED AND SECONDED:**

That staff instruct Direct Energy to renew the natural gas fixed purchase agreement for the Strata Corporation for the period November 1, 2019 through October 31, 2020.

*MOTION CARRIED*

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:03 pm, until Tuesday, September 10, 2019 at 6:00 pm in the Tower I meeting room.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON THURSDAY, JUNE 20, 2019, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

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Council in attendance:      Natalie Battista, President  
   Laurene Robison, Vice President/Building Committee  
   Dennis Goodman, Treasurer/Building Committee  
   Martha Russell, Parking Committee  
   Gregory Bennett, Building Committee  
   Judy Fujiki  
   Yang Fei  
  
   Allan Grandy,  
   Strataco Management Ltd.

**CALL TO ORDER:**

The meeting was called to order by Natalie Battista, Strata Council President, at 6:05 pm.

**MINUTES OF THE MEETING OF MAY 23, 2019:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of May 23, 2019 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President wished to remind all residents that the bylaws of the Strata Corporation require window coverings facing the outside of the building be of a white or off white colour. The display of coloured drapes or blinds of a different colour as permitted by the bylaws is prohibited.

The President lastly noted that some residents are utilizing venetian style blinds. In some cases, the blinds are not hanging properly. Residents are reminded of the importance of ensuring that their window coverings are properly affixed and hanging properly as viewed from the outside of the property.

**STRATA MANAGER'S REPORT:**

**1)      Finance Report**

**Financial Statements**

The Strata Manager tabled the financial statement for the month of April 2019. The Treasurer reported that she has received and reviewed the financial statement.

It was

**MOVED AND SECONDED:**

That the financial statement for the month of April 2019 be adopted as distributed.

*MOTION CARRIED*

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, it was

MOVED AND SECONDED:

That a lien be authorized for placement against strata lot 186 for the collection of all outstanding monies and associated costs of collection pursuant to the provisions of the bylaws of the Strata Corporation and the Strata Property Act of BC.

*MOTION CARRIED*

**2) Staff Report**

Abell Pest Control

The Strata Manager tabled copies of the most recent service reports as received from Abell Pest Control along with notification from the contractor of a price increase as permitted by their contract for services. After review of the correspondence outlining the price increase, it was

MOVED AND SECONDED:

That staff be authorized to notify Abell Pest Control of the acceptance of their price increase.

*MOTION CARRIED*

AAA Wildlife Control

The Strata Manager tabled copies of correspondence to AAA Wildlife Control with respect to the control of Canada geese activity on top of one of the buildings.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information, copies of the updated Indemnity Agreement summary as amended since the last meeting of the Strata Council.

Directives

The Strata Manager tabled for Council's information copies of the action items following the previous meeting of the Strata Council.

Smoking and Ashtrays

The Strata Manager tabled copies of correspondence with respect to the building being a non-smoking building and whether or not ashtrays should be left outside of the entrances to the towers. Council discussed this at a prior meeting.

Council then requested that staff arrange for the installation of no smoking signs near the entrances to the buildings and roof garden areas.

**3) Mechanical**

Fortis BC

The Strata Manager tabled correspondence from Fortis BC with respect to the conversion from Direct Energy to Fortis BC should the Strata Council be so interested.

It is noted that the Strata Council had previously indicated their desire to remain with Direct Energy for natural gas purchases.

City Elevator

The Strata Manager confirmed that City Elevator has attended to the repairs to the failed Tower II elevator system.

Honeywell

The Strata Manager tabled copies of correspondence confirming Honeywell's instruction to proceed with the replacement of a failed pressure reducing valve at Tower III.

Global Electric

The Strata Manager tabled copies of additional information and an updated quotation for the replacement of the defective electrical transformer on the P1 level outside Tower I. After review of the documentation submitted by Global Electric, it was

**MOVED AND SECONDED:**

That staff be instructed to proceed with the replacement of the defective electrical transformer on the P1 level outside of Tower I as per the quotation submitted by Global Electric. This matter was to be considered an emergency repair with costs to be paid for from the contingency reserve fund of the Strata Corporation.

*MOTION CARRIED (6 in favour, 4 opposed, 1 abstention)*

***Council wished to remind all owners that if they cannot control heat coming from their baseboard heating system, and the problem persists for more than one or two days, there is likely a problem with either the thermostat or the zone valve that controls the flow of hot water through the baseboard heating system internal to the strata lot. The building was originally constructed with pneumatic thermostats and zone valves, which can be replaced with electronic thermostats and zone valves. The use of electronic components reduces the costs of repairs to the thermostat and zone valves in the future should additional repairs be required later on. The cost to repair or replace zone valves and thermostats is the responsibility of the strata lot owner.***

***Council further reminds all owners that they should not be opening windows to control excessive heat within their strata lot on an ongoing basis so as to avoid repairing their thermostats or zone valves. This is extremely wasteful of heat and the cost to provide the heat is incurred by the Strata Corporation.***

City of Burnaby

The Strata Manager tabled correspondence from the City of Burnaby with respect to the annual testing of the backflow devices located on the fire alarm fire sprinkler system, potable water system and irrigation system.

4) **In Progress**

The Strata Manager advised that the following remained in progress: window replacement project by Hestia Management; water leak investigation at strata lot 157; consideration of quotation for membrane replacement work at west patio Tower II; consideration of quotation for water damage repairs at 9<sup>th</sup> – 12<sup>th</sup> floors Tower III from Servicemaster; completion of deficiencies from inaccessible window cleaning by ACE Window Cleaners; completion of annual roof anchor inspection by Cascadia; investigation of water ingress at strata lot 164 by All Elements ; completion of authorized tree and shrub maintenance work by Bartlett Tree Experts; completion of annual fire system deficiencies by Voltech.

With regards to the above, it was

**MOVED AND SECONDED:**

That staff be instructed to accept the proposal of Total Projects for membrane repairs at Tower II.

**MOTION CARRIED**

With regard to water damage repairs involving units from the 12<sup>th</sup> through 9<sup>th</sup> floors of Tower III, it is noted that the cause of the water leak has been determined to be from an internal component of a strata lot. The Strata Corporation has arranged for a plumbing contractor to affect the required repairs, the cause of the leak and emergency drying procedures have been implemented to best secure the building and minimize resultant damage. As the cause of the water leak is from the failure of a component internal to a strata lot, the cost for the plumbing charges and emergency repair procedures will be charged back to the source unit.

The remaining structural repairs to the strata lots affected the by the water leak will then be left in the hands of the individual strata lot owners for reporting to their homeowner insurance policies as the total cost of the damage falls below the deductible of the Strata Corporation.

5) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding cooking odours; service dog; installation of laminate flooring; improper storage of cupboard on balcony; pet bylaw inquiry; removal of door mat from common hallway; information to owner on source of water leak; abandoned appliances left on the property; insurance claim Proof of Loss form; need to use proper parking decals; emergency access to strata lot; unauthorized short term rental of strata lot; parking bylaw infractions; outstanding parking stall rental fees.

With respect to the reporting of cooking odours, staff were requested to inquire of Honeywell as to whether or not the hallway pressurization system was operating properly.

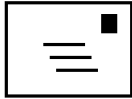
With regard to the temporary housing of a service dog, staff were requested to have the unit owner provide verification that the service dog was certified within British Columbia.

With respect to improper parking of motor vehicles in violation of the parking regulations, it was

**MOVED AND SECONDED:**

That staff be authorized to assess a \$25.00 fine for each and every subsequent report of improper parking of a motor vehicle on site by the occupants of strata lot 217.

***MOTION CARRIED***



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your **Strata Plan # (NW 524)** at the **beginning** of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Staff were requested to ask the landscapers to reduce the size of a rhododendron which is partially obscuring the visibility of the loading zone sign in front of Tower III.

Staff were requested to pass on concerns to the weekend caretakers that their overall services were not meeting expectations.

Staff were requested to arrange for the cleaning and repair of the steps to the sundeck level at Tower III.

Staff were requested to contact All Elements with regard to the return of keys to a strata lot owner which had been utilized for the purposes of allowing water damage repairs.

Staff were requested to arrange for repairs to an exit fire door on the P2 level of Tower I.

Staff were requested to check on whether or not a Form K has been submitted by an owner of a strata lot in Tower I who is believed to have recently arranged to rent out the strata lot.

Staff were requested to advise the janitorial firm of deficiencies in the cleaning of the elevator at Tower I.

Council then discussed the possible use of the common property by an owner and guests as part of a social function. A review of the existing bylaws was undertaken at it pertains to this matter.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:07 pm, until Tuesday, July 9, 2019 at 6:00 pm in the Tower I meeting room.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON THURSDAY, MAY 23, 2019, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

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Council in attendance:                      Natalie Battista, President  
   Laurene Robison, Vice President  
   Dennis Goodman, Treasurer  
   Martha Russell, Parking Committee  
   Greg Bennett, Building Committee (arrived 6:50 pm)  
   Yang Fei (arrived 6:24 pm)

   Allan Grandy,  
   Strataco Management Ltd.

Absent with leave:                              Judy Fujiki

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Natalie Battista, at 6:11 pm.

**MINUTES OF THE MEETING OF APRIL 9, 2019:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of April 9, 2019 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President reminded all residents that pursuant to the bylaw amendments approved by the owners at the recent Annual General Meeting, Times Square is a no-smoking complex. Smoking is not permitted within the buildings, within the strata lots or outside of the buildings on common property.

**STRATA MANAGER'S REPORT:**

**1)      Finance Report**

**Financial Statements**

The Strata Manager tabled the financial statements for January, February, March and April 2019. The Treasurer reported that the statements through March 2019 had been reviewed, and asked that a specific invoice be re-coded from an interior repair to an electrical repair account. It was

**MOVED AND SECONDED:**

That the financial statements for January, February and March 2019 be adopted subject to the re-coding requested by the Treasurer.

*MOTION CARRIED*



#### Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No collections action was recommended by staff other than those actions already initiated by the Strata Corporation.

#### Collections

The Strata Manager tabled correspondence from Hamilton & Co. concerning collections action against a strata lot, noting that the special levy due and payable from the strata lot had now been paid in full.

#### Arrears Notices

The Strata Manager confirmed the distribution of notices to those strata lots with unpaid strata fees.

#### GIC Renewal

The Strata Manager tabled GIC renewal documentation for funds held in the Strata Corporation's special levy account.

## **2) Staff Report**

#### Janitorial Services

Council was advised that staff had met with the new janitorial contractor concerning reported and observed deficiencies in service. This matter was discussed with the management of Priority Building Services and they have confirmed their commitment to make the adjustments necessary to address all issues. Several members of Council advised that improvements in service had already been seen, and it is hoped that all matters of concern will shortly be resolved. Staff were requested to ask the janitorial and caretaking staff to ensure the bins are not placed out too early on pick up days.

#### Meeting Directives

The Strata Manager tabled a list of the meeting directives/action items arising from the previous Council meeting.

#### Laundry Machine Usage

The Strata Manager tabled correspondence from a resident concerning a person using more than one laundry machine at one time.

#### Ashtrays

Council reviewed correspondence concerning the suggested removal of the ashtrays at the building entrances. After discussion it was

#### **MOVED AND SECONDED:**

That the ashtrays remain in place.

#### ***MOTION CARRIED***

#### Proposed Bylaw Amendment

The Strata Manager tabled correspondence from an owner suggesting the Strata Corporation consider rescinding the pet prohibition bylaw. During discussion members of Council noted that revoking the bylaw has been discussed and voted on by the ownership approximately seven times since it was enacted in 1982, and defeated each

time. It was agreed the matter would be tabled and revisited when Council considers the agenda/notice of meeting for the next Annual General Meeting.

Parcel Lockers

The Strata Manager tabled correspondence from Canada Post offering to install parcel lockers in the lobbies of each building. Council reviewed the information and noted that the matter had been considered some time ago. Council members revisited their opinions on whether parcel lockers should be placed in the lobbies, and at the conclusion of discussion it was

**MOVED AND SECONDED:**

That permission be given to Canada Post to install parcel lockers in the lobbies.

*MOTION DEFEATED (3 in favour, 4 opposed: Chairperson cast deciding vote)*

Pest Control

The Strata Manager tabled the service reports received from Abell Pest Control since the last meeting.

**3) Mechanical**

Elevators

The Strata Manager tabled correspondence concerning repairs required to the Tower II elevator system due to a power surge. The matter has been referred to the Strata Corporation's insurers as a claim under the mechanical contract.

PRV Replacement

The Strata Manager tabled a report and quotation from Honeywell for replacement of a PRV at Tower III. The original reinstalled PRV is failing, resulting in a leak from the water heater booster pump system. After reviewing the Honeywell submission, it was

**MOVED AND SECONDED:**

That Honeywell proceed with the PRV valve replacement at Tower III.

*MOTION CARRIED*

Irrigation System

The Strata Manager tabled correspondence from University Sprinklers concerning relocation of a sprinkler system controller to allow the system to operate more effectively. It was

**MOVED AND SECONDED:**

That the work outlined by University Sprinklers be completed.

*MOTION CARRIED*

Honeywell

The proposed renewal of the service agreement with Honeywell was tabled for consideration at the next meeting.

Fire Safety System

The Strata Manager tabled correspondence from Voltech regarding the annual fire safety system inspection, along with a quotation to correct deficiencies identified during the inspection. Council noted that the strata lots with outdated in-suite smoke detectors would be responsible for replacement of the detectors, at the individual owner's expense and not the Strata Corporation's. After reviewing and amending the deficiency notice provided it was

**MOVED AND SECONDED:**

That Voltech be authorized to proceed with the correction of deficiencies with the exception of the items identified that are not the responsibility (or expense) of the Strata Corporation.

*MOTION CARRIED*

Tower I Transformer

It was reported that noise affecting some residents of Tower I had been traced to the P1 level electrical transformer. The transformer has been inspected by two electrical contractors and both have identified that it has reached the end of its useable service life. Quotations were received from Global Electric and McKinley Electric to replace the transformer. After review it was

**MOVED AND SECONDED:**

That Council acknowledge that replacement of the Tower I electrical transformer is an urgent item that should be considered an emergency repair, and that staff obtain from Global Electric (low bidder) additional information on the repair process and new transformer for Council's review prior to awarding the contract. Afterwards, the repair is to proceed and be considered an emergency expense to be paid from the contingency reserve fund.

*MOTION CARRIED UNANIMOUSLY*

**4) Completed Items**

The Strata Manager reported that the following items had been completed since the last Council meeting: water damage repair at Tower III by Total Projects.

**5) In Progress**

The Strata Manager advised that the following remained in progress: window replacement project (Hestia Management); water damage repairs by Total Projects and All Elements Services at several strata lots in Tower II; water damage repairs in Tower III: drain backup/odour investigation; removal of two dead trees by Bartlett Tree Experts; replacement of damaged concrete bench in courtyard; window washing.

It was

**MOVED AND SECONDED:**

To accept the proposal from Bartlett Tree Experts for work outlined in their maintenance recommendations, including the removal of two dead trees.

*MOTION CARRIED UNANIMOUSLY*

It was

**MOVED AND SECONDED:**

To accept the quotation from All Elements Services (lowest option) for replacement of the damaged concrete bench.

**MOTION CARRIED**

**6) Insurance**

The Strata Manager tabled the revised proof of loss relating to fire damage repairs at Tower II. It was agreed that prior to signing off on the proof of loss a final notice would be sent to the two affected strata lot owners to ensure they are satisfied with the repairs completed by the Strata Corporation's insurers.

**7) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding welcome packages, window replacement program, noise emanating from strata lot, assessment of move in fee, abandoned appliances, water escape, chargeback of expenses, outstanding parking rental fees.

Council requested that staff forward correspondence to strata lot 143 regarding the improper display of window coverings.



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**OTHER BUSINESS:**

**Council Directives**

Staff were requested to:

- forward correspondence to the owner of strata lot 208 regarding the requirement to apply/display proper parking decals on vehicles at all times when parked in the underground parking
- forward correspondence to the owner of strata lot 217 regarding the tenants parking in a parking stall which they are not authorized to use
- ask a contractor to repair a door lock on the 11<sup>th</sup> floor of Tower I
- forward correspondence to the resident of strata lot 76 asking that a mat outside of the front door be removed
- have a contractor check on the operation of a motion detector at the northeast corner of Tower III

**Water Leaks**

Council reviewed a water leak which originated in a unit in Tower III and impacted several strata lots. After a lengthy discussion it was agreed that staff would provide additional information to

Council on the leak. Council noted that should the amount of damage not exceed the Strata Corporation's applicable insurance deductible, individual strata lot owners may have to report the damage to their homeowner insurers. Any owner with damaged personal belongings, betterments or improvements should automatically notify their insurers as the Strata Corporation does not provide insurance coverage for those items. At this time it appears the water leak originated within a strata lot.

It was requested that a water leak which appears to be originating from beneath the Tower II emergency generator be investigated, and that a contractor inspect a water leak that is affecting parking stall #177.

#### EV Charging

Council discussed at length the possible provision of EV charging services. The Strata Corporation currently does not provide facilities to charge electric vehicles, and residents may not plug them into the common area plugs in the underground to charge. Council considered options that may be available to the Strata Corporation to provide EV charging in the future, how such systems are installed and how the costs are shared. It was agreed that the matter would be tabled for consideration at a future meeting.

#### Security Cameras in Underground

Staff were requested to ask the security camera contractor to provide a quotation to install security cameras in the underground parking area. An extensive number of cameras would be required to cover the large area, entailing considerable cabling work, and the Strata Corporation would also have to upgrade its multiplexer to enable the larger number of cameras to function on the system.

#### Improper Disposal

A member of Council noted that a restoration contractor working in Tower III has left bags of hazmat material for disposal outside of the Tower.

#### ADJOURNMENT:

There being no further business, the meeting adjourned at 9:05 pm, until Tuesday, June 18, 2019, at 6:00 pm in the Tower I meeting room.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, APRIL 9, 2019, AT 6:00 PM IN THE TOWER I MEETING ROOM, 4300 MAYBERRY STREET, BURNABY, BC**

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Council in attendance: Laurene Robison  
Martha Russell  
Natalie Battista  
Gregory Bennett  
Dennis Goodman

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Judy Fujiki  
Yang Fei

**CALL TO ORDER:**

The meeting was called to order by Natalie Battista, Strata Council member, at 6:05 pm.

**ELECTION OF STRATA COUNCIL OFFICERS:**

Nominations were then called for the position of Strata Council President. Natalie Battista was duly nominated. There being no further nominations was declared elected by acclamation.

Nominations were then called for the position of Strata Council Vice President. Laurene Robison was duly nominated. There being no further nominations was declared elected by acclamation.

The following Committee appointments were then confirmed:

Treasurer	Dennis Goodman
Building Committee	Laurene Robison, Greg Bennett, Dennis Goodman
Parking Committee	Martha Russell, Rick Egdorf

**MINUTES OF THE MEETING OF FEBRUARY 12, 2019:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of February 12, 2019 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President wished to remind all residents that as per discussions at the Annual General Meeting, the water loss deductible for the Strata Corporation has been increased by the Strata's insurers to \$75,000.00 per claim. It is therefore, very important that all owners ensure that not only do they have adequate homeowner insurance policies, but that their insurance policies include provisions to indemnify the owner from the Strata Corporation charging back the water loss deductible of the amount noted in the Strata's insurance policy.

The President then tabled the Form I's to allow for registration of the bylaw amendments as approved by the ownership at the Annual General Meeting. It was then

**MOVED AND SECONDED:**

That the Form I's be signed and returned to staff for registration in the Land Title Office pertaining to the bylaw amendments approved by the ownership at the Annual General Meeting.

*MOTION CARRIED UNANIMOUSLY*

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Strata Manager tabled the financial statements for the months of January and February 2019. The financial statements were tabled pending review by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, no action was recommended by staff on any collection matters other than those actions already initiated by the Strata Corporation.

Hamilton & Co.

The Strata Manager tabled copies of correspondence from Hamilton & Co. with respect to foreclosure action against two strata lots pertaining to the collection of unpaid special levy fees.

Arrears Notice

The Strata Manager tabled for Council's information copies of correspondence sent to four strata lots concerning unpaid strata fees.

**2) Staff Report**

Janitorial Contract

The Strata Manager tabled copies of documentation confirming the termination of the janitorial service agreement with Kirei Cleaning Services and the retention of Priority Building Services as the new janitorial contractor of record.

It is noted that the new janitorial firm has commenced work and while there will be a substantial learning curve for the contractor to work their way through during the first month, it is anticipated that satisfactory results will be achieved in the end.

Pest Control

The Strata Manager tabled for Council's information copies of the service reports received from Abell Pest Control.

Meeting Directives

The Strata Manager tabled copies of the Strata Council meeting directives and action items flowing from the prior meeting of the Strata Council.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information copies of the updated Indemnity Agreement Summary.

Water Damage Repairs

The Strata Manager tabled copies of correspondence with respect to water damage repairs as commented on by an owner at the Annual General Meeting. It is noted that the referred to water damage repairs were not a black water leak, but rather a grey water leak and the restoration contractor has noted that there would be no need for the Strata Corporation to replace carpets, cabinetry or counters within the strata lot as a result of this loss as all items can be easily and routinely salvaged.

Staff were then requested to forward correspondence to the owner of strata lot 94 with regard to the Strata Council's decision to not authorize or approve the replacement of carpeting, counters or cabinetry in the unit, as all matters pertaining to the water loss would reflect that the components are salvable, and as the total cost of the repairs is below the insurance deductible of the Strata Corporation, the responsibility for repairs would rest with the strata lot owner.

**3) Mechanical**

Voltech

The Strata Manager tabled copies of correspondence as forwarded to Voltech resulting from a risk assessment review by the Strata Corporation's insurers, Aviva Canada.

Fortis BC

The Strata Manager tabled copies of correspondence from Fortis BC with respect to the steps that would have to be taken by the Strata Corporation to move from its current natural gas purchase agreement with Direct Energy to purchasing natural gas from Fortis should the Strata Corporation so determine to do so.

Citywide Plumbing

The Strata Manager tabled copies of correspondence to Citywide Plumbing regarding the completion of backflow prevention testing as required by the City of Burnaby.

Honeywell

The Strata Manager confirmed that Honeywell has been requested to investigate a humming sound as experienced in Tower I.

It is noted by a member of Council that the noise may in fact be originating from the P1 level electrical transformer. Staff were requested to forward this possibility to an electrical contractor for inspection.

Elevator Repairs

The Strata Manager tabled copies of correspondence to City Elevators with respect to repairs required as a result of a breakdown of the elevating system.

**4) Completed Items**

The Strata Manager reported that the following items had been completed since the last Council meeting: repair to north and south entry gate systems by Overhead Door;



replacement of coin operated dryer in Tower I; repair to parkade ceiling by Total Projects; installation of door sweeps on five fire doors by All Elements.

With respect to the door sweeps, a member of Council inquired as to why the contractor had installed the sweeps on the outside of the door instead of the inside. This question was to be referred to the contractor.

5) **In Progress**

The Strata Manager advised that the following remained in progress: window replacement program; water damage repairs at strata lot 224; water damage repair at strata lot 157; consideration of quotation for concrete repairs; window washing by Ace Window Washers; receipt of report from owner in response to correspondence for improper storage of bicycle on a balcony; investigation of water leak to Tower III elevator pit; warranty repair by the Concrete Philosopher; receipt of documentation from insurers regarding an insurance claim involving strata lot 56.

With regards to the above, Council reviewed the submission from Total Projects for concrete repairs to the underground parking area. After review of the quotation, it was

**MOVED AND SECONDED:**

That staff be authorized to instruct Total Projects to proceed with the required repairs, and to also check on a possible repair that may be required on the P2 level ramp.

*MOTION CARRIED UNANIMOUSLY*

6) **Insurance**

**Slip and Fall**

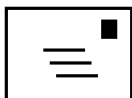
The Strata Manager tabled copies of correspondence regarding the report of a slip and fall, and the settling of the issue.

**Risk Inspection Report**

The Strata Manager tabled copies of a risk inspection report as submitted by Aviva Canada as part of their ongoing risk inspection for insured properties.

7) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding election to the Strata Council; appreciation for retiring Strata Council members; construction noise; submission of Indemnity Agreement; chargeback of expenses; letter of appreciation.



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**OTHER BUSINESS:**

**Depreciation Report**

With respect to a member of Council's query, it was noted that as the ownership at the Annual General Meeting did not vote to approve the waiving of the requirement of a depreciation report, staff would be obtaining quotations for the preparation of a depreciation report that can be provided to the ownership at the next Annual General Meeting for approval and funding.

**Drain in Garbage Room**

Staff were requested to check on a drain in the garbage room by Tower III for proper operation.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:49 pm, until Thursday, May 23, 2019 at 6:00 pm in the Tower I meeting room.

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**MINUTES OF THE CONSTRUCTION MEETING, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, APRIL 2, 2019, AT 10:30 AM IN THE MEETING ROOM – TOWER II, 4105 MAYWOOD STREET, BURNABY, BC**

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Council in attendance:      Natalie Battista  
   Martha Russell  
   Dennis Goodman  
   Gregory Bennett  
   Laurene Robison

   J.P. Daem,  
   Hestia Management Ltd.

Guests in attendance:      Adam Jarolim, Ren Bai & Torsten Ball, JRS Engineering  
   Kevin Khan & Troy Westlake, Unique Restoration  
   Rick Egdorf, Owner

**CALL TO ORDER:**

The meeting was called to order at 10:30 am.

**WAIVER OF NOTICE:**

It was

**MOVED AND SECONDED:**

That the notice of the meeting be waived.

*MOTION CARRIED UNANIMOUSLY*

**PURPOSE OF THE MEETING:**

The purpose of the meeting was to review the trial mockup repairs and provide direction to the construction team on the preparation of the tender documents for the window replacement project.

**PROGRESS REPORT:**

Unique advised that work was now substantially complete with the metal panels having been received and installed, stucco painting to be completed by next week, with the only remaining item being the installation of the custom window flashings that had to be manufactured due to the window recess into the opening.

Mr. Khan indicated that once the stucco painting and flashing installation are complete, the scaffolding can then be removed.

**JRS ENGINEERING:**

**1)      Slab Edge Recession**

Mr. Jarolim then reported on the additional investigations which had been carried out to the slab edge based on the conditions found at unit 208, Tower III, and advised that, while there had been a consistent finding of slab edge recess from approximately  $\frac{3}{4}$ " – 1" throughout the 12 randomly selected openings, the ragged edge conditions found at unit 208 had not been found in other locations.

Based on these findings, however, JRS were currently finalizing a reinforcement detail for the window opening based on the slab edge observations and were attempting to establish the most economic and efficient way of providing a reinforcement detail that would accommodate the recess and the structural requirements for the new windows.

Mr. Jarolim indicated that in discussions with the contractor, they had advised that in order to ensure a continuous work schedule, the removal of the old windows and installation of the plates and brackets prior to the installation of the new windows could not be scheduled within the same day and would therefore require the windows to be boarded up over night to enable the preparatory work to proceed on the first window removal day, with the new window installation to take place on the following day. JRS noted that failing this approach, attempting to complete all of the work within the same day would cause significant down time for the contractor and also slow down the overall process of the major project if only one set of windows can be worked on at a time.

There was general agreement by Council that the suggestion of completing the work over two days and requiring the windows and sliding doors in any given unit to be boarded overnight would be acceptable.

**2) Choice of Window Manufacturer**

Mr. Jarolim reviewed the problems which had been experienced with one of the two windows installed at unit 208, Tower III, noting that while the window had ultimately been replaced by Retro Teck, there had been some delay and inconvenience as a result of these technical problems. JRS indicated that, notwithstanding these problems, they were still confident with the Retro Teck product and reminded the Strata Council that the original budgets were based on the price obtained by Retro Teck (\$75.00 per square foot) as opposed to the price that had been suggested by some of the other window manufacturers (Starline, at \$120.00 per square foot).

In discussions with Unique and Hestia, concerns had been raised not only with the technical aspects of the Retro Teck window, but also the overall relationship and attitude of the window manufacturer and a suggestion and recommendation had been made to seek out alternative suppliers. A-1 Windows had been suggested and had been successfully used by both Retro Teck and Hestia and were currently being vetted by JRS on another project. JRS therefore indicated that they would, in their project manual, include and obtain costings from both companies and would, hopefully prior to the Strata Corporation seeking tenders, have made a determination on the suitability of A-1 Windows as a potential supplier. The question was then raised from Council with regards to the awning opening of the windows and JRS confirmed that there would be no restrictors on the awning opening as the design of the window was such that the opening window was above guardrail height and met the building code requirements. JRS advised that this had been confirmed by the chief building inspector for the City of Burnaby.

Further questions then arose with regards to the direction of the sliders and uniformity of approach to the window replacement. JRS indicated that in earlier design meetings, it had been agreed that existing in situ conditions would be retained where possible and that any changes to existing could cause permitting delays with the City of Burnaby, as well as potentially cause difficulties for the Strata Corporation from an esthetic point of view.

3) **Construction Methodology**

General discussion then arose with regards to the overall methodology of proceeding with the window replacement project. JRS advised that three factors were taken into consideration in determining the approach to the contract, namely quality, costs and scheduling.

Mr. Jarolim indicated that, normally, scheduling is left up to the contractors and that they are requested to provide the most cost-effective approach to undertaking the project. In preliminary discussions, Unique had indicated that, should they be awarded the contract, it would be their preference to work on all three towers at once, with scaffolding being installed to a single elevation to each tower (and possibly wrapping around corners where required) in order to enable work at various stages of the window replacement and targeted repair procedures to be undertaken without downtime. Mr. Khan briefly explained the manner in which the work crews would be allocated so as to ensure maximum efficiency and continuity while at the same time ensuring that costs related, for example, to scaffold rentals were minimized. In answer to a question from Council, both JRS and Unique indicated that they anticipated the completion time for the total project to be approximately two years.

4) **Balcony Finishes**

JRS briefly reviewed their proposed scope of work, noting that this scope of work does not involve any rehabilitation of the balcony horizontal surfaces beyond the 6" away from the building envelope. It was noted that a number of balconies showed spalling of the concrete and that the paint surfaces on many were in poor condition. It was anticipated that during the course of construction, these conditions would be exasperated and that when the balconies are power washed subsequent to completion of the work, these conditions would be made worse. JRS explained that without proceeding with the concrete repairs and applying an approved membrane to the balconies (all of which would involve a considerable cost factor), it was not deemed prudent to incorporate this work into the window replacement contract to avoid any issues with the permitting process at the City of Burnaby.

Mr. Daem indicated that it had been his position that owners would express dissatisfaction if the balconies are not treated cosmetically to restore them to an acceptable condition subsequent to the completion of the window replacement program and suggested that the balconies could be painted with a non-slip paint material outside of the window replacement project as part of the Strata Corporation's maintenance programs. It was generally agreed that this would be the proper course of action and it was suggested that the contractor be requested to protect the balcony surfaces as much as possible, in particular for those balconies where there was tile that had been installed by the owners. In discussion of the tile, the Strata Council was reminded that the contractor would be cutting back the tile approximately 6" and that the current contract did not call for any rehabilitation to be done, but that tile could be reinstalled subject to treatment of the membrane in accordance with the manufacturer's requirements.

As the tiling of the balconies was a home owner improvement and subject to the assumption of responsibility agreements, there was unanimous concurrence by Council that any costs related to the rehabilitation of the tile surfaces would be the responsibility of the individual strata lot owners.

JRS also noted that an area of concern related to the sill height at the sliding door, noting that due to the size of the sliding door mullion, this height was increased slightly over the existing height which was already above the new building code allowances and that a detail was therefore being reviewed to eliminate a plywood sleeper currently installed within the door frame to maintain the sill height at the existing level which would be allowed by the City of Burnaby. JRS also reviewed some of the features of the new windows and sliders, noting that as part of its water shedding capabilities, there was a water trough to the inside of the door delineated by an aluminum lip extending approximately 1" from the sill. There was general agreement that this could be a cause of complaints from residents and that alternatives were currently being reviewed to determine whether this aluminum edge could be powder coated to match the colour of the frame, or whether it could be hidden by way of a moulding that would be installed along the length of the patio slider. Unique were to provide a mockup of a moulding for review by the Strata Council as this was deemed the most efficient and economic way of dealing with the anticipated concern.

5) **Fiberglass Batt**

JRS had sought direction from the Council members as to the policy moving forward on replacement of the fiberglass insulation once the exterior walls have been opened. It was noted that the insulation had been replaced at unit 208, Tower III, and that while in many areas the insulation would still be functional, some areas might require replacement. Mr. Daem noted that it was suggested that 20% allowance be allowed in the contract for fiberglass batt replacement, with the balance to be done on a unit price basis if necessary.

Some discussion then ensued on whether there was a possibility of improving the R factor of the insulation and JRS noted that while more R efficient materials exist, once in place in the walls, the R factor would be significantly reduced as a result of the metal studs and consequently, there was no purpose in proceeding with an insulation replacement program on that basis.

6) **Landscape Protection & Removal**

The consulting engineers indicated that during the course of the main project and with the installation of the scaffolding, some areas in the immediate vicinity of the building will have to be cleared to provide unimpeded access. It was noted that the stipulated price contract could include removal, relocation and replacement of landscape material but JRS recommended that these tasks be left to the Strata Corporation's landscape contractor to enable the Strata Corporation to relocate certain shrubs if it was felt these were worth saving, to reduce costs as it would delete the overhead and profit charges by the general contractor and would be best dealt with by the Strata Corporation subsequent to completion of the project in order to reestablish the landscaping based on the Strata Corporation's wishes.

JRS also noted that, notwithstanding the responsibilities for the landscape work, a landscape plan will have to be submitted to the City of Burnaby as part of the permitting process and may require the retention of an arborist if certain trees are to be removed and the City requires an arborist certificate to confirm not only the removal but also the replacement of the shrubs, as well as the retention of a landscape architect if the City requires that a revised landscape plan be submitted as the Strata Corporation formed part of a comprehensive development bylaw.

It was agreed that, based on the discussion, the Strata Corporation's landscape contractor would be requested to undertake whatever removal, relocation and/or plant replacement that may be required as a result of the window replacement project and that the work to be done and the shrubs and trees to be removed or relocated are to be flagged during a site tour with the contractor prior to commencement of the work.

**7) Site Security**

JRS requested clarification and direction from the Strata Council representatives on the extent of security required during the construction. It was noted that the minimal security that would be incorporated within the contract at this time, based on discussions with the Project Manager, would be modular fencing around the base of the scaffolds (similar to that installed at unit 208, Tower III) and motion lights to be installed on the scaffolding itself to detect any unwanted activity on the scaffolding after construction hours.

There was a general agreement that, pending any problems or any further requirements, these security measures would suffice at this time.

**8) Tendering**

Based on the current progress of the work, it was anticipated that a draft project manual (i.e. specifications) would be available by mid-May and, subject to review by the Strata Council, the final tendering documents should be available by the end of May.

This would also be subject to the vetting process for the alternative window manufacturer being completed by JRS.

It was suggested that this would, therefore, allow for tendering to proceed during the month of June, with the possibility of a contract being awarded by mid-July and/or the need for the calling of a Special General Meeting if additional funds are required to be determined at that time.

During the course of the discussion, Mr. Daem requested that the tendering documents ensure that 90-day provisions are included for the approval of the tenders to enable the Strata Corporation to convene a Special General Meeting if necessary.

It was also suggested to the Council representatives that the start date to be determined in the tendering documents be left open for the contractor to choose to allow for maximum flexibility and better pricing if contractors who are currently committed for the balance of the current calendar year can schedule the commencement of this project in early 2020.

**9) Construction Team**

The Strata Council and Project Manager then reviewed the work which had been completed at unit 208, Tower III, with the general consensus being that the Strata Council was very satisfied with the work done by Unique Restoration, notwithstanding some of the delays, most of which were not the result of the contractor's fault, but rather due to engineering details being required due to in situ conditions and delays resulting from the obtaining of certain materials specific to the site. It was noted that most of these items had now been resolved as a result of the mockup trial repairs and that the supply of materials would not be a major contributing factor for the large project as the quantities required were far greater and, therefore, would provide for much greater priorities on the part of the manufacturers.

Some concern was also expressed with respect to the time required to obtain some of the customized details from the consulting engineers; however, again, it was noted that most of these were the result of unique conditions which occurred onsite and required input from some of the structural engineering staff to ensure that the proposals and details would meet code, as well as be suitable for the overall project.

Generally, the Strata Council members felt that the current consulting engineers were knowledgeable of the building's needs and design and that, to date, there had been no problems related to any of the technical aspects of the details which they had provided for the mockup trial repair.

The Strata Council representatives therefore felt confident to move ahead with the consulting engineers and project management team and indicated that the ultimate choice of the general contractor would be subject to a review of the tenders that were to be received.

A discussion also ensued on the tendering process and the list of the available contractors that would be invited to bid on this project. It was agreed that this decision would be held in abeyance, pending receipt of the project manual and that the list of invited contractors would be discussed with the construction team at that time, prior to the bid documents being sent out.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 12:30 pm.

/ac



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW 524, TIMES SQUARE, HELD ON TUESDAY, MARCH 12, 2019, AT 7:00 PM AT THE HILTON METROTOWN, BALLROOM #3, 6083 MCKAY AVENUE, BURNABY, BC**

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**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Natalie Battista, at 7:18 pm.

**CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:**

The Strata Manager reported that subsequent to the calling of the roll and certification of proxies it had been determined that there were 222 eligible voting members. Quorum consisted of 1/3 of those eligible to vote, or 75 voting members. From Tower I there were 25 owners present and 21 represented by proxy; from Tower II there were 25 owners present and 8 represented by proxy; from Tower III there were 15 owners present and 18 represented by proxy. The total of 112 voting members constituted a quorum and the meeting was competent to proceed with the business at hand.

**FILING OF PROOF OF NOTICE OF MEETING:**

The Strata Manager read into the record the notice of meeting which was distributed to all registered strata lot owners in accordance with the requirements of the Strata Property Act of BC and the bylaws of the Strata Corporation, stating the date, time, place and purpose of the meeting.

**MINUTES OF THE MEETING OF MARCH 20, 2018:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of March 20, 2018 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

It was noted that a major item from the previous Annual General Meeting was the resolution to approve the replacement of the windows and balcony saddle repairs, with such to be funded by way of a special levy. At the present time a mock-up of the repairs at Tower III is anticipated to be completed in the next few weeks. Once the mock-up is finished Council will be meeting with its consultants, after which an information meeting of the ownership will be called to update all on the status of the proposed work.

**STRATA COUNCIL REPORT:**

On behalf of the Council, Ms. Natalie Battista, Council President, addressed the ownership. A copy of her report is attached to and forms part of the record of the meeting.

**GOVERNANCE:**

**Bylaw Amendments**

The Strata Manager introduced the two bylaw amendments which were discussed and approved by the Strata Council at its most recent meeting. The first bylaw would establish that NW 524 – Times Square, is a “no smoking” complex. Smoking would not be permitted in any common areas, on limited common property, or within the strata lots. The second bylaw would establish that the growing or cultivation of marijuana on the common property, limited common property or within a strata lot is prohibited.

The meeting discussed the prohibition on smoking, noting that there appears to be an increasing trend in Strata Corporations to consider such a bylaw. The owners were advised that complaints which surround odours from cooking, smoking etc. can be dealt with by way of the nuisance bylaw contained within the Strata Corporation's existing bylaws. The bylaws were reviewed by legal counsel on behalf of the Strata Corporation, and the consulting lawyer had indicated they were satisfied with the current wording of the nuisance bylaw.

At the request of the Strata Council legal counsel has prepared the wording for the two bylaw amendments to be considered by the ownership.

It was

**MOVED AND SECONDED:**

That:

**WHEREAS** the Strata Corporation proposes to amend its bylaws.

**BE IT RESOLVED** that:

1. The existing bylaws of the Strata Corporation be amended by
  - (a) deleting bylaw 5(10); and
  - (b) adding bylaw 3 (31) as follows:
    - (31) *Without limiting the generality of Bylaw 3(1), no owner, tenant, occupant, or visitor shall smoke or use a cigarette, cigar, pipe, e-cigarette, marijuana, hookah pipe or other substance or smoking equipment:*
      - (a) *on any part of the common property, including but not limited to corridors, hallways, stairways, the hobby room, parking areas, storage areas, sun deck, pool area and sauna, garden areas, lounge, lobby, mail room, balconies, patios, and decks; or*
      - (b) *in strata lot; or*
      - (c) *in any manner whatsoever that may:*
        - (i) *unreasonably interfere with the ability of any person to use and enjoy the common property, limited common property, or a strata lot; or*
        - (ii) *cause a nuisance to any person, including but not limited to nuisance from smoke or odours; or*
        - (iii) *constitute a fire hazard; or*
        - (iv) *constitute a health risk to any person.*
2. The Strata Council register the amendments set out in this Resolution in the Land Title Office. Any two members of the Strata Council may execute any documents required to register the amendments.

A secret ballot was requested. Three scrutineers counted the ballots, after which the motion was declared

*CARRIED (97 in favour, 15 opposed)*

It was

*MOVED AND SECONDED:*

That the ballots be destroyed and that appreciation be extended to the scrutineers.

*MOTION CARRIED*

It was

*MOVED AND SECONDED:*

That:

**WHEREAS** the Strata Corporation proposes to amend its bylaws.

**BE IT RESOLVED** that:

1. The existing bylaws of the Strata Corporation be amended by the addition of Bylaw 3(32) as follows:

*(32) No owner, tenant, occupant, or visitor will grow or cultivate marijuana plants on or within a strata lot or common property.*

2. The Strata Council register the amendments set out in this Resolution in the Land Title Office. Any two members of the Strata Council may execute any documents required to register the amendments.

Following a show of voting cards indicating either support for or opposition to the resolution the resolution was declared

*CARRIED (96 in favour, 8 opposed)*

Indemnity Agreement Ratification

The Strata Manager introduced the proposed  $\frac{3}{4}$  vote resolution to add to the Schedule of Indemnity Agreements contained within the bylaws those Indemnity Agreements entered into between strata lot owners and the Strata Corporation during the past year. It was noted that the Strata Corporation considers such a resolution at the Annual General Meetings if Indemnity Agreements have been signed and need to be added to the schedule, and that this practice had been ongoing since the bylaws were substantially revised in 2002. It was

*MOVED AND SECONDED:*

That:

**WHEREAS** The Bylaws of the Strata Corporation provide for the manner and conditions whereby owners may alter common property or the strata lot; and

**WHEREAS** Said bylaws require that the owners accept responsibility for the expenses incurred in the maintenance of the common property and/or the strata lot, in accordance with Section 72 (3) of the Strata Property Act, and bylaw 6 (3) of the Strata Corporation; and

**WHEREAS** The Owners and Strata Council have executed the Indemnity Agreement related to said alterations;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan NW 524, hereby ratify the approval of said alterations to the strata lot by the owners of strata lots 32, 61, 62, 71, 136, 138, 139, 145, 213 and 224; and

**BE IT FURTHER RESOLVED THAT** Bylaw 6 (3) of the Strata Corporation's bylaws be amended to reflect the execution of an Indemnity Agreement related to modifications to the strata lot as between the owners of strata lots 32, 61, 62, 71, 136, 138, 139, 145, 213 and 224, and the Strata Corporation.

*MOTION CARRIED UNANIMOUSLY*

**FINANCE REPORT:**

The Strata Manager was called upon to introduce the proposed 2019 operating budget and capital project plan. The Strata Manager reviewed the provisions of the budget and capital project plan with the owners, noting that two major items had impacted the operating budget proposed for 2019. The first was a significant increase in the cost to renew the Strata Corporation's insurance policy, with the second being an increase in the allowance for natural gas. With respect to the insurance policy, it was noted that the company performing the annual insurance appraisal (the value of which is used to set the insurance policy value) had advised the Strata Corporation of an error in their calculations in the past. The corrected numbers were approximately 30% higher, and had an immediate and significant impact on the cost to renew the policy. Further, as a result of the Strata Corporation's poor loss history the insurers had imposed not only a rate increase but also had significantly increased the applicable deductibles. The water loss deductible had increased from \$15,000.00 to \$75,000.00; the general deductible had increased from \$2,500.00 to \$10,000.00. As a result, the cost of renewing the Strata Corporation's policy had significantly risen when compared with the prior year's cost, and the proposed budget has been amended accordingly.

It was noted that the Strata Corporation had renewed the contract with Direct Energy for the purchase of natural gas. Direct Energy has been used for natural gas purchases for a number of years. While the Strata Corporation had entered into a fixed contract for 80% of its estimated consumption of natural gas at what were felt to be favourable rates, due to the natural gas line rupture outside of Prince George and the wildly fluctuating costs of natural gas which is being purchased as "balancing gas" to establish the total gas purchases of the Strata Corporation, the overall cost of natural gas has risen on a year-over-year basis and increased funding has been allowed for this.

It was noted that the proposed 2019 operating budget calls for a strata fee increase of approximately 8%. The majority of the increase directly relates to the costs for renewal of the insurance policy and the purchase of natural gas. The remaining expense accounts had been adjusted minimally. The proposed budget calls for a contribution to the contingency reserve fund in an amount similar to the contribution made the previous year.

The Strata Manager then referred to the proposed capital project plan, noting that the Strata Corporation has used such a plan for a number of years to identify non-annual reoccurring expenses and funding for such, giving the Council authority to attend to certain repairs each year. The Strata Council has updated the capital project plan, which was attached to the notice of meeting for the ownership's information.

During discussion of the budget an owner commented that she was seeking information on a water loss which impacted her strata lot, and asked for assistance in obtaining a copy of the final invoice for repairs to the six strata lots affected by the water loss.

An owner commented on interior repairs which are required to a strata lot in Tower II due to a drain backup. The matter was referred to staff for investigation.

An owner advised of a periodic water leak into the Tower III locker room on the P1 level. The matter was referred to staff for follow up.

In response to an owner's question, it was noted that staff had contacted other insurance brokers who offer specialized insurance policies for Strata Corporations in an attempt to obtain additional quotes for renewal of the policy. As a result of the poor water loss history of Times Square the brokers declined to quote. It was also noted that the insurance policy which the Strata Corporation has contains favourable wording not available in other policies.

An owner commented that replacement of the enterphone system is not in the capital project plan. It was noted that there is an annual budgeted amount for maintenance of the enterphone system and at this time the maintenance contractor had not indicated any problems in their ability to service and maintain this equipment.

It was noted that an operating deficit was realized in the 2018 fiscal year and that a special resolution is being presented to clear this deficit by way of a transfer from the contingency reserve fund to the operating fund.

It was

MOVED AND SECONDED:

That:

**WHEREAS** the Strata Corporation has realized a net operating fund deficit of approximately \$9,282.00 during the 2018 fiscal year; and

**WHEREAS** the Strata Property Act of BC establishes the need of the Strata Corporation to clear the operating deficit as part of the next fiscal year's operating budget plans; and

**WHEREAS** the Strata Council recommends that the operating deficit be cleared by the transferring of \$9,285.00 from the CRF of the Strata Corporation to the operating fund of the Strata Corporation; and

**WHEREAS** the Strata Property Act of BC establishes the manner by which a Strata Corporation may authorize and approve the withdrawal of funds from its CRF;

**BE IT THEREFORE RESOLVED THAT** the Owners, Strata Plan NW 524, Times Square, do hereby authorize and approve the transferring of \$9,285.00 from the CRF of the Strata Corporation to the operating fund of the Strata Corporation to clear the estimated operating fund net deficit from the 2018 fiscal year.

*MOTION CARRIED UNANIMOUSLY*

It was

*MOVED AND SECONDED:*

That:

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT:**

- The Owners, Strata Plan NW 524, hereby authorize a 2019 contingency reserve contribution in the amount of \$184,024.00.
- The Owners, Strata Plan NW 524, hereby authorize operating expenses in the amount of \$985,376.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)
- The, Owners, Strata Plan NW 524, hereby authorize total strata fees payable by all strata lots in the amount of \$1,129,100.00 for the 2019 fiscal year.

*MOTION CARRIED UNANIMOUSLY*

It was

*MOVED AND SECONDED:*

That:

**WHEREAS** the Strata Council has amended and updated the Capital Project Plan for 2019; and

**WHEREAS** the Strata Council recommends that the Capital Project Plan be funded, as it has in the past, from the CRF of the Strata Corporation; and

**WHEREAS** the Strata Property Act of BC establishes the manner by which a Strata Corporation may withdraw funds from its CRF;

**BE IT THEREFORE RESOLVED THAT** the Owners, Strata Plan NW 524, Times Square, do hereby approve the Capital Project Plan for the 2019 fiscal year as recommended by the Strata

Council. Funding for the Capital Project Plan identified expenses shall come from the CRF of the Strata Corporation in the total amount of \$105,000.00.

An owner commented that the Strata Corporation's Jacuzzis have been closed for many years and no recommendations have been forthcoming on repairing them or converting the areas to alternative use. After a brief discussion a show of hands of those in attendance indicated some interest in having the Jacuzzi rooms converted to perhaps exercise rooms. It was agreed that Council could investigate the matter and provide information to the owners at a later meeting.

It was then

**MOVED AND SECONDED:**

That the resolution be amended to reflect a total cost of \$118,000.00 and not \$105,000.00 as noted in the actual capital project plan.

***MOTION CARRIED UNANIMOUSLY***

Question was then called on the original motion as amended and it was

***CARRIED UNANIMOUSLY***

**INSURANCE POLICY REVIEW AND APPROVAL:**

The Strata Manager introduced the proposed  $\frac{3}{4}$  vote resolution to ratify the insurance policy. A review was made of the areas of coverage. All owners are reminded that it is their responsibility to have and maintain adequate homeowner insurance coverage to protect their personal belongings, betterments and improvements against any and all losses, as well as to protect the owner against liability issues. It is also recommended that their homeowner policies provide them with coverage to offset the possibility of the Strata Corporation charging back an insurance deductible under the Strata Corporation's insurance policy as permitted by the bylaws, which can occur if a loss originates from within a strata lot or is due to the actions of a resident, guest or tenant of a strata lot.

Owners are reminded that the Strata Corporation's water loss deductible is now \$75,000.00, and therefore their policies should be amended to reflect this higher amount.

An owner suggested that notices could be posted and circulated to the owners at periodic intervals to remind them of steps that can be taken to help offset the likelihood of insurance claims. In particular:

- braided steel supply lines for washing machines and toilets are highly recommended
- owners should know the locations of the shutoff valves for their strata lots located outside of their suites
- cooking oils and sticky rice products should not be disposed of down a drain or flushed down a toilet

It was

**MOVED AND SECONDED:**

That:

**WHEREAS** The Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

**WHEREAS** The Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

**WHEREAS** The Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan NW 524, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 17, 2018, setting out the coverages for the benefit of The Owners, Strata Plan NW 524, in accordance with Section 149 of the Strata Property Act and related regulations.

*MOTION CARRIED UNANIMOUSLY*

**NEW BUSINESS:**

Waiver of Depreciation Report

The Strata Manager introduced the proposed  $\frac{3}{4}$  vote resolution to waive the requirement for a depreciation report. It was noted that since 2013 the Strata Corporation had waived this requirement.

Discussion was held regarding the potential benefits to the Strata Corporation of having a depreciation report done, along with the estimated costs. The meeting discussed the value of the information contained within a depreciation report. It was suggested by an owner that perhaps the Strata Corporation should consider this after completion of the window repair project. Another owner commented that any forecasting should be done after the windows have been replaced or take into account that funding has already been implemented for this work.

It was

**MOVED AND SECONDED:**

That:

**WHEREAS** the Strata Corporation has in the past chosen to waive the requirement of completing a depreciation report; and

**WHEREAS** the Strata Council has recommended that the requirement of completing a depreciation report be once again waived; and

**WHEREAS** the Strata Property Act of BC establishes the manner by which a Strata Corporation may waive the requirement of completing a depreciation report for one year;



**BE IT THEREFORE RESOLVED THAT** the Owners, Strata Plan NW 524, Times Square, do hereby authorize and approve the waiving of the requirement to complete a depreciation report as permitted by the Strata Property Act of BC.

*MOTION DEFEATED (60 in favour, 23 opposed)*

**ELECTION OF 2019 STRATA COUNCIL:**

It was noted that at this time the current Strata Council retires and it is the owners' responsibility to elect a minimum of three to a maximum of seven owners to represent them as the Strata Council until the next Annual General Meeting.

An owner rose to express her appreciation to both the Strata Council and staff for their efforts during the past year on behalf of all owners.

Nominations were then called for election to the Strata Council and the following owners were nominated:

- Laurene Robison                      206 I
- Martha Russell                        1010 III
- Yang Fei                                1706 II
- Natalie Battista                       708 III
- Greg Bennett                         306 I
- Ze Hua Liu                             1404 I
- Dennis Goodman                    1108 I
- Judy Fujiki                            1210 II
- Alice Ai                                808 I

It was

**MOVED AND SECONDED:**

That nominations be closed.

**MOTION CARRIED**

A secret ballot was requested. Three scrutineers counted the ballots, after which the following owners were declared elected to the 2019 Strata Council:

- Laurene Robison                      206 I
- Martha Russell                        1010 III
- Yang Fei                                1706 II
- Natalie Battista                       708 III
- Gregory Bennett                      306 I
- Dennis Goodman                    1108 I
- Judy Fujiki                            1210 II

Appreciation was extended to all who allowed their names to stand for election to Council, and to the scrutineers for counting the ballots. It was

**MOVED AND SECONDED:**

That the ballots be destroyed.

*MOTION CARRIED*

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 10:21 pm.

**STRATACO MANAGEMENT LTD.**

**101 – 4126 Norland Avenue**

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Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/sj

March 12, 2019

AGM President's Report

My name is Natalie Battista and I am the President of your council of Strata Plan NW524. I would like to welcome you and thank you for attending our Annual General Meeting. I would like to introduce our council members to you. Christine Morgan is Treasurer, Rick Egendorf is on the Buildings and House Keeping and Parking Committees, Laurene Robison is on the Buildings and House Keeping Committee, Martha Russell is in on the Parking Committee, and Yang Fei is on the Buildings and House Keeping Committee. Alan Stewart, our Vice President, unfortunately has to be out of town on personal matters and is sorry he can not be here. I would also like to introduce Allan Grandy, our Strata Manager of Strataco Management Ltd.

Tonight I will not discuss items that took place during the past year, because they were included in the Minutes of Council Meetings.

This evening, Allan Grandy, will discuss resolutions pertaining to the Finance Report, the Budget, the Insurance Policy, and the Depreciation Report.

Because apartment 208 in Tower Three is owned by our Strata Plan NW524, it was chosen for the window replacement trial mockup. The renters were kind enough to accept that their rental unit would undergo this trial. While the project was taking place, monthly morning meetings were held, which started on November 27, 2018. Present at most meetings were Troy Westlake, Project Supervisor, and Kevin Khan, Project Manager, of Unique Restorations, Adam Jarolin and Ren Bai of JRS Engineering, and JP Daem of Hestia Management. Council members Rick Egendorf, Yang Fei, Laurene Robison, Martha Russell, and myself were also present at most meetings. After our February meeting council members went inside suite 208 to examine the windows. Needless to say, we were quite impressed with them. The dining room window which opened straight outward let in quite a cool breeze. One can walk around the building, if you have not done so already, to see how it all looks. We will have our last meeting in a few weeks regarding the trial mockup. An information meeting for the owners will be held in the near future regarding the window replacement.

As usual, Council reviewed and altered the budget several times and finally approved what is presented to you this evening. There is an increase in the Strata Lot Maintenance Fees. Council recommends the operating budget, and we hope you will support it.

I would like to take this opportunity to thank those on Council during this past year for the many hours of work they have put in on our behalf. Many thanks to our volunteers who devoted much of their time working in our gardens. And thank you to those who decorated our lobbies at Christmas. I would also like to thank Allan Grandy who guides us at all times in the right direction regarding the Strata Property Act. He also shares his vast knowledge and expertise with us. Thank you also to Edmond Wong who looks after our daily problems.

Thank you.