



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, September 12, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Carla Fassbender	Privacy Officer
Ryan Field*	Secretary/Website
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on August 8, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledge receipt of the financial statements for the months of June, and July, 2018

It was **Moved** and **Seconded** to adopt the financial statements for the months of June, and July 2018. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$4,654.50 is outstanding.

It was **Moved** and **Seconded** to send a Lien Warning to the Owner of a strata lot that is in arrears of their strata obligations, and to file a Lien against the Owners of two strata lots significantly in arrears of their strata obligations. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

b) **Roofing Special Levy**

The Strata Manager advised \$1,966.06 is remaining from the Special Levy for the Roofing Project, which is below the threshold for issuing a refund to the Owners. That being the case, the Strata Property Act allows Council to deposit the remaining funds in the Contingency Reserve Fund.

It was **Moved** and **Seconded** to transfer the funds remaining from the Special Levy for the Roofing Project to the Contingency Reserve Fund. **CARRIED**

**Ryan Field joined the meeting.*

4. **REPORTS**

a) **Building Report**

Council reviewed the report provided by the Caretaker.

b) **Caretaker Contract, Duties & Job Description**

The Strata Manager advised the Caretaker Contract is in process of being signed. There was a brief discussion regarding various options for improvement to provision of common area janitorial services, with the Strata Manager being approved to discuss potential changes with the Caretaker to obtain his feedback.

5. **BUSINESS ARISING**

a) **Recycling & Waste Removal**

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised arrangements are being made to coordinate removal of the current bins (excluding garbage) by Smithrite, then installation of new bins by Urban Impact. The Strata Manager was directed to arrange for new signage, at the direction of Carla Fassbender.

b) **Garage Gate Receivers - Replacement**

The Strata Manager advised new receivers have been installed for 202/206 Laval and for 217/219 Begin. Council agreed to the following sessions to distribute new fobs to Residents of those buildings:

- Wednesday, September 26, 2018 – 6:30pm to 7:30pm
- Saturday, September 29, 2018 – 2:00pm to 3:00pm

The Strata Manager will have notices distributed to Residents of those buildings once the new fobs are available.

c) **Landscaping Review**

The President, Lori Kosciuw, agreed to meet with ATC Landscaping to conduct a review of the property and to discuss next steps regarding landscaping maintenance, and potential improvements for the 2018/2019 budget year.

d) **Annual General Meeting**

There was a detailed discussion regarding preparations for the Annual General Meeting as follows:

- Date & Location – The Strata Manager advised the Church Hall at 828 Laval St. has been booked for Tuesday, November 20, 2018.
- Budget Review – Council reviewed the draft proposed budget for the 2018 – 2019 fiscal year, and requested the following changes or additions:
 - Grounds Improvements – To add \$3,000 for this category, and for the Strata Manager to obtain a quotation for the application of bark mulch.
 - Roof Inspection & Repairs - Obtain pricing for an annual roof inspection, ensuring warranty compliance, add allowance for this and related repairs.

It was **Moved** and **Seconded** the proposed budget for the 2018 – 2019 fiscal year, subject to the changes above be presented to the Owners at the upcoming Annual General Meeting. **CARRIED**

- Agenda – Council agreed the following special resolutions be included:
 - Bylaw Amendment – inclusion of a new bylaw prohibiting smoking on Common and Limited Common Property.
 - Bylaw Amendment – amendment of the visitor parking bylaw to remove the four hour allowance before enforcement begins.
 - Waiver of Depreciation Report – waiver of the requirement to update the Depreciation Report.
 - Fencing Replacement –
 - A proposal to complete the fencing replacement project, by transferring \$100,000 from the Contingency Reserve Fund, with a further \$45,000 to be transferred from Prior Years' Operating Surplus.
 - This will not include staining or painting, which will be reviewed separately at the following Annual General Meeting.
 - Trim Painting – a proposal to transfer \$30,000 from Prior Years' Operating Surplus to begin painting building trim. This work is overdue, and is necessary to ensure the integrity of the building envelopes. Total cost to complete all buildings at the same time is \$166,187. Council is proposing to complete either one large building, or two small ones in the Spring, then at the next Annual General Meeting determine a plan for the rest.
 - Recycling & Organics – a discussion item to review recycling and organics requirements with Owners, in particular as they apply to the new service starting October 1st.

Council agreed that due to the need to fund both fencing replacement and trim painting, consideration of changes to secure exterior Resident parking would not be pursued further at this time.

6. **NEW BUSINESS**

a) **Management of Strata Owned Parking Spaces**

The Strata Manager advised an audit has been completed of the strata owned parking spaces, as it turns out some residents have been using spaces without permission or payment, while other residents who have officially requested use have been turned down due to lack of availability. There are currently four parking stalls being used with permission and payment, with a further five stalls being available for assignment.

Requests have been received from two Owners to rent one parking stall each, and there is one other Owner who has been using one parking stall for the past three years, a significant portion of that time without payment.

It was **Moved** and **Seconded** to proceed with rental to the first two Owners, and that the third Owner be allowed to rent one parking stall, provided reimbursement is received for the time used without payment. **CARRIED**

Based on the details above, one parking stall will remain available for rental on a first come, first served basis. The Strata Manager advised administrative changes have been made to ensure such a situation does not occur again.

b) **Snow & Ice Removal**

The Strata Manager advised a quotation has been received from C&J Backhoe for salting and snow removal service for the roadways and exterior parking lots only, as they no longer handle sidewalks or pathways.

There was a brief discussion regarding the possibility of using the snow blower, the Strata Manager will obtain alternate quotations for snow and ice removal of the sidewalks and pathways. The Caretaker will continue to be responsible for salting of sidewalks and pathways when snow removal is not required.

c) **Water Leak Updates**

The Strata Manager provided updates on the following:

- Minor water leak from an upper unit into a lower unit, source suspected as being a hot water tank. Owner of unit above has been advised to address the issue, the Strata Corporation will not be involved further as there is not common property involved at this time.
- Minor water leak from an upper unit into a lower unit, source being a pipe servicing the unit above. The Owner of the upper unit has been advised they are responsible to address the leak, and that the Strata Corporation will not be further involved at this time as there is no Common Property involved. The Owner of the unit below has been advised of the same.

In both cases if the Owner addressing the issue still feels the Strata Corporation should be responsible, they have been invited to submit invoicing and reports from their contractors for consideration by Council.

d) **Signage Repair**

It was noted the address sign at 211 Begin Street needs to be replaced, the Strata Manager was directed to have it addressed, a quote is required given the minor cost.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner contesting responsibility for a minor water leak, as they feel the Strata Corporation should be responsible as it is their opinion the source is Common Property.

The Strata Manager was directed to respond to the Owner advising them Council does not feel the source of the water leak is Common Property, therefore they are responsible to address. That being said, if once the issue is resolved the Owner feels the Strata Corporation should be responsible, they are welcome to submit the invoicing and reports for consideration by Council.

- b) Correspondence was received from an Owner requesting Council to approve their renting one parking space, which they have been using for an extended period of time without payment, as they had thought the use approved.

The Strata Manager was directed to respond to the Owner advising that subject to their making payment for the time already used, their rental of the parking space will be approved.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. **TERMINATION**

There being no further business, the meeting was terminated at 8:42 pm.

9. **NEXT MEETING**

The next meeting of Council will be held on Wednesday, October 3, 2018. Further meetings will be held on November 7, and December 5, 2018.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain these for your records.

For convenient 24/7 access to minutes, please visit the strata website at <http://www.placefontainebleau.ca/>.

EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Annie Lam at alam@warringtonpci.com or call Annie at 604-331-5273.

這是一份重要文件。如不明白內容，請自行安排翻譯。

C'est un préavis important. Faites-le traduire s'il vous plaît quelqu'un pour vous.

이것은 중요한 통지입니다. 누군가가 당신을위해 그것을 번역세요.

Это - важное уведомление. Пожалуйста сделайте так, чтобы кто - то перевел это для Вас.

Das ist eine wichtige Benachrichtigung. Lassen Sie bitte jemanden es für Sie übersetzen.

Este es un aviso importante. Por favor hacen que alguien lo traduzca para usted.

PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information of if you have not previously provided one.

EMERGENCY CALL PROCEDURE

If you have a Building Emergency such as a fire or flood please phone Warrington PCI Management at 604-602-1887. To obtain prompt Emergency Service we kindly ask that you phone in your Building Emergency, please do not email your emergency.



Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, October 3, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:36 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on September 12, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

Council agreed to TABLE review of the financial statements for August, 2018.

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,882.13 is outstanding.

Council agreed no further collection action is needed at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker.

b) Caretaker Contract, Duties & Job Description

The Strata Manager advised the Caretaker Contract has been signed, and is now on file.

Council reviewed the following quotations obtained to provide options for improvement of common area janitorial services:

- Current Service – Caretaker & Janitorial provided by Al Mehmet, at an annual cost of \$31,752 including tax.
- Caretaker & Janitorial Service:
 - Integral Building Maintenance – Annual cost of \$42,210 including tax
 - SMJ Janitorial – Annual cost of \$26,056.80 including tax
- Janitorial Service:
 - Integral Building Maintenance – Annual cost of \$26,397 including tax
 - SMJ Janitorial – Annual cost of \$22,314.60 including tax
- Caretaker Service – Al Mehmet, annual cost of \$16,380 to \$18,900 including tax

There was discussion regarding the various options, with Council agreeing they wished to retain the services of Al Mehmet for Caretaker, while contracting out Janitorial in an effort to improve the quality of the cleaning services in the common areas.

It was **Moved** and **Seconded** to do the following:

- Prepare a revised contract with Al Mehmet for Caretaker Services only, at an annual cost of \$16,380 per month, and
- Accept the quotation from SMJ Janitorial for janitorial service only at an annual cost of \$22,314.60 including tax, and
- Amend the proposed operating budget for 2018 – 2019 to account for the increase janitorial cost, to be balanced by decreasing the proposed contribution to the Contingency Reserve Fund by the same amount.

Council agreed the new arrangements are to be in place for January 1, 2019, allowing for Owner approval at the upcoming Annual General Meeting.

5. BUSINESS ARISING

a) Recycling & Waste Removal

Owners are reminded that **no plastic bags** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

Urban Impact has placed their bins, with Smithrite having removed all of theirs but for the garbage. Council agreed the Strata Manager to arrange for new signage, at the direction of Carla Fassbender. For now, standard signage will be used.

b) Garage Gate Receivers - Replacement

It was noted a great number of Owners have already obtained their new fobs, so it was agreed the Caretaker would be responsible for distribution of the remaining fobs. The Strata Manager will prepare a notice for Residents advising of this. As before, a reasonable period of time will be provided for Residents to collect their new fobs, before notice will be provided that the old receivers will be turned off.

There were a few disagreements with the number of fobs to be issued to select strata lots, the Strata Manager is working with the Property Administrator and the Owners of those Strata Lots to resolve the concerns.

c) Landscaping Review

Council agreed to TABLE this item until the Spring.

d) Annual General Meeting

There was a detailed discussion regarding preparations for the Annual General Meeting as follows:

- Date & Location – The Strata Manager was directed to change the name to St. Anne’s Hall, and to include a map in the notice. It was confirmed the date has been changed to Wednesday, November 21, 2018.
- Budget Review – Council agreed to reduce the planned surplus by \$15,000, to reflect the cost of a water damage deductible that will be payable shortly due to a recent water leak.
- Agenda:
 - Council agreed to revisions for the fencing replacement resolution, to reflect \$30,000 to be taken from Prior Years’ Operating Surplus, with \$115,000 to be taken from the Contingency Reserve Fund. This change due to the need to pay for the water damage deductible.
 - Council further agreed the visitor parking bylaw amendment is not necessary, as the requested change occurred at the 2016 AGM. As a result, a notice will be distributed to all Owners advising of this, so they are aware that any vehicle in visitor parking will be required to have a visitor parking pass at all times.

Council agreed that due to the need to fund both fencing replacement and trim painting, consideration of changes to secure exterior Resident parking would not be pursued further at this time.

After careful review, it was **Moved** and **Seconded** to approve the Draft Annual General Meeting Notice for distribution to Owners, subject to the agreed changes, and subject to inclusion of a Presidents’ Report. **CARRIED**

e) **Management of Strata Owned Parking Spaces**

The Strata Manager advised arrangements are being made, with additional interested Owners being placed on a waiting list for future availability. Vehicle information is being provided to the Caretaker for enforcement.

Council agreed the Owner who previously used one of the parking spaces without payment be provided to the end of the week to settle their account, after which the sole remaining stall will be rented to someone on the wait list, rather than to be held further.

f) **Snow & Ice Removal**

The Strata Manager advised a second quotation has just been received, for snow removal of sidewalks and pathways. Both quotations will be emailed to Council for review and approval, so contracts can be in place within the next few weeks, in advance of the upcoming winter weather.

g) **Water Leak Updates**

The Strata Manager provided updates on the following:

- At water leak in an upper unit with major damage to the source unit, as well as limited damage to the unit below. The estimated cost for the emergency work and repairs is estimated to be well beyond the Water Damage Deductible for the Strata Corporation, which is currently \$15,000. As the source of the problem has been determined to be a plumbing issue beyond the boundaries of the source strata lot, the Strata Corporation is responsible for payment of the insurance deductible.

It was **Moved** and **Seconded** to ratify a decision previously made by Council via email, to make a claim on the Strata Corporation Insurance Policy, and to pay the Water Damage Deductible in the amount of \$15,000 from the Operating Budget for 2017 to 2018. **CARRIED**

- Minor water leak from an upper unit into a lower unit, source being a pipe servicing the unit above. The Owner of the upper unit is contesting responsibility for the water leak, and has requested a hearing. Council provided the Strata Manager with available dates, so a meeting can be coordinated with the Owner.
- The Strata Manager advised the Owner of a source unit from a previous leak is contesting responsibility, and wishes reimbursement for repairs to their strata lot. Details will be provided to Council when available, for review and a decision.

h) **Signage Repair**

The Strata Manager advised efforts are underway for repair of the address sign at 211 Begin.

i) **Gutter Cleaning**

The Strata Manager advised K&L Windows and Gutters is honoring their pricing from last year, \$3,600 plus tax for gutter cleaning, \$500 plus tax for cleaning of the flat roofs.

It was **Moved** and **Seconded** to accept the quote from K&L Windows and Gutters in the amounts of \$3,600 plus tax for gutter cleaning, and \$500 plus tax for cleaning of the flat roofs. **CARRIED**

6. NEW BUSINESS

a) Agency Agreement – Meeting Schedule

The Strata Manager advised Warrington PCI is conducting a review of their strata portfolio, and is pleased to continue their relationship with Place Fontainebleau. At the same time, given the progress over the last year and a half in completing various projects and generally improving the business of the strata corporation, it has been requested the annual number of Council Meetings where the Strata Manager attends be reduced to six, from the current eleven, plus the Annual General Meeting.

Council will consider the request, with any further discussion to occur at the December meeting.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner sharing concerns about excessive noise from a parking gate, which is directly under their unit.

The Strata Manager was directed to respond to the Owner advising regular maintenance is being conducted on all parking gates, but this particular gate will be checked.

- b) Correspondence was received from an Owner requesting Council propose a bylaw amendment at the upcoming Annual General Meeting to prohibit the cultivation of marijuana anywhere in the strata.

The Strata Manager was directed to respond to the Owner advising their request has been given careful consideration, however Council has chosen not to propose such an amendment at this time.

- c) Correspondence was received from an Owner requesting approval to replace their kitchen cabinets.

It was **Moved** and **Seconded** the Strata Manager be directed to respond to the Owner advising their request has been approved by Council, subject to the standard assumption of liability and approval paperwork. **CARRIED**

- d) Correspondence was received from an Owner requesting approval to store a tent trailer in their assigned parking space, with it fitting into the boundaries, as well as it will have appropriate storage and liability insurance.

The Strata Manager was directed to respond to the Owner advising their request has been approved, subject to the vehicle remaining the boundaries of the assigned parking stall, and subject to proof of insurance being provided to the strata corporation.

- e) Correspondence was received from an Owner expressing dissatisfaction with a vehicle being towed in the early hours of the morning, and disturbing their rest. They requested this not occur again.

The Strata Manager was directed to respond to the Owner advising enforcement of the visitor parking bylaw will continue, and that while every effort will be made to tow vehicles during reasonable hours, on occasion it will occur at other times.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:05 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, December 5, 2018. Further meetings will be determined by the new Council.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

RETAIN MINUTES

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

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Warrington PCI Management

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Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, December 5, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Carla Fassbender*	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:31 pm.

1.1 EXECUTIVE POSITIONS

It was Moved and Seconded the following members of Council accept the following positions and responsibilities:

- President – Lori Kosciuw
- Vice President – Tonya Wagenaar
- Treasurer – Tonya Wagenaar
- Secretary – Ryan Field
- Website – Ryan Field
- Privacy Officer – Carla Fassbender

CARRIED

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on October 3, 2018, as presented.

CARRIED

3. **FINANCIAL STATEMENTS**

The Treasurer acknowledged receipt of the financial statements for the months of August, September, and October 2018.

It was **Moved** and **Seconded** to approve the financial statements for the months of August, September, and October 2018. **CARRIED**

a) **Accounts Receivable**

Council was presented with the updated accounts receivable, as of the date of the meeting \$3,275.12 is outstanding.

Council agreed no further collection action is needed at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

b) **Invoice Approval**

It was **Moved** and **Seconded** to pay the invoice from K & L Window and Gutters in the amount of \$4,305, including tax. **CARRIED**

4. **REPORTS**

a) **Building Report**

Council reviewed the reports provided by the Caretaker.

b) **Caretaker Contract, Duties & Job Description**

The Strata Manager advised that with approval of the budget at the recent Annual General Meeting, the process is underway for a change in janitorial service effective January 1, 2019. On that date SMJ Janitorial will take over janitorial services for the common areas, while Al Mehmet will retain the Caretaker Services only.

5. **BUSINESS ARISING**

a) **Recycling & Waste Removal**

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

Council agreed the Strata Manager to arrange for new signage, at the direction of Carla Fassbender.

b) **Garage Gate Receivers - Replacement**

The Strata Manager advised the few outstanding issues have been resolved, with Owners having been advised to contact the Caretaker to arrange pickup of any new fobs that have not been claimed. A deadline has been set, after which the old receivers will be turned off.

c) **Snow & Ice Removal**

It was **Moved** and **Seconded** to ratify the decision made via email to approve snow and ice removal contracts as follows:

- C & J Backhoe Services – Snow and ice removal for roadways, parking lots, and parking ramps only, at a cost of \$235 per hour for backhoe loader, \$220 per hour for ATV with plow, \$230 per hour for plow truck, and \$220 per hour for a two person shovel crew with hand salting, and \$290 per hour for salt truck. Minimum callout is 2 hours, taxes are extra.
- Exact Facility Services – Snow removal for sidewalks and pathways only, \$185 per hour for snow clearing with bobcat, \$57.50 per hour for snow shoveling and manual salting, \$25.00 per bag of salt/ice melt, taxes are extra.

CARRIED

It was noted the Caretaker will be responsible for salting of all sidewalks and pathways, when no snow removal is required.

d) **Water Leak Updates**

The Strata Manager provided updates on a water leak where a common property pipe let go, causing extensive water damage to the unit below. The estimated cost for the emergency work and repairs is estimated to be well beyond the water damage deductible for the strata corporation insurance, which is currently \$15,000. As the source of the problem has been determined to be common property, the strata corporation is responsible for payment of the insurance deductible.

It was **Moved** and **Seconded** to ratify a decision previously made by Council via email, to make a claim on the Strata Corporation Insurance Policy, and to pay the water damage deductible in the amount of \$15,000 from the Operating Budget for 2018 to 2019. **CARRIED**

Owners are reminded ***not*** to be pouring grease or other semi-solid organics down kitchen drains, nor to be flushing paper towels or other objects down their toilets, to avoid plumbing backups which can cause extensive damage to strata lots, and significant expense to all owners through the need to file insurance claims on the Strata Corporation Policy.

Owners are encouraged to ensure they are aware of the age of their hot water tanks, as the average life expectancy of a modern hot water tank is ten years. Any tank past that age is liable to fail, often with little or no advance warning. Failure of a hot water tank can cause extensive damage to the unit below, the cost of which is the responsibility of the owner of the strata lot above. ***Owners are encouraged to proactively replace older hot water tanks when needed.***

In the event an Owner needs to make repairs to their strata lot, they are able to use any contractor they wish. However, if an Owner wishes to make use of a Strata Corporation contractor who is familiar with the strata and is approved by Council, they are welcome to do so, though at their own expense.

Here is a brief list of a few contractors that may be useful to Owners:

- Electrical – Ino-Tek Electric, 604-574-3749
- Pest Control – Terminix, 604-432-9422
- Plumbing – Xpert Mechanical, 604-294-4540

Any questions or concerns regarding responsibly for repairs and maintenance (Strata or Owner), please contact the Strata Manager.

e) **Signage Repair**

The Strata Manager advised efforts are underway for repair of the address sign at 211 Begin.

f) **Agency Agreement - Update**

Council discussed a request from Warrington PCI Management for a reduction in the number of meetings where the Strata Manager is to attend, to six, from the current eleven plus the Annual General Meeting. Council proposed reducing to nine meetings of Council, plus the Annual General Meeting.

The Strata Manager will review the counter proposal with senior management at Warrington PCI, and will have a response for the next scheduled meeting of Council.

**Carla Fassbender joined the meeting.*

6. **NEW BUSINESS**

a) **Pest Control**

The Strata Manager advised of ongoing efforts regarding exterior pest control, and issues that have been reported by some owners regarding interior activity. Council agreed the strata will continue to actively monitor and address exterior issues, in coordination with efforts by strata lot owners to address interior concerns.

Owners are reminded the Strata Corporation is responsible for exterior pest control only, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.

b) **Fencing & Exterior Painting**

With Owners having approved funding for completion of the fencing replacement project and the first phase of painting of exterior building trim, Council discussed next steps. Council agreed it best to start with the building(s) most in need, to be determined by way of a site inspection. Furthermore, it was agreed the current colour scheme would be maintained, though a new shade would be considered for the exterior building trim.

The Strata Manager agreed to obtain an updated quotation from Remdal for the painting of two small buildings only, while also obtaining an updated quotation from Premium for the replacement of the remaining fencing.

c) **Management of Responsibility for Repairs**

Council reviewed a sample flow chart from Clark Wilson LLP which details the process for investigation of and determination of responsibility for repairs. Council agreed the flow chart and associated list of frequently asked questions should be adapted for use by the strata, in helping guide owners through the process.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from Levitt Safety for a new inspection and service agreement for 2019, at a cost of \$3,720 plus tax for the annual fire alarm and sprinkler inspection and test, a three year full flow and trip test of the sprinkler system at a cost of \$1,625 plus tax, annual winterization of the fire sprinkler system at a cost of \$550 plus tax, as well as annual testing of the backflow preventers, at a cost of \$75 plus tax, each.

It was **Moved** and **Seconded** to approve the quotation from Levitt Safety for a 2019 inspection and service agreement. **CARRIED**

- b) Correspondence was received from an Owner requesting Council reimburse plumbing bills in the amount of \$1,743.25 they incurred as a result of a water leak from their strata lot into the unit below, as they feel the replacement of their hot water tank was not necessary, and that the cause of the issue is the responsibility of the strata corporation.

The Strata Manager was directed to respond to the Owner advising the decision to replace the hot water tank was theirs, and that the report provided by their plumber does not provide sufficient detail to support an assertion of responsibility by the strata corporation. Based on the information available at this time, responsibility remains with the Owner of the strata lot in question, therefore the request for reimbursement is denied.

**Carla Fassbender departed the meeting.*

- c) Correspondence was received from an Owner requesting Council address pest control issues within the boundaries of their strata lot.

The Strata Manager was directed to respond to the Owner advising that if the Owner retains a professional pest control company to investigate the issue, and that company advises there is a serious issue as described by the Owner, Council will consider becoming involved. Until then, the Owner remains responsible for interior pest control, while the strata will address any exterior issues as needed.

- d) Correspondence was received from an Owner requesting Council address a potential minor water leak in their ceiling.

The Strata Manager was directed to respond to the Owner advising the information provided would be shared with Xpert Mechanical for their opinion on possible causes, after which Council would make a decision on this matter.

- e) Correspondence was received from an Owner requesting Council address pest control issues within the boundaries of their strata lot.

The Strata Manager was directed to respond to the Owner advising that if the Owner retains a professional pest control company to investigate the issue, and that company advises there is a serious issue as described by the Owner, Council will consider becoming involved. Until then, the Owner remains responsible for interior pest control, while the strata will address any exterior issues as needed.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:00 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, February 6, 2019.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

RETAIN MINUTES

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information of if you have not previously provided one.

EMERGENCY CALL PROCEDURE

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



STRATA COUNCIL MEETING MINUTES
STRATA CORPORATION LMS343 - "PLACE FONTAINEBLEAU", COQUITLAM, BC

HELD: Tuesday, January 9, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Carla Fassbender	Privacy Officer
Betty Foster	Member At Large
Michael Hubele	Member At Large

REGRETS: Heather Churchill Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:34 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on December 6, 2017, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of November 2017.

It was **Moved** and **Seconded** to approve the Financial Statements for the month of November 2017. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$7,561.23 is outstanding.

It was **Moved** and **Seconded** the Strata Manager be directed to send Lien Warning Letters to the Owners of two Units who are significantly in arrears of their strata obligations, and to send Late Payment Warnings to the Owners of three units in arrears of their strata obligations. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker, part of which is in the new format. All future reports will be submitted using the approved template.

b) Caretaker Contract, Duties & Job Description

Council reviewed feedback provided by the Caretaker regard the proposed Contract, Duties & Job Description. Council agreed to most of the proposed changes, save one. The Strata Manager is to review with the Caretaker, and if no further changes are required have the contract signed.

5. UNFINISHED BUSINESS

a) Exterior Stair Repairs

The Strata Manager advised repairs to the gatehouse stairs are largely complete, with a delay in final work due to rain and cold. With dryer weather, final work will be completed.

b) Recycling & Waste Removal - Signage

The Strata Manager will facilitate ordering and installation of the signage once details have been confirmed. It is hoped the additional signage will encourage greater compliance by Residents regarding proper disposal of waste, recycling, and organics. Ryan Field and Carla Fassbender will review options and provide direction to the Strata Manager on behalf of Council.

Owners are reminded that no plastic bags or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved.

c) Annual Fire Inspection

The Strata Manager advised the annual fire inspection has been completed, with only ten units not providing access, and some minor deficiencies to be addressed. Unit participation has improved significantly over 2017.

It was **Moved** and **Seconded** to approve the quotation from Levitt Safety in the amount of \$2,222 plus GST to correct deficiencies that have been identified. **CARRIED**

Council agreed a second inspection be scheduled for the missed units, along with a bylaw violation letter allowing for fines to be levied for lack of access.

d) Visitor Parking

The Strata Manager advised new towing signs will be provided once an updated contract has been approved with the towing company. Council agreed on who would be authorized on the account, notices are ready and will be provided to Residents as soon as the contract is signed and the final signs are installed.

e) **Elevator Lobby Painting**

The Strata Manager advised Remdal Painting & Restoration is confirming their availability for this work, likely to be scheduled within the next two weeks. Notices will be posted for residents.

f) **Fencing – Installation & Repairs**

The Strata Manager advised additional quotations are pending for installation and repairs as approved at the recent Annual General Meeting. Final details will be available for the February meeting, at which time decisions can be made to schedule the work for early spring.

g) **Water Leak**

The Strata Manager advised the minor water leak reported the previous month has been resolved, through a small repair to an exterior balcony membrane.

6. **NEW BUSINESS**

a) **Water Leak**

The Strata Manager advised of a minor water leak that has been reported between two units. As the leak is minor and there is currently no common property involved, Council agreed the matter is between the Owners of the two Strata Lots involved, and that no action is required on the part of the Strata Corporation at this time.

b) **Strata Manager Vacation**

The Strata Manager advised he would be on vacation February 12 to 20, 2018, returning to the office on Wednesday, February 21, 2018. Further details regarding coverage and other arrangements will be provided to Council closer to those dates.

c) **Fire Alarm – Emergency Response**

It was noted there had recently been multiple fire alarms at one building due to a faulty device that has since been identified and replaced.

Residents are reminded the fire panels are not monitored, therefore when the fire alarm sounds it is necessary for Residents to contact 911, in order to ensure response by emergency services.

If the smoke alarm goes off due to cooking odours or other similar issues, please open a window, do not open the front door of your unit. If you do that you will set off the building fire alarm.

7. CORRESPONDENCE

There was no correspondence to review at this time.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:32 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, February 7, 2018.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

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EMERGENCY CALL PROCEDURE

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



STRATA COUNCIL MEETING MINUTES
STRATA CORPORATION LMS343 - "PLACE FONTAINEBLEAU", COQUITLAM, BC

HELD: Wednesday, February 7, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Carla Fassbender	Privacy Officer
Betty Foster*	Member At Large
Michael Hubele	Member At Large
Heather Churchill	Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on January 9, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of December 2017.

It was **Moved** and **Seconded** to approve the Financial Statements for the month of December 2017. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$7,190.38 is outstanding.

It was **Moved** and **Seconded** the Strata Manager be directed to file liens against the Owners of two Strata Lots who are significantly in arrears of their strata obligations. **CARRIED**

It was **Moved** and **Seconded** the Strata Manager be directed to send a Lien Warning Letter to the Owners of a Unit who is in arrears of their strata obligations, and to send a reminder letter to the Owner of a unit where a repair assessment has been charged to their account. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

b) **Invoice Approval**

It was **Moved** and **Seconded** to approve an invoice from Remdal Painting & Restoration Ltd. in the amount of \$3,491.25 for painting of the interior of the elevator lobbies. **CARRIED**

4. **REPORTS**

a) **Building Report**

Council reviewed the report provided by the Caretaker, which is in the new format. Council agreed additional detail is required, the Strata Manager will work with the Caretaker to provide greater information, as well as increased validation of daily, weekly, and monthly duties.

b) **Caretaker Contract, Duties & Job Description**

Council reviewed feedback provided by the Caretaker regard the proposed Contract, Duties & Job Description. The Strata Manager advised the Caretaker is looking into the cost of obtaining third party liability coverage, and is considering a request for additional funds to cover the expense.

5. **UNFINISHED BUSINESS**

a) **Exterior Stair Repairs**

The Strata Manager advised repairs to the gatehouse stairs are complete, all that remains is for a final coat of paint on the frame, which is delayed pending appropriate weather.

b) **Recycling & Waste Removal - Signage**

The Strata Manager will facilitate ordering and installation of the signage once details have been confirmed. It is hoped the additional signage will encourage greater compliance by Residents regarding proper disposal of waste, recycling, and organics. Ryan Field and Carla Fassbender are reviewing options and will provide direction to the Strata Manager on behalf of Council.

Owners are reminded that no plastic bags or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved.

c) **Annual Fire Inspection**

The Strata Manager advised second inspections are being scheduled for March, and was directed to arrange for a separate visit as soon as possible to correct deficiencies identified in the last inspection.

d) **Visitor Parking**

The Strata Manager advised a new tow contract is in place, but that the towing company has yet to provide additional signage, despite repeated inquiries. Council agreed present signage is sufficient, and directed the Strata Manager to distribute notices to Residents advising full visitor parking enforcement including the towing of vehicles will commence February 19, 2018.

e) **Fencing – Installation & Repairs**

The Strata Manager advised a quotation has been received from ATC Landscape in the amount of \$37,931.25 including tax for installation of new fencing along Brunette, and the Gatehouse. The quotation includes removal of existing hedging cedars, to facilitate installation of the fencing. The Strata Manager advised a new contractor is being contacted to provide the third quotation.

As well, the Strata Manager advised minor repairs are ongoing to existing fencing, a combination of work by the Caretaker and additional work by ATC Landscape where needed, with the goal of maintaining the existing fencing at the lowest cost.

6. **NEW BUSINESS**

a) **Pest Control**

There was a brief discussion regarding recent pest control issues in a particular building, and general concerns raised regarding the responsibility of the Strata Corporation to manage such issues. Council agreed that pest control within the boundaries of a Strata Lot is the responsibility of the Owner of that Strata Lot, while the Strata Corporation retains responsibility for Common and Limited Common Property.

The Strata Corporation has a contract with a pest control company for monthly inspections, and management of bait stations through the property. This includes periodic inspections and work as needed to address exterior issues related to individual units.

Owners who become aware of pests within their units are recommended to retain professional assistance as required, at their own expense. Such issues should be reported, so they can be tracked and where appropriate, the Strata Corporation may become involved. When in doubt, please contact the Strata Manager.

b) **Flashing Repair**

The Strata Manager advised a quotation has been received from Flynn Canada Ltd. in the amount of \$1,982 plus tax to supply and install new metal flashing above the entrance to the underground parking area at 211 Begin St., which was damaged at some point by a large vehicle.

It was **Moved** and **Seconded** to approve the quotation from Flynn Canada Ltd. in the amount of \$1,982 plus tax. **CARRIED**

**Betty Foster departed the meeting.*

c) **Water Leaks**

There was a brief discussion regarding a few minor water leaks reported recently, completely within the boundaries of strata lots, with no Common or Limited Common Property involved. Council agreed Owners are responsible for addressing minor water leaks within the boundaries of their strata lots, and that the Strata Corporation would not become involved except for an urgent water event, or where the leak is clearly coming from Common or Limited Common Property.

Owners are encouraged to report significant water leaks to the 24 Hour Emergency Line (604-602-1887), and to report minor leaks to the Strata Manager, who can assist where appropriate.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner expressing concern about unsecured strata property, and use of a strata storage area for personal items.

The Strata Manager was directed to respond to the Owner thanking them for sharing the concerns, and advising the issues have been corrected.

- b) Correspondence was received from an Owner requesting Council to consider moving one of the blue recycle bins for mixed paper or containers next to the organics bin in order to ease their use of an adjacent parking space.

The Strata Manager was directed to respond to the Owner advising their suggestion is being taken into consideration, as Council is currently reviewing management and signage of the garbage and recycling areas.

- c) Correspondence was received from an Owner advising of various repair and maintenance concerns.

The Strata Manager was directed to respond to the Owner advising all but one of the issues has been addressed, and that pricing is being obtained to address the final item.

- d) Correspondence was received from an Owner advising of repairs needed to the interior of their unit, which was the result of water damage from roof leaks in the past. They requested Council make repairs to address the issues.

The Strata Manager was directed to respond to the Owner advising additional investigation is being conducted, after which a firm response will be provided regarding the repairs.

- e) Correspondence was received from an Owner requesting approval to install laminate flooring in their living room, dining room, and both bedrooms.

The Strata Manager was directed to respond to the Owner advising approval has been granted, subject to completion of an assumption of liability.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:47 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, March 7, 2018.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

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STRATA COUNCIL MEETING MINUTES
STRATA CORPORATION LMS343 - "PLACE FONTAINEBLEAU", COQUITLAM, BC

HELD: Wednesday, March 7, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Betty Foster	Member At Large
Michael Hubele*	Member At Large
Heather Churchill	Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on February 7, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of January 2018, Council agreed to TABLE review until the next scheduled meeting.

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$5,954.45 is outstanding.

It was **Moved** and **Seconded** the Strata Manager be directed to initiate legal collection for an Owner that is significantly in arrears of their strata obligations. **CARRIED**

The Strata Manager will provide additional details regarding the process for use of the Civil Resolutions Tribunal, for possible use in pursuing a repair assessment that has not yet been paid by an Owner.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker, which is in the new format. Council was pleased with the increased information and detail provided, the Strata Manager will continue to work with the Caretaker for additional improvements.

b) Caretaker Contract, Duties & Job Description

Council reviewed feedback provided by the Caretaker regard the proposed Contract, specifically his request for a ten to thirteen percent increase in his monthly fee to offset the expense of being required to obtain third party liability insurance. The Strata Manager was directed to counter by advising Council is willing to consider provision of initial funding for obtaining third party liability insurance, to be balanced by a reduction in the monthly fee so the total cost to the Strata Corporation remains the same.

5. UNFINISHED BUSINESS

a) Exterior Stair Repairs

The Strata Manager advised repairs to the gatehouse stairs are complete, all that remains is for a final coat of paint on the frame, which is delayed pending appropriate weather.

b) Recycling & Waste Removal - Signage

The Strata Manager will facilitate ordering and installation of the signage once details have been confirmed. It is hoped the additional signage will encourage greater compliance by Residents regarding proper disposal of waste, recycling, and organics. Ryan Field and Carla Fassbender are reviewing options and will provide direction to the Strata Manager on behalf of Council.

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved.

The Strata Manager was directed to clarify Smithrite policy on the collection of soft plastic, and to obtain competing quotations for provision of waste and recycling services. It was noted the current contract is eligible for termination in 2018, Council wishes to consider options.

Owners are reminded that ***no plastic bags*** are to be placed in the recycling containers. When the recycling bins are contaminated by items other than what is approved, the bin will not be picked up until it has been resolved.

c) Annual Fire Inspection

The Strata Manager advised second inspections have been scheduled for March 12, 2018, and including the correction of deficiencies identified in the last inspection.

d) **Visitor Parking**

The Strata Manager advised notices have been distributed, and that enforcement is underway. There was discussion about signage and hours related to the towing company, with the Strata Manager being directed to review the contract and if needed investigate alternatives.

e) **Fencing – Installation & Repairs**

The Strata Manager advised a quotation has been received from Jim’s Mowing in the amount of \$37,688.75 including tax for installation of new fencing along Brunette, and the Gatehouse. The quotation includes removal of existing hedging cedars, to facilitate installation of fencing.

The Strata Manager was directed to obtain updates from all three contractors regarding pricing to paint or stain the new fencing, with a final decision to be made at the next scheduled meeting.

6. **NEW BUSINESS**

a) **Rental Audit**

There was a brief discussion regarding the list of units currently being rented, as well as status of those recently provided conditional approval, and an update on the rental wait list. Council directed the Strata Manager to rescind permission for those Owners that have not responded to accept their opportunity to rent, to contact the Owners on the rental wait list to provide conditional approval to rent, and to send bylaw violation letters to the Owners of units where a current Form K is not on file.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting the move in fee be waived, as they were able to move directly into their unit with no impact or expense to the Strata Corporation.

It was **Moved** and **Seconded** to reverse the move in fee for this Owner, given the circumstances, with the Strata Manager being directed to respond accordingly. **CARRIED**

- b) Correspondence was received from an Owner expressing concern about Residents dumping garbage in their parking stall, which is located next to a garbage and recycling area.

The Strata Manager was directed to respond to the Owner advising the Caretaker is paying extra attention to the area, and the concerns raised are being considered as a part of the overall review of waste and recycling for the Strata.

- c) Correspondence was received from an Owner requesting permission to rent their unit.

The Strata Manager was directed to respond to the Owner advising of the status of current rentals, and to provide permission as appropriate.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:50 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, April 4, 2018.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

RETAIN MINUTES

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EMERGENCY CALL PROCEDURE

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



STRATA COUNCIL MEETING MINUTES
STRATA CORPORATION LMS343 - "PLACE FONTAINEBLEAU", COQUITLAM, BC

HELD: Wednesday, April 4, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT: Lori Kosciuw President
Tonya Wagenaar Vice-President/Treasurer
Betty Foster Member At Large
Michael Hubele Member At Large
Heather Churchill Member At Large

REGRETS: Ryan Field Secretary/Website
Carla Fassbender Privacy Officer

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on March 7, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the months of January, and February 2018. It was noted the monthly fee for garbage pickup has increased due to higher Metro Vancouver charges, that reports have been requested from Smithrite regarding weight of pickups, that overall costs for snow and ice removal for the past winter season was approximately \$4,000, a small increase in monthly preventative maintenance for the elevators, a large cost for one time interior pest control work, a fine for a third false fire alarm, and a large cost to address a plumbing backup.

It was **Moved** and **Seconded** to adopt the financial statements for the months of January, and February 2018. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$6,684.61 is outstanding.

Council agreed no further collection action is needed at this time, beyond those steps already taken. Arrears will continue to be monitored, and further action taken when necessary.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker.

b) Caretaker Contract, Duties & Job Description

The Strata Manager advised the Caretaker has indicated they wish to continue the current arrangement, whereby they are not required to provide third party liability insurance, which then becomes a liability of the Strata Corporation.

The Strata Manager was directed to verify the extent of current Strata Corporation insurance coverage, and to obtain additional information for consideration. Council agreed to continue the existing arrangements until further notice.

5. UNFINISHED BUSINESS

a) Exterior Stair Repairs

The Strata Manager advised repairs to the gatehouse stairs are complete, all that remains is for a final coat of paint on the frame, which is delayed pending appropriate weather.

b) Recycling & Waste Removal - Signage

The Strata Manager will facilitate ordering and installation of the signage once details have been confirmed. It is hoped the additional signage will encourage greater compliance by Residents regarding proper disposal of waste, recycling, and organics. Ryan Field and Carla Fassbender are reviewing options and will provide direction to the Strata Manager on behalf of Council.

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved.

The Strata Manager provide information on the Smithrite policy on the collection of soft plastic, and provided a quotation from Urban Impact for provision of waste and recycling services. An additional quotation is pending from Waste Management.

Owners are reminded that ***no plastic bags*** are to be placed in the recycling containers. When the recycling bins are contaminated by items other than what is approved, the bin will not be picked up until it has been resolved.

c) Annual Fire Inspection

The Strata Manager advised second inspections have been completed, with three units failing to provide access for inspection, while another three units failed to provide access for replacement of faulty devices.

It was **Moved** and **Seconded** to levy a fine in the amount of \$200 for the Owners of the three strata lots that failed to provide access for second inspection. **CARRIED**

The Strata Manager will schedule a third, and hopefully final visit to address the missed units, both for inspection and replacement of faulty devices.

d) **Visitor Parking**

The Strata Manager advised the only restriction on the towing of vehicles, is the availability of a tow truck at the time the call is made.

e) **Fencing – Installation & Repairs**

The Strata Manager advised that ATC Landscaping does not paint or stain fence panels, their quote is \$37,931.25 including tax. The remaining contractors have revised their quotations to remove and dispose of existing hedges along Brunette, to install cedar fencing, and to stain/paint:

- Premium Fence Company – \$32,788 plus tax.
- Jim’s Mowing - \$55,559 including tax.

It was **Moved** and **Seconded** to accept the quotation from Premium Fence Company in the amount of \$32,788 plus tax, subject to confirmation the gate house is included, to stains to match existing fencing colour. **CARRIED**

Once confirmed, a site meeting will be scheduled with representatives of Council to work out final details, and a schedule to begin work. As discussed previously, once the new fencing is installed, funds remaining will be used to complete necessary repairs on the existing fencing, pending future replacement.

6. **NEW BUSINESS**

a) **Window Cleaning**

A quotation was received from Black Tie Property Services in the amount of \$2,499 including tax, to clean exterior inaccessible windows. There was a brief discussion regarding the extensive cleaning work undertaken in 2017, it was determined to be worthwhile to give them an opportunity to do the scaled down work this year.

It was **Moved** and **Seconded** to approve the quotation from Black Tie Property Services in the amount of \$2,499, including tax. **CARRIED**

b) **Dryer Vent Cleaning**

A quotation was received from National Air Technologies in the amount of \$2,210 plus tax to clean exterior dryer vents, and a discounted price of \$25.00 per unit (tax included) for those Residents that wish to sign up for internal cleaning, which is not the responsibly of the Strata Corporation.

It was **Moved** and **Seconded** to approve the quotation from National Air Technologies in the amount of \$2,210, plus tax. **CARRIED**

c) **Curb Repairs**

A quotation was received from Rite Group in the amount of \$3,690 plus tax to realign and repair curbs in seven areas around the property. The scope of work to include; removal of loose curbs and cleaning up of area, application of concrete bonding compound and re-installation of the curbs using mortar mix on their original footing, and patching up of cracks.

It was **Moved** and **Seconded** to approve the quotation from Rite Group in the amount of \$3,690, plus tax. **CARRIED**

d) **Water Damage Repairs**

A quotation was received from Canamark Property Services Limited in the amount of \$2,556.75 including tax to complete various repairs to a strata lot including drywall and painting work, all to correct damage from a prior roof leak. There was a brief discussion regarding the circumstances of the damage, specifically that it was the result of roof leaks that occurred prior to installation of the new roof. Given the circumstances, Council agreed the Strata Corporation should make the repairs, despite there being no Common or Limited Common Property involved. However, it will be made clear to the Owner of the Strata Lot this is an exception, and that future repairs are their responsibly.

It was **Moved** and **Seconded** the quotation from Canamark Property Services Limited in the amount of \$2,556.75 including tax be approved. **CARRIED**

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner advising their vehicle, which is assigned to an exterior parking space, was broken into recently. They wished Council to consider possible ways to increase security in the area.

The Strata Manager was directed to respond to the Owner advising a notice will be distributed to Residents reminding them of their responsibly regarding security, but there are currently no plans to investigate increased security for exterior parking areas.

- b) Correspondence was received from an Owner requesting permission to install laminate flooring in their strata lot, specifically the living room, dining room, and both bedrooms.

The Strata Manager was directed to respond to the Owner advising their unit alteration has been approved, subject to the Bylaws of the Strata Corporation, and completion of an Assumption of Liability.

- c) Correspondence was received from an Owner advising of Residents storing items in the underground parking area, and advising of pest control concerns and requesting the Strata Corporation intervene.

The Strata Manager was directed to respond to the Owner thanking them for feedback on storage, advising the issue is being addressed and will continue to be monitored. Regarding pest control, the Owner is to be reminded they are responsible for pest control within their strata lot, if they feel there is an issue they are encouraged to retain a qualified contractor to address it. In the event the qualified contractor identifies a larger issue that may involve common property, the strata will reconsider the situation.

- d) Correspondence was received from an Owner advising of repairs and maintenance completed on their gas fireplace, and requesting the Strata Corporation reimburse them in the amount of \$890.40, as they feel the Strata Corporation is responsible, in the event there is exterior maintenance required.

The Strata Manager was directed to respond to the Owner advising the issue of potential exterior maintenance is being looked into, though the cost of the fireplace service will remain the responsibility of the Owner, given the work involved was necessary, and unrelated to any exterior issues.

Council agreed the Strata Manager be directed to investigate the possibility of coordinating an opportunity for Residents to have a qualified contractor with a history of the property, to service fireplaces as needed.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:50 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, May 2, 2018.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS343 - "PLACE FONTAINEBLEAU", COQUITLAM,
BC**

HELD: Wednesday, May 2, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT: Tonya Wagenaar Vice-President/Treasurer
Ryan Field Secretary/Website
Betty Foster Member At Large
Heather Churchill Member At Large

REGRETS: Lori Kosciuw President
Carla Fassbender Privacy Officer
Michael Hubele Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:40 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on April 4, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

Council agreed to TABLE the financial statements for the month of April, 2018, as they were only just received. The Strata Manager advised arrangements have been made to ensure future financial statements are provided earlier, as has been done in the past.

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$7,528.97 is outstanding. The Strata Manager advised correspondence would be reviewed later in the meeting from an Owner who is contesting a repair assessment.

Council agreed no further collection action is needed at this time, beyond those steps already taken. Arrears will continue to be monitored, and further action taken when necessary.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker.

b) Caretaker Contract, Duties & Job Description

The Strata Manager advised confirmation has been received that the Strata Corporation Insurance will not cover the Caretaker as a contractor, but may offer limited coverage as an Owner.

The Strata Manager was directed to obtain from the Caretaker a firm quote for provision of third party liability coverage for the remainder of 2018, as Council will consider covering this expense for a limited period while final decisions are made regarding responsibility for such coverage in future.

5. UNFINISHED BUSINESS

a) Exterior Stair Repairs

The Strata Manager advised repairs to the gatehouse stairs are complete, including the final coat of paint to the frame. The only area that appears to need additional paint is the underside of the bottom two stairs, which are difficult to access.

It was **Moved** and **Seconded** to approve payment of the invoice from XTR Building Services Ltd. in the amount of \$8,589.00 including tax, subject to resolution of the underside of the bottom two stairs.

CARRIED

b) Recycling & Waste Removal - Signage

The Strata Manager will facilitate ordering and installation of the signage once details have been confirmed. It is hoped the additional signage will encourage greater compliance by Residents regarding proper disposal of waste, recycling, and organics. Ryan Field and Carla Fassbender are reviewing options and will provide direction to the Strata Manager on behalf of Council.

Owners are reminded that no plastic bags or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved.

The Strata Manager advised the following quotations have been received for provision of waste removal and recycling services:

- Urban Impact - \$2,477.50 per month, and
- Waste Management - \$1,774.30 per month.

Council agreed the amounts will vary depending on the final services required, variety and number of bins, pick-ups etc. The Strata Manager was directed to obtain additional details from Waste Management regarding their services, as they had so far provided pricing only.

It was noted the contract with Smithrite expires on September 30, 2018, termination of the agreement requires notice to be provided in writing, a minimum of 60 days in advance. Council agreed a final decision will be made at the next scheduled meeting, to allow time for proper notice to be provided, if a decision is made to terminate all or part of the current services.

Owners are reminded that ***no plastic bags*** are to be placed in the recycling containers. When the recycling bins are contaminated by items other than what is approved, the bin will not be picked up until it has been resolved.

c) **Annual Fire Inspection**

The Strata Manager advised fines have been levied against the Owners of two Strata Lots who did not provide access for the second visit as required. A third unit was confirmed as not have received notice for the second inspection, therefore a fine was not levied.

The Strata Manager will schedule a third, and hopefully final visit to address the missed units, both for inspection and replacement of faulty devices where unit access was not provided.

d) **Fencing – Installation & Repairs**

The Strata Manager advised removal of hedging cedars and installation of the new fencing along Brunette is tentatively scheduled for May 14, 2018, pending final approval from Council. As a result of a meeting on site between Premium Fence Company, the Caretaker, and representatives of Council a revised quotation was received in the amount of \$28,960 plus tax, which includes additional work regarding gates, and excludes any painting or staining. As well, an invoice has been received for payment of a deposit in the amount of \$12,163 including tax.

It was **Moved** and **Seconded** to approve the quotation from Premium Fence Company in the amount of \$28,960 plus tax and to proceed with the project starting May 14, 2018, to approve payment of the deposit in the amount of \$12,163 including tax, both subject to inclusion of painting the new fencing.

CARRIED

6. **NEW BUSINESS**

a) **Renewal of Strata Corporation Insurance**

The Strata Manager advised the Strata Corporation Insurance policy expires at the end of May 2018, and that a renewal quotation is pending shortly from the insurance broker. It was not possible to obtain prior to the meeting, but all documentation would be shared with Council via email as it is received, so a decision may be made prior to the end of the month.

The Strata Manager advised a proposal has been received from Normac Appraisal for a new three year appraisal agreement, in the amount of \$800 plus tax, as the final update on the previous three year agreement was recently provided.

It was **Moved** and **Seconded** to accept the quotation for a new three year appraisal agreement with Normac Appraisal at a cost of \$800 plus tax. **CARRIED**

b) Gas Fireplace Maintenance

The Strata Manager advised BC Fireplace Service Inc. has confirmed no maintenance is required to the exterior venting for the gas fireplaces unless there is a problem. They recommend leaving the exterior venting alone, and only addressing issues as they arise.

BC Fireplace Service Inc. provided a quotation or a group rate of \$159 plus tax per unit for up to nine units, with a price of \$119 plus tax per unit if 10 or more units participate. It was noted this price covers cleaning and servicing of each natural gas fireplace to ensure they are to manufacturer's specifications, and should take approximately 30 to 45 minutes each. Should an individual fireplace unit require repair other than normal service, a quotation will be provided.

While the Owner of each strata lot is responsible for their repair and maintenance of their own fireplace units, Council agreed to encourage residents to have their gas fireplaces cleaned and serviced by facilitating the group rate. The Strata Manager will distribute notices to Residents and confirm those who wish to participate, after which a service date will be scheduled. Each Resident will be responsible for payment to be made directly to BC Fireplace Service Inc.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner contesting a repair expense that was charged back to their strata lot, for a water leak related to failure of a hot water tank. The Owner asserted that as the contractor reported issues with the location of the water tank in relation to proper drainage, that the Strata Corporation should cover the expense as this issue was an original design feature.

The Strata Manager was directed to respond to the Owner advising the hot water tank and its location is the responsibility of the Owner of the Strata Lot, therefore the cost of the emergency water leak response is the responsibility of the Owner. Any possible issue with the location of the hot water tank during original construction does not impact the decision, as the Strata Corporation is not responsible to warranty original construction.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:19 pm.

9. **NEXT MEETING**

The next meeting of Council will be held on **Thursday, June 7, 2018.**

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, June 6, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Carla Fassbender	Privacy Officer
Ryan Field	Secretary/Website
Michael Hubele	Member At Large

REGRETS:

Tonya Wagenaar	Vice-President/Treasurer
Heather Churchill	Member At Large
Betty Foster	Member At Large

OBSERVER: Strata Lot 16*

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

1.1 HEARING – MINOR WATER LEAK INVESTIGATION

A hearing was held in respect of a request from an Owner for the Strata Corporation to investigate and repair a minor water leak in their unit. They noted they have lived at Place Fontainebleau for twenty-six years, pay their strata fees in full and on time, and do not understand why the Strata would not take care of this.

The Owner was excused, after which Council gave careful consideration to the request. The Strata Manager was directed to respond to the Owner reminding them the Strata Corporation is responsible for repair and maintenance of common property, and that as an Owner he is responsible for repair and maintenance of the interior of the Strata Lot. Further, there is currently no evidence to suggest any common property is involved, nor proof of the source of the water leak as being the responsibility of the Strata Corporation. However, given the circumstances, Council has agreed to have their mechanical contractor investigate the minor water leak, subject to an acknowledgement by the Owner they will be responsible for the costs of the service call and associated repairs in the event the source of the water leak is determined to be their responsibility as the Owner of the Strata Lot.

Council noted this is a one-time exception, in future the Strata Corporation will not become involved with investigation and repair of minor water leaks, where there is no indication of common property being involved.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on May 2, 2018, as presented.

CARRIED

3. **FINANCIAL STATEMENTS**

Council agreed to TABLE the financial statements for the months of April and May, 2018, as the Treasurer was unable to attend the meeting.

a) **Accounts Receivable**

Council was presented with the updated accounts receivable, as of the date of the meeting \$4,367.86 is outstanding. The Strata Manager advised no response has been received as yet regarding the repair assessment owing, in the amount of \$1,537.06. If no response is received by the next scheduled meeting, approval will be sought to proceed with further collection actions.

It was Moved and Seconded to write off \$0.01 owing on one account, as the expense for collection would far outweigh the amount to be collected. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. **REPORTS**

a) **Building Report**

Council reviewed the report provided by the Caretaker. There was a brief discussion regarding ongoing issues with contamination in the organics bin, the Strata Manager will speak to the Caretaker about appropriate arrangements for emptying the bin in those situations

Council discussed ongoing visitor parking enforcement, including the need for members of Council to assist, realizing the Caretaker cannot be expected to monitor the parking area evenings and weekends, though he does assist where he can. Further, the Strata Manager will investigate a new towing contract, as the existing company is not as flexible and available as needed.

**Owner, Strata Lot 16, joined the meeting as an observer.*

b) **Caretaker Contract, Duties & Job Description**

The Strata Manager advised the Caretaker has confirmed a quotation in the amount of \$2,000 for him to obtain third party liability insurance to cover his work for the Strata Corporation.

Following a brief discussion, it was **Moved** and **Seconded** to approve reimbursement of the Caretaker up to \$2,000 upon receipt of proof of third party liability insurance for his work on behalf of the Strata Corporation. **CARRIED**

It was noted this approval is for one year only, during which time Council will continue to review options, and determine future direction on this issue.

5. **UNFINISHED BUSINESS**

a) **Recycling & Waste Removal**

Owners are reminded that **no plastic bags** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager confirmed additional detail on services have been provided by Waste Management, to supplement what has already been reviewed.

Following a brief discussion, it was **Moved** and **Seconded** to terminate the contract with Smithrite, providing the required 60 days' notice per the service agreement. **CARRIED**

It was **Moved** and **Seconded** to accept the quotation from Urban Impact for recycling and organics services only, subject to final confirmation of number and location of bins. **CARRIED**

It was **Moved** and **Seconded** to negotiate a new contract with Smithrite to continue provision of waste removal only. **CARRIED**

b) **Annual Fire Inspection**

The Strata Manager advised only one unit remains from the previous two inspections, and that arrangements are being made for a third and final visit.

c) **Fencing – Installation & Repairs**

The Strata Manager advised the installation of new fencing is nearing completion, and that repairs of existing fencing are well underway. It was noted a great deal of feedback is being received from Owners regarding quality and type of fencing repairs, with Council reconfirming the intention for repairs to be functional only, with continuing focus on completing as many repairs as possible, under the limited funds available. The goal is to maintain existing fencing, within reason, until such time as Owners approve additional funds for replacement.

It was **Moved** and **Seconded** to ratify a previous decision made via email, to approve Premium Fencing to proceed with various fence repairs at a cost of \$10,000, with the Strata Manager being provided authority to approve up to an additional \$5,000 in repairs as needed. **CARRIED**

The Strata Manager advised a final inspection would be organized once both projects are complete, with representatives of Council being encouraged to attend, along with the Caretaker.

The Strata Manager advised two common area lighting fixtures are, due to the new fencing, located on the inside of the patio area of the adjacent units, and are therefore no longer providing lighting as intended. A quotation has been received in the amount of \$1,500 plus tax to relocate the two lights, while it would cost \$800 plus tax, to remove them and cap the wires.

As the two lights in question are not necessary in those areas, it was **Moved** and **Seconded** to remove both lights and cap the wires. **CARRIED**

The Strata Manager advised a quotation has been received from Remdal Painting & Restoration Ltd. in the amount of \$7,530 plus tax to stain the new fencing, though they strongly recommend allowing time for "seasoning" of the wood to occur. It was noted sufficient funds remain from

the current budget to include staining if needed, and that allowing seasoning of the wood will provide an opportunity for further consultation with Owners at the next Annual General Meeting.

Council agreed that upon final completion of the current fencing installation and repairs, that preparations would begin for costing the next phases of the project, in preparation for the next Annual General Meeting.

d) Renewal of Strata Corporation Insurance

It was Moved and Seconded to ratify a decision made by Council via email to approve renewal of the Strata Corporation insurance with CapriCMW Insurance Services Ltd., with an annual premium of \$68,324. **CARRIED**

The Strata Manager advised the insurance policy was renewed effective June 1, 2018, and that a copy of the summary of coverages will be attached to these minutes. Council completed and signed the Directors and Officers Application, with the Strata Manager being authorized to complete the Renewal Information Update.

6. NEW BUSINESS

a) Mechanical – Parkade Fans & Carbon Monoxide Detectors

The Strata Manager advised a quotation is being obtained for preventative maintenance of the exhaust fans in the underground parking areas, as well as regular testing of the carbon monoxide sensors.

b) Garage Gate Receivers - Replacement

The Strata Manager advised a quotation is being obtained for replacement of the final two garage gate receivers that are outstanding, and the associated fobs.

c) Strata Manager Vacation

The Strata Manager advised he would be on vacation the following dates this summer:

- July 2018 – 23rd to 27th
- August 2018 – 20th to 24th

As before, arrangements will be made for coverage of emergencies and other urgent issues that may arise during those periods, with Council being provided details in advance.

**Owner, Strata Lot 16, departed the meeting.*

d) Vehicle Security

Council was advised of at least one break-in of a vehicle located outside the parking gate at one building, with confirmed reports of two others in the same area. There was a brief discussion regarding the history of issues at this location, it was noted there have been no problems for some time. Council agreed no action is needed at this time, though the situation will be monitored with Residents assigned exterior parking being encouraged to report issues when they occur. If problems continue, Council will consider options, such as relocating the parking gate or installation of security cameras, both of which would be at significant expense to the Strata Corporation.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting the Strata Corporation make additional repairs to their fencing, which is in poor shape.

The Strata Manager was directed to respond to the Owner reminding the fencing is past its life expectancy, and that the goal of the repair program is to conduct the minimum repairs necessary to keep the current fencing functional, while at the same time planning full replacement. The repairs will be ongoing on an as needed basis, until such time as replacement occurs.

- b) Correspondence was received from an Owner requesting approval from Council to extend their patio.

The Strata Manager was directed to respond to the Owner advising Council is willing to consider their request, subject to provision of further details on what they plan to do, including basic drawings and dimensions.

- c) Correspondence was received from an Owner requesting additional work be done to the fencing adjacent to their patio.

The Strata Manager was directed to respond to the Owner advising of the ongoing repairs, and the goals of the work versus eventual replacement.

- d) Correspondence was received from an Owner requesting approval to replace the bathroom sink/vanity, toilet, kitchen countertop, and new tiles along the kitchen wall.

It was **Moved** and **Seconded** the Strata Manager be directed to respond to the Owner advising their unit alterations are approved, subject to completion of an assumption of liability. **CARRIED**

- e) Correspondence was received from an Owner requesting the Strata Corporation reimburse them in the amount of \$396.90 for having a plumber snake their kitchen drain, where the contractor needed to go out forty feet, well beyond the boundaries of the strata lot.

It was **Moved** and **Seconded** to reimburse the Owner \$396.90 for the plumbing bill, as the source of the blockage was beyond the boundaries of the strata lot. **CARRIED**

- f) Correspondence was received from an Owner arguing their ground floor windows should be cleaned at the same time as non-accessible windows, as they have been done in the past.

The Strata Manager was directed to respond to the Owner advising it is common practice for a Strata Corporation to clean inaccessible windows only, and that windows on their unit were cleaned the previous fiscal year on a one time basis, along with the full building cleaning that was conducted. The practice of cleaning inaccessible windows only will continue.

- g) Correspondence was received from an Owner requesting approval to replace the carpet in their second bedroom with hard surface flooring.

It was **Moved** and **Seconded** the Strata Manager be directed to respond to the Owner advising their unit alterations are approved, subject to completion of an assumption of liability. **CARRIED**

- h) Correspondence was received from an Owner advising they are not pleased that some original fencing was left when the new fencing was installed, and requesting the Strata Corporation replace the remaining pieces.

The Strata Manager was directed to respond to the Owner advising it was part of the plan to re-use some aspects of the previous fencing, in particular the gates, in order to have the budget necessary to install the new fencing, as well as conduct additional repairs elsewhere on the property. There are no plans to replace the gate at the unit at this time, but consideration will be given during future phase of the fence replacement project.

- i) Correspondence was received from an Owner expressing concern about the need for repairs to the old portion of fencing that was left at their unit when the new fencing was installed.

The Strata Manager was directed to respond to the Owner advising repairs are currently under way, and at completion of the work a site inspection will occur to address any issues that may remain.

- j) Correspondence was received from an Owner requesting the move in fee be reversed, as their new tenant did not require elevator access, and was able to move in directly to a first floor unit with no need for additional resources from the Strata Corporation.

It was **Moved** and **Seconded** to reverse the move in fee. **CARRIED**

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:23 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, July 4, 2018.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

RETAIN MINUTES

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EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Annie Lam at alam@warringtonpci.com or call Annie at 604-331-5273.

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information of if you have not previously provided one.

EMERGENCY CALL PROCEDURE

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, July 4, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Heather Churchill	Member At Large
Betty Foster	Member At Large

REGRETS:

Carla Fassbender	Privacy Officer
Michael Hubele	Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on June 6, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the months of March, April, and May 2018.

It was **Moved** and **Seconded** to adopt the financial statements for the months of March, April, and May 2018. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$3,244.00 is outstanding.

It was **Moved** and **Seconded** to send a Lien Warning to the Owner of a Unit that is in arrears of their strata obligations. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

b) **Invoice Approval**

It was **Moved** and **Seconded** to approve payment in the amount of \$2,320.50 to National Air, for exterior dryer vent cleaning. **CARRIED**

It was **Moved** and **Seconded** to approve payment in the amount of \$18,244.80 to Premium Fence Company for installation of the new fencing at the Gatehouse and the Brunette Buildings. **CARRIED**

It was **Moved** and **Seconded** to approve payment in the amount of \$9,885.75 to Premium Fence Company for miscellaneous repairs of existing fencing. **CARRIED**

4. **REPORTS**

a) **Building Report**

Council reviewed the report provided by the Caretaker. There was a brief discussion regarding the need to change towing companies. The Strata Manager advised arrangements are being made with Coquitlam Towing, once new signage has been installed they will be used exclusively.

b) **Caretaker Contract, Duties & Job Description**

The Strata Manager advised the Caretaker has confirmed he has obtained third party liability insurance, and will be submitted the required paperwork shortly. Once this is complete, the updated Caretaker Contract will be signed as well, with an amendment to reflect the arrangement with regard to third party liability insurance.

5. **BUSINESS ARISING**

a) **Recycling & Waste Removal**

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised Smithrite has accepted termination of their contract, and is prepared to enter into a new agreement for waste removal only. A meeting is being coordinated between Urban Impact and Carla Fassbender, to facilitate revisions to the final proposal for recycling and organics.

b) **Annual Fire Inspection**

As only one remains after two attempts, which is a high success rate, Council agreed to close the Annual Fire Inspection for this year. The Strata Manager will diarize the unit in question, to ensure it is caught in 2019.

c) **Fencing – Installation & Repairs**

The Strata Manager advised an inspection occurred of both the new fencing, and the general repairs around the property, with representatives of Council present. Two or three minor issues were noted as remaining outstanding, with the Strata Manager to advise Premium Fencing so they may resolve them. Council also agreed any decision on staining or painting would wait until the Annual General Meeting, to allow the new fencing to age.

Overall Council is very pleased with the quality of the new fencing, and the general repairs elsewhere. Council considers this project to be closed, with planning to begin for the next phase, to be approved by Owners at the next Annual General Meeting. Funds remaining from this project will remain in the Contingency Reserve Fund.

Owners are reminded the goal is to maintain the existing fencing, within reason, until such time as Owners approve additional funds for replacement. The intention is for repairs to be functional only, aesthetics are not a concern, given the limited budget available.

d) **Mechanical – Parkade Fan & Carbon Monoxide Detectors**

It was **Moved** and **Seconded** to ratify a decision made by Council via email to approve a quotation from Xpert Mechanical to provide preventative maintenance and testing for the exhaust fans in the underground parking, as well as the carbon monoxide detectors, at a cost of \$990 plus tax. **CARRIED**

e) **Garage Gate Receivers – Replacement**

The Strata Manager advised that updated pricing for the new receiver and fobs has been confirmed, but that details are still being worked out on the number of new fobs that will be required. The cost of the new fobs is the major part of the expense. Details will be worked out in time for the next scheduled meeting, at which point a decision can be made.

f) **Vehicle Security**

There was a brief discussion regarding multiple vehicle break-ins that occurred approximately one month ago, only at one building, related to vehicles in assigned parking outside the parking gate. The Strata Manager was directed to investigate the feasibility and cost of moving the existing parking gate to the exterior of the building.

6. **NEW BUSINESS**

a) **Water Leak Update**

The Strata Manager advised there was a water leak from a washing machine into the unit below. Given the Owner was home and as able to mitigate the damage, and given there was no Common Property involved, the Strata Corporation did not dispatch anyone in this instance.

Further to the initial call, it was confirmed the total cost of the emergency work and repairs was estimated to be significantly below the Strata Corporation's water damage deductible, which is currently \$25,000, therefore the homeowners insurance is taking care of the work.

b) **Visitor Parking Stalls – 219 Begin**

There was a brief discussion regarding two visitor parking stalls above the building at 219 Begin St., which are accessed off the lane, and where a no parking sign was recently installed. The Strata Manager confirmed that per the Strata Plan, the two parking stalls in question do not belong to the Strata Corporation, and are in fact City property. Residents who use those parking stalls in future do so at their own risk, depending on the level of parking enforcement by the City.

c) **Fireplace Cleaning & Maintenance**

Council agreed to select a new contractor to recommend to the Owners in an effort to facilitate a group price for fireplace maintenance with suggestions to be provided to the Strata Manager.

d) **Landscaping Review**

There was a brief discussion about opportunities for improvement in the landscaping maintenance, with the President, Lori Kosciuw, agreeing to meet with ATC Landscaping to conduct a review of the property and to discuss next steps.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting approval to conduct a complete renovation of their ensuite bathroom, with an extensive list of work.

The Strata Manager was directed to respond to the Owner advising their unit alterations are approved, subject to the usual bylaw requirements, and completion of an Assumption of Liability.

- b) Correspondence was received from an Owner requesting approval from Council to install laminate flooring in their kitchen, dining room, living room, entrance, half bathroom, and all areas of the main floor.

The Strata Manager was directed to respond to the Owner advising their unit alteration is approved subject to the usual bylaw requirements, including the specified underlay to be used and completion of an Assumption of Liability.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:37 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, August 1, 2018.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, August 8, 2018

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Carla Fassbender	Privacy Officer
Ryan Field*	Secretary/Website
Heather Churchill	Member At Large
Michael Hubele	Member At Large

REGRETS:

Tonya Wagenaar	Vice-President/Treasurer
Betty Foster	Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on July 4, 2018, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

Council agreed to TABLE the financial statements for June 2018.

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,816.36 is outstanding.

It was **Moved** and **Seconded** to send Lien Warnings to the Owners of two units that are in arrears of their strata obligations. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. **REPORTS**

a) **Building Report**

Council reviewed the report provided by the Caretaker. There was a brief discussion regarding the need to change towing companies. The Strata Manager advised arrangements have been made with Coquitlam Towing, once new signage has been installed they will be used exclusively.

b) **Caretaker Contract, Duties & Job Description**

Council reviewed the proof of third party insurance provided by the Caretaker, and agreed it is sufficient. The Strata Manager will arrange for reimbursement of this expense as previously agreed, after which the new Caretaker Contract will be signed.

5. **BUSINESS ARISING**

a) **Recycling & Waste Removal**

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

Council reviewed the updated proposal provided by Urban Impact for recycling and organics, at a cost of \$1,119 plus tax per month, not including Styrofoam pick-ups upon request, which are \$110 plus tax each.

Council reviewed updated pricing from Smithrite for garbage removal, which based on the current level of service will work out to \$813 plus tax per month.

It was **Moved** and **Seconded** to approve the contract with Urban Impact for provision of Recycling and Organics service, effective October 1, 2018. **CARRIED**

It was **Moved** and **Seconded** to approve a new contract with Smithrite for garbage removal only. **CARRIED**

The Strata Manager was directed to determine if a 4 yard bin that is picked up twice a week, can be changed to a 6 yard bin to be picked up once per week.

b) **Mechanical - Parkade Fan**

It was **Moved** and **Seconded** to approve a quotation from Xpert Mechanical in the amount of \$990 plus tax to install a new motor for the parkade exhaust fan at 217 Begin Street. **CARRIED**

c) **Garage Gate Receivers - Replacement**

It was **Moved** and **Seconded** to approve replacement of the final two garage gate receivers and fobs for the Laval Buildings, and 217/219 Begin, at a cost of up to \$7,000 including tax. **CARRIED**

As before, the old receivers will remain active while a schedule is published for affected Owners to obtain new fobs.

d) Vehicle Security

The Strata Manager advised Creative Door has taken a look at the existing garage gates at the two buildings with covered parking beyond the gate, and provided the following budget estimates:

- Upper Gate – \$4,300, to relocate the existing gate, but does not include electrical work.
- Lower gate - \$8,250 for a new gate, as the old one cannot be moved. This would include reusing parts as possible on the old gate which would be removed, though it does not include electrical work.

The Strata Manager advised that \$16,000 would be a reasonable estimate for planning purposes, for both projects together. Council agreed to TABLE a decision on next steps until the budget meeting.

e) Landscaping Review

The President, Lori Kosciuw, agreeing to meet with ATC Landscaping to conduct a review of the property and to discuss next steps regarding landscaping maintenance, and potential improvements for the 2018/2019 budget year.

**Ryan Field joined the meeting.*

6. NEW BUSINESS

a) Annual General Meeting – Planning & Budget Process

The Strata Manager advised an alternate venue has been booked for an Annual General Meeting in September, though efforts are underway to book something closer. The draft budget will be ready for the next scheduled meeting, though the Strata Manager was requested to provide it early to allow additional time for Council to review.

Council agreed the agenda for the Annual General Meeting will include special resolutions related to fencing replacement, painting of exterior trim, possible revisions to the visitor parking bylaw, and a proposal for a smoking bylaw to prohibit smoking on common and limited common property.

The Strata Manager was authorized to utilize a strata lawyer to obtain feedback on the visitor parking bylaw, and to obtain a draft smoking bylaw.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner advising of pest control concerns, and requesting Council to address interior pest control, given the issues are originating outside their unit.

The Strata Manager was directed to respond to the Owner reminding them interior pest control is the responsibility of the Owner of the strata lot, regardless of the method of entry, but that the Strata Corporation would take appropriate steps to address any exterior entry points that have been identified.

- b) Correspondence was received from an Owner requesting Council to proceed with interior repairs to address a minor water leak, after the strata contractor reviewed.

The Strata Manager was directed to respond to the Owner advising efforts are underway to obtain clarification from the contractor, as the pipe in question has not been adequately identified, which is needed to determine responsibility. Once the additional information has been obtained, a quick decision will be made regarding next steps.

- c) Correspondence was received from an Owner requesting approval to install a ductless mini-split air conditioner in their unit.

The Strata Manager was directed to respond to the Owner denying permission, based on bylaw 45.11 which prohibits the installation of air conditioners.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:41 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, September 12, 2018.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain these for your records.

For convenient 24/7 access to minutes, please visit the strata website at <http://www.placefontainebleau.ca/>.

EMAILED MINUTES

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

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EMERGENCY CALL PROCEDURE

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, September 4, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:31 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on August 7, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of July 2019.

It was **Moved** and **Seconded** to approve the financial statements for the month of July 2019. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,340.59 is outstanding.

It was **Moved** and **Seconded** the Strata Manager be directed to levy interest on all strata fee amounts owing over ninety days **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council agreed the August report will be included in the agenda for the October meeting.

Owners are reminded to contact the Caretaker or Strata Manager if they are having any issues with access to underground parking, Owners are not to tamper with the receivers for the garage gates themselves.

***Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.

b) Janitorial

The Strata Manager advised a site meeting was held with SMJ Janitorial, and representatives of Council. Various concerns were raised, with SMJ Janitorial having already made great improvement in the areas identified. Council agreed such meetings should occur once per quarter.

5. BUSINESS ARISING

a) Recycling & Waste Removal

Owners are reminded that no plastic bags or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised Urban Impact has agreed to attend the upcoming Annual General Meeting, to make a brief presentation on the recycling program, and to answer questions. An update has been provided regarding the organics program, a copy of which has been attached to these minutes.

Owners are reminded Food Trays, Takeout Containers, LDPE Foam, and Packaging Peanuts may not be place in the Styrofoam bin, regardless of the number on it.

Owners are encouraged to download the new Urban Impact app to use as a resource on what may or may not be recycled:



Check your schedule on our [website](#) or using our new mobile app.

Download the Urban Impact app today!



b) Pest Control

The Strata Manager advised exclusion efforts are underway to address a skunk issue under two ground level patios, and that work is underway with regard to additional pest exclusion concerns of two owners. The exterior inspections and bait program are ongoing.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) Fencing & Exterior Painting

The Strata Manager advised the fencing replacement is complete, with Council agreeing a final meeting should be arranged to review the upper fencing, and to discuss any final deficiencies that need to be addressed. It was noted that gates were not installed on the upper fencing as planned, as Premium felt it would weaken the fencing too much to be safe. This will be discussed as a part of the final inspection.

The Strata Manager advised painting of the exterior building trim has been scheduled to start on Monday, September 9, 2019. Notices have been distributed to those impacted, cleaning will occur first followed by painting.

d) 2019 Annual Fire Inspection

The Strata Manager advised a third inspection is being arranged, and that Levitt Safety has not agreed there were any issues with their not visiting units as scheduled for the second date. Council agreed to hold the invoice pending resolution.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

e) **Annual Roof Inspection**

The Strata Manager confirmed Continental Roofing has completed their general inspection as well as routine maintenance. Reports have been provided to Council, advising of dry rot in several areas of the flat roofs, requiring attention. It was noted that JRS Engineering was on site for warranty inspections on August 7, 2019, with a report pending shortly. Once received, decisions can be made regarding repairs of the dry rot, for which a quotation is being obtained.

f) **Dryer Vent Cleaning**

The Strata Manager advised dryer vent cleaning is being scheduled for November 2019, notices to be provided in early October, to allow residents time to sign up for interior cleaning at their expense, if they choose to do so.

g) **Bylaw Review**

It was noted Council held an informal meeting to review possible changes to the bylaws, to be proposed at the upcoming Annual General Meeting if needed. The Strata Manager reviewed feedback provided by Clark Wilson LLP, with the email to be forwarded for review by Council in advance of the next scheduled meeting.

h) **Budget Review**

There was a general discussion regarding the draft proposed budget for 2019 – 2020, in particular the need for a strata fee increase to support the improved recycling program, janitorial service, planned improvements to landscaping, as well as the need to ensure healthy annual contributions to the contingency reserve fund.

It was Moved and Seconded to approve the draft budget for 2019 – 2020 for presentation to the owners at the upcoming Annual General Meeting, with a proposed strata fee increase of six percent.

5 In Favour, 0 Opposed, 1 Abstention

CARRIED

i) **Roof Warranty**

Council reviewed the report provided by JRS Engineering regarding their annual inspection for warranty on the new roofing. JRS advised of no warranty issues identified, and provided a quotation in the amount of \$2,500 plus tax to investigate and review the flat roofing areas, including exploratory openings, and to provide a report. The report will include the results of the investigation, along with recommendations for repair of any deterioration. The cost for exploratory openings is separate, estimated at approximately \$1,200 plus tax.

The Strata Manager was directed to obtain a quotation from Continental Roofing to conduct a similar investigation and to quote on repairs.

**Ryan Field joined the meeting.*

i) **Bylaw Enforcement**

The Strata Manager advised additional correspondence has been distributed with regard to fines, as well as new violations. Owner responses will be available for review at the next scheduled meeting.

6. **NEW BUSINESS**

a) **Parking Gate Repairs**

The Strata Manager advised the operator at the Laval parking gate was recently replaced, as it had failed completely, and was unable to be repaired.

b) **Disclosure for Strata Council Volunteering**

Carla Fassbender presented a Disclosure of Management of Strata Corporation by Licensee Who Is An Owner, as required by the Real Estate Council of British Columbia, as she is licensed to provide Property Management.

Council reviewed the form, and signed it in acknowledgement.

7. **CORRESPONDENCE**

No Owner correspondence was reviewed at this meeting.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. **TERMINATION**

There being no further business, the meeting was terminated at 7:33 pm.

9. **NEXT MEETING**

The next meeting of Council will be held on Tuesday, October 1, 2019.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

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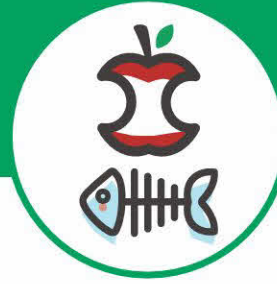
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**URBAN
IMPACT**
recycling at work



Organics Price increase notification

In mid July 2019, Urban Impact received notice from our primary organics end processor that fee for commercial organics has increased from \$100 to \$125 per metric tonne. The reason for the increase is that contamination in commercial organics requires more sortation and processing.

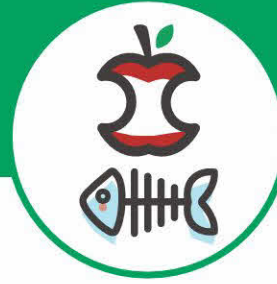
Urban Impact works hard at communicating with our customers if we find contamination. On the whole our customers do an excellent job of ensuring their organics are clean – however there are still some contaminants that require extra work to remove. Due to the increase, we must also pass along a 10% increase to your Organics Service Fees. Customers will note an increase as of August 1, 2019.

Keeping your organics stream clean and clear of contamination continues to be important and will ensure that a higher percentage is recoverable.

“If in doubt, keep it out.”

On the reverse you will find an up to date **Yes / No List**. If you need more signage or other communication collateral, please let us know at customerservice@urbanimpact.com. Please note, Organics Service Fees are not subject to the commodity surcharge.

urbanimpact.com



Organics: Sort it out

YES	NO
✓ Coffee Grinds and Filters, Tea Bags	✗ Batteries
✓ Compostable Liners, ASTM D 6400 Certified	✗ Chip Bags
✓ Eggs, Dairy	✗ Cloth or Clothing or Textiles
✓ Food Scraps	✗ Excess Liquids
✓ Food Soiled Paper including Paper Towels, Paper Plates, Napkins, Newspaper Liners, Wax Paper, Paper Food Packaging	✗ Garbage
✓ Fruit and Vegetable	✗ Glass
✓ Grains, Animal Feed	✗ Liquid Cleaning Products
✓ House plants and dried flowers	✗ Medical & Hazardous Waste
✓ Meat, Poultry, Fish, Bone	✗ Metal, Aluminum Foil
✓ Wood: Wooden Cutlery, Wood Chips	✗ Pet Bio Solids (Poop!)
	✗ Plastics of any kind, Plastic Bags, Plastic or Plastic looking Food Containers, Rigid Containers
	✗ Pop Cans
	✗ Styrofoam



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, October 1, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on September 4, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of August 2019.

It was **Moved** and **Seconded** to approve the financial statements for the month of August 2019. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,340.59 is outstanding.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the Caretaker Report for August and September. The Strata Manager was directed to review expectations regarding monthly reporting, as well as the need for effective enforcement of visitor parking.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) Janitorial

Council agreed there has been continued improvement from SMJ Janitorial, and that feedback would be provided as it is available.

5. BUSINESS ARISING

a) Recycling & Waste Removal

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised a quotation has been received from Urban Impact in the amount of \$1,700 plus tax to conduct an audit of waste at Place Fontainebleau. Council agreed to TABLE this item until 2020, but in the meanwhile directed the Strata Manager to obtain details from Smithrite regarding current weights at each service, and the impact on billing.

The Strata Manager advised Urban Impact has provided an updated Service Agreement for an additional twelve months, at an annual cost of \$15,480 plus tax, plus a ten percent fuel surcharge. It was noted there is an increase of approximately 3.6% over the previous agreement, to account for market conditions.

It was **Moved** and **Seconded** to approve renewal of the Service Agreement with Urban Impact for an additional twelve months, at an annual cost of \$15,480 plus tax, plus the ten percent fuel surcharge. **CARRIED**

The Strata Manager was directed to obtain signage for each garbage room/area, reminding Residents that no recycling may be placed in the garbage bins.

Owners are reminded Food Trays, Takeout Containers, LDPE Foam, and Packaging Peanuts may not be place in the Styrofoam bin, regardless of the number on it.

Owners are encouraged to download the new Urban Impact app to use as a resource on what may or may not be recycled:



Check your schedule on our [website](#) or using our new mobile app.

Download the Urban Impact app today!



b) Pest Control

The Strata Manager advised the owners of the two strata lots who were offered bait stations in their ceilings, have not agreed to the terms required by the strata corporation, therefore that work will no longer proceed. The Strata Manager advised exclusion efforts are underway at one building where squirrels have been entering the building.

The exterior rodent inspections and bait program are ongoing.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) Fencing & Exterior Painting

It was reported that members of Council participated in an inspection of the upper roofing, where the few deficiencies have been already corrected. The Strata Manager advised correction of the few remaining deficiencies on the lower fencing are underway, and should be completed shortly. Council agreed the new fencing turned out well, and that Premium Fence has done excellent work.

It was **Moved** and **Seconded** an outstanding invoice in the amount of \$105,067.25 including tax, be paid to Premium Fence Company. **CARRIED**

There was a brief discussion regarding the benefits of staining the new fencing, where it was noted a clear stain would reflect the current colour of the fencing, but that the newest fencing needs to cure for at least one season. Council agreed to TABLE a decision on this matter for now, with possible discussion on this topic to occur at the upcoming Annual General Meeting.

The Strata Manager advised the painting of the exterior building trim is now completed, with Council agreeing to take a walk around the two buildings and report any deficiencies or concerns. It was noted the newly painted areas turned out well.

d) **2019 Annual Fire Inspection**

The Strata Manager advised the third inspection has been confirmed for November, due to an administrative delay in providing notice to impacted Owners for an earlier date that had been scheduled for October. The invoice for the 2019 Annual Fire Inspection remains on hold pending the final inspection.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

e) **Dryer Vent Cleaning**

The Strata Manager advised dryer vent cleaning is being scheduled for November 2019, notices to be provided in early October, to allow residents time to sign up for interior cleaning at their expense, if they choose to do so.

f) **Bylaw Review**

Council agreed the following bylaw revisions be considered for the upcoming Annual General Meeting:

- 11.1 (c) – will clarify wording to be clear on responsibility for maintenance of trees and large bushes, in ground level “yards”, as they interfere with buildings, fencing etc.
- Smoking Bylaw – a proposed prohibition for smoking on common and limited common property.
- Electric Vehicles – a proposed bylaws to regulate the process for charging of electrical vehicles on common property, and responsibility for associated costs including a monthly fee when common plugs are used.

g) **Annual General Meeting**

Council agreed the following items be on the agenda:

- Bylaws – three proposed bylaw amendments as detailed in item 5 (f),
- Special Resolutions –
 - to continue the next phase of exterior building trim painting,
 - to replace a fire panel at 202 Laval, and
 - to stain the new fencing along Brunette, and the Gatehouse.

The Strata Manager will prepare the draft Notice for the Annual General Meeting, to be distributed to Council via email for review and approval prior to distribution to Owners.

i) **Roof Inspection**

The Strata Manager advised Continental Roofing has been approved to proceed with an inspection and report of the flat roofing, as they will be doing this at no charge to the Strata Corporation.

i) **Bylaw Enforcement**

The Strata Manager advised additional correspondence has been distributed with regard to new violations, with an email to Council for decisions on fines when appropriate. Council agreed additional enforcement is required with regard to visitor parking.

6. **NEW BUSINESS**

a) **Snow & Ice Removal**

The Strata Manager advised both C&J Backhoe and Exact Facility Services are prepared to provide snow and ice removal services to the strata, on the same terms as last season. C&J Backhoe would be responsible for snow and ice removal on all roadways and parking lots, Exact Facility Services would be responsible for snow removal on all pathways, stairs, and sidewalks with salting afterwards, while the Caretaker would be responsible for salting of pathways, sidewalks, and stairs when there is no snow removal.

It was **Moved** and **Seconded** to approve renewal of the snow removal contracts for the 2019-2020, winter season, with the same contractors and arrangements as the previous season.

CARRIED

b) **Gutter Cleaning**

The Strata Manager advised gutter cleaning has been scheduled for November 5, 2019, at the same cost as 2018.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner advising of concerns regarding the placement of the temporary washrooms for use by the painters. The Owner felt the washrooms were too close to their building, and in particular the windows of their unit.

The Strata Manager was directed to respond to the Owner advising the painting project has been completed, and that the portable toilet is in the process of being removed.

- b) Correspondence was received from an Owner regarding concerns about apparently lack of enforcement of the bylaws regarding use of visitor parking in the lot adjacent to their building.

The Strata Manager was directed to respond to the Owner advising enforcement of the visitor parking bylaws are ongoing, with efforts to manage the situation in a reasonable manner.

- c) Correspondence was received from an Owner requesting approval to charge a second electric vehicle from the common plug adjacent to their assigned parking space.

It was **Moved** and **Seconded** to decline the request, pending a review of electrical vehicle requirements, including a proposed bylaw to be considered at the upcoming Annual General Meeting. **CARRIED**

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:47 pm.

9. NEXT MEETING

The next meeting of Council will be held on a date to be determined by the new Strata Council, after the upcoming Annual General Meeting on Tuesday, November 19, 2019.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, December 3, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Ryan Field	Secretary/Website
Heather Churchill	Member At Large
Michael Hubele	Member At Large

REGRETS:

Tonya Wagenaar	Vice-President/Treasurer
Carla Fassbender	Privacy Officer
Betty Foster	Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:38 pm.

1.1 EXECUTIVE POSITIONS

It was **Moved** and **Seconded** the following members of Council accept the following positions and responsibilities:

- President – Lori Kosciuw
- Vice President/Treasurer – Tonya Wagenaar
- Secretary/Website – Ryan Field
- Privacy Officer – Carla Fassbender
- Member At Large – Heather Churchill
- Member At Large – Michael Hubele
- Member At Large – Betty Foster

CARRIED

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on October 1, 2019, as presented.

CARRIED

3. FINANCIAL STATEMENTS

Council agreed to TABLE review of the financial statements for the month of September, 2019.

a) **Accounts Receivable**

Council was presented with the updated accounts receivable, as of the date of the meeting \$3,755.71 is outstanding.

It was **Moved** and **Seconded** to reverse amounts owing on four accounts, as related issues have now been resolved. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

b) **Invoice Approval**

Council reviewed an outstanding invoice from On Side Restorations in the amount of \$15,000, which is the water damage deductible for a claim filed on the strata corporation insurance for an incident that occurred in November 2018.

It was **Moved** and **Seconded** to approve the Water Damage Deductible Invoice from On Side Restoration in the amount of \$15,000, with funds to come from the Contingency Reserve Fund. **CARRIED**

4. **REPORTS**

a) **Building Report**

Council reviewed the Caretaker Report for October and November. The Strata Manager was directed to review expectations regarding monthly reporting, as well as the need for effective enforcement of visitor parking.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) **Janitorial**

Council agreed there has been continued improvement from SMJ Janitorial, and that feedback would be provided as it is available. Plans will be made for a site review in February.

5. **BUSINESS ARISING**

a) **Recycling & Waste Removal**

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

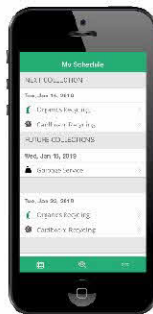
The Strata Manager advised correspondence has been received from Urban Impact advising of changes to the soft plastic market. Consequently, they advised the following options are available at present:

- Continue with current arrangements, whereby the soft plastics go into the 'waste to energy' stream.
- Eliminate soft plastics from the recycling program, with the material then going into the garbage.
- Expand the program to 'Soft and Flexible Packaging', which would result in an increased cost.

After careful consideration, Council agreed to continue with the existing arrangements. The situation will be monitored, and if needed changes will be considered for the next fiscal year.

*Owners are reminded Food Trays, Takeout Containers, LDPE Foam, and Packaging Peanuts may **not** be place in the Styrofoam bin, regardless of the number on it.*

Owners are encouraged to download the new Urban Impact app to use as a resource on what may or may not be recycled:



Check your schedule on our [website](#) or using our new mobile app.

Download the Urban Impact app today!



b) Pest Control

The Strata Manager advised of squirrel exterior exclusion work on one strata lot, with opportunities identified for further work on other buildings to prevent further issues in this regard. The Strata Manager advised a quotation has been approved in the amount of \$1,000 plus tax for Terminix to conduct additional preventative exclusion work. Individual notices will be provided to those Residents where unit access will be required to facilitate this exterior work.

The exterior rodent inspections and bait program are ongoing. The Strata Manager advised there has been no activity at a temporary bait station placed on a roof adjacent to a strata lot that had previously complained of rodent activity in the area.

It was **Moved** and **Seconded** that as reasonable efforts have been undertaken over an extended period, and that there has been no rodent activity for the past few visits, that the temporary roof bait station be removed. **CARRIED**

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) **Exterior Painting**

Council agreed there are no deficiencies, and that the first phase of this project is now closed.

d) **2019 Annual Fire Inspection**

The Strata Manager advised the third, and hopefully final inspection has been completed, with reports pending.

It was **Moved** and **Seconded** to authorize payment of the outstanding invoice for the 2019 Annual Fire Inspection. **CARRIED**

The Strata Manager advised a quotation has been received from Levitt Safety in the amount of \$3,960 plus tax for the 2020 Annual Fire Inspection, as well testing and inspection of the fire sprinkler system in the underground parking areas, as well as an additional \$575 plus tax for winterization of the fire sprinkler system in the underground parking areas.

It was **Moved** and **Seconded** to approve the quotation from Levitt Safety in the amount of \$4,535 plus tax for the 2020 Annual Fire Inspection, testing, inspection, and winterization of the fire sprinkler system in the underground parking areas. **CARRIED**

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

e) **Dryer Vent Cleaning**

The Strata Manager advised dryer vent cleaning has been completed, and shared a recommendation from National Air Technologies for new screens to be installed on two buildings. The Strata Manager was directed to obtain a quotation for this work.

It was noted that exterior cleaning of dryer vents for two units were missed, as there were locks on the gates at the ground level strata lots. The Strata Manager was directed to purchase bolt cutters for the Caretaker, and that in future notices will provide for locks to be cut in the event they are blocking necessary work by representatives of the strata corporation.

f) **Roof Inspection**

The Strata Manager advised Continental Roofing has been approved to proceed with an inspection and report of the flat roofing, as they will be doing this at no charge to the Strata Corporation.

g) Bylaw Enforcement

The Strata Manager advised a fresh inspection of the underground parking areas is underway, and that additional bylaw violation letters will be distributed to Owners as needed, with an email to Council for decisions on fines where appropriate.

h) Snow & Ice Removal

It was **Moved** and **Seconded** to ratify a decision made previously by email to contract Exact Facility Services for snow and ice removal on the entire property for the 2019/2020 Winter Season. **CARRIED**

It was noted the Caretaker continues to be responsible for salting/ice removal of all sidewalks, and pathways, where Exact Facility Services will be responsible for snow and ice removal of the roadways and parking lots, and will salt after snow removal on the sidewalks and pathways.

6. NEW BUSINESS

a) Civil Resolutions Tribunal - Complaint

Owners are advised the Owner of Strata lot 33 has filed a dispute against the Strata Corporation, with the Civil Resolutions Tribunal (CRT). In the Dispute Notice the Owner makes the following claims:

- Dispute Claim 1 – Wrongly diagnosed a leak by the strata plumber resulting in unnecessary replacement of their hot water tank.
- Dispute 2 – Drain cleaning up to 75 feet below their unit, which solved the initial leak issue.
- Dispute Claim 3 – They wish the respondent to pay for dispute related fees paid to the CRT and other expenses and charges allowed under the CRT Rules and the CRT Act.
- Dispute Claim 4 – They want to claim interest and do not have an agreement on an interest rate. The rate will be based on the Court Order Interest Act. The principal amount claimed is \$1,743.25.

The Strata Council has filed a response with the Civil Resolution Tribunal, further updates will be provided to Owners through the minutes of future meetings of Council as needed.

b) Special Projects

Council discussed next steps for the following projects approved by owners at the recent Annual General Meeting:

- Fire Panel Replacement at 2020 Laval – The Strata Manager will obtain final quotations for review.
- Fence Staining at 1215, 1225 Brunette & Gatehouse – The Strata Manager will obtain final quotations for review.
- Painting of Exterior Building Trim – Council will view the remaining buildings, to suggest which ones are to be next, based on need.
- Landscaping – The Strata Manager will obtain an updated quotation from Donnelly Landscapes, after which time notice of termination will be provided to ATC Landscaping, so the change of contractors can be coordinated for Spring.

c) **Strata Manager Vacation**

The Strata Manager advised he would be on vacation from December 16, to 20, 2019. Standard arrangements will be made for coverage of urgent issues, with notice provided to Council closer to those dates.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner advising of concerns related to noise emanating from an unidentified unit, which is disturbing their sleep.

The Strata Manager was directed to respond to the Owner advising Council will monitor the situation, and in the event further information is received regarding the identity of the source unit, further steps will be taken.

- b) Correspondence was received from an Owner regarding concerns about a smoke detector beeping, which turned out to be instead their carbon monoxide detector. They agreed the cost of addressing this by the fire safety company be charged back to them.

It was **Moved** and **Seconded** to chargeback the cost of addressing this issue, once the invoice is received from the Levitt Safety. **CARRIED**

- c) Correspondence was received from an Owner requesting approval to charge a second electric vehicle from the common plug adjacent to their assigned parking space. They asserted they should be charged only for one vehicle, as only one vehicle will be charged at a time.

It was **Moved** and **Seconded** to decline the request, and that per the appropriate bylaw, a separate monthly fee be charged for each electric vehicle, as they will both be using power to charge, regardless if each vehicle is doing so one at a time. **CARRIED**

- d) Correspondence was received from an Owner requesting permission to charge a hybrid vehicle, but without paying the electric vehicle fee, as the hybrid vehicle will use less power, and charge less often.

It was **Moved** and **Seconded** to decline the request, and that per the appropriate bylaw, a monthly fee be charged for charging the hybrid vehicle, as it will be using power to charge, regardless of the frequency or duration of charging. **CARRIED**

- e) Correspondence was received from an Owner requesting the location of the gas shutoff for their fireplace, in case of emergency.

The Strata Manager was directed to respond to the Owner advising the gas shutoff should be located at or near the gas fireplace, and if they are not able to find it they should retain a gas fitter to identify the location.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:43 pm.

9. NEXT MEETING

The next meeting of Council will be held on a date to be determined by the new Strata Council, after the upcoming Annual General Meeting on Tuesday, February 4, 2020.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain these for your records.

For convenient 24/7 access to minutes, please visit the strata website at <http://www.placefontainebleau.ca/>.

EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Annie Lam at alam@warringtonpci.com or call Annie at 604-331-5273.

這是一份重要文件。如不明白內容，請自行安排翻譯。

C'est un préavis important. Faites-le traduire s'il vous plaît quelqu'un pour vous.

이것은 중요한 통지입니다. 누군가가 당신을위해 그것을 번역세요.

Это - важное уведомление. Пожалуйста сделайте так, чтобы кто - то перевел это для Вас.

Das ist eine wichtige Benachrichtigung. Lassen Sie bitte jemanden es für Sie übersetzen.

Este es un aviso importante. Por favor hacen que alguien lo traduzca para usted.

PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information of if you have not previously provided one.

EMERGENCY CALL PROCEDURE

If you have a Building Emergency such as a fire or flood please phone Warrington PCI Management at 604-602-1887. To obtain prompt Emergency Service we kindly ask that you phone in your Building Emergency, please do not email your emergency.



Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, February 6, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

1.1 HEARING – WATER LEAK, REQUEST FOR REIMBURSEMENT

A hearing was held in respect of a request from an owner to be reimbursed for plumbing expenses incurred while investigating a water leak from their unit, into the one below. It is there view the source of the water leak was a clogged main pipe, well beyond the boundaries of the strata lot, and that other unnecessary work was completed, such as replacement of their hot water tank. They requested reimbursement in the amount of \$1,743.25.

After careful consideration of the information provided, Council determined the decision to replace the hot water tank was that of the owner, as were other decisions in this matter. Consequently, the owner is responsible for the related costs. However, given the circumstances Council is willing to consider reimbursement of the costs related to the snaking of the drain only.

It was **Moved** and **Seconded** to direct the Strata Manager to send a response to the owner advising of the decision of Council, and to request a revised invoice from the owners' plumber detailing the cost of the drain snaking only. Council will then review and make a decision on reimbursement in a timely manner. **CARRIED**

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on December 5, 2018, as presented. **CARRIED**

**Ryan Field joined the meeting.*

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the months of November and December 2018.

It was **Moved** and **Seconded** to approve the financial statement for the month of November 2018.

CARRIED

Council agreed to TABLE approval of the financial statement for December 2018.

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$3,279.72 is outstanding.

It was **Moved** and **Seconded** to direct the Strata Manager to send Lien Warning Letters to the owners of two strata lots that are in arrears of their strata obligations.

CARRIED

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the reports provided by the Caretaker. It was noted that during a recent power outage, residents were manually opening the garage gates in an unsafe manner. The Strata Manager will work with the Caretaker to investigate alternatives, such as installation of an emergency release on each gate.

Until such time as other arrangements are made, owners are advised not to attempt to open the garage gates themselves, so as to avoid potential injury. In the event of a power outage, the caretaker will manually open all gates as needed.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) Caretaker Contract, Duties & Job Description

The Strata Manager advised the Caretaker Contract has been revised one final time, and with the agreement of the Caretaker will be signed immediately after the meeting. There was a brief discussion regarding SMJ Janitorial, with feedback to be provided as the new contractor becomes familiar with the property.

5. **BUSINESS ARISING**

a) **Recycling & Waste Removal**

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

Council agreed on the type of signs to be ordered and installed, those being the ones provided by Urban Impact. The Strata Manager was directed to have enough signs produced to be placed at each bin, at each building. Signs will be regular size, colour, and laminated.

Council agreed that; Styrofoam pickup remain on call, but the Caretaker and SMJ Janitorial be reminded to make the call as needed, that soft plastic be increased to twice per month, and that the usage report be included with the minutes each month.

The most recent usage report and recommendations have been attached to these minutes.

b) **Agency Agreement**

It was Moved and seconded to approve the updated Schedule "A" to the Agency Agreement with Warrington PCI Management to reflect the following changes, effective October 1, 2018:

- Section 3.19 – Maximum Number of Meetings: 10 (9 Council Meetings + 1 AGM), and
- Section 5.2(a) – Monthly Agents' Fee: \$2,342.02 (plus taxes).

CARRIED

c) **Pest Control**

The Strata Manager advised of ongoing efforts regarding exterior pest control, and issues that have been reported by some owners regarding interior activity. Council agreed the strata will continue to actively monitor and address exterior issues as needed, in coordination with efforts by strata lot owners to address interior concerns.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

d) **Fencing & Exterior Painting**

The Strata Manager advised an updated quotation has been obtained from Premium Fence Company, in the amount of \$139,340, plus tax, to replace all existing fencing, excluding the new fencing along the Gatehouse, and the buildings on Brunette. The Strata Manager was directed to obtain a tentative schedule from Premium for when the work could be completed, with a final decision to be made at the next scheduled meeting.

Council agreed 211 and 219 Begin Street be the first buildings to have the exterior trim repainted. The Strata Manager was directed to obtain a second quotation for the work, after which a final decision will be made by Council.

e) **Management of Responsibility for Repairs**

The Strata Manager advised the sample flow chart which details the process for investigation of and determination of responsibility for repairs is in process of being amended, and will be ready for the next scheduled meeting of Council.

6. **NEW BUSINESS**

a) **2019 Annual Fire Inspection**

The Strata Manager advised sixteen strata lots did not provide access for the Annual Fire Inspection. A quotation has been provide by Levitt Safety in the amount of \$4,551 plus tax address deficiencies identified during the first inspection, including; replacement of some smoke detectors, suite buzzers, water gauges, batteries, , recharging of some fire extinguishers, a full flow test of the dry sprinkler system, and a follow up inspection for missed units. Also, it was noted a fire alarm panel requires replacement.

The Strata Manager was directed to obtain clarification on the fire panel replacement, including a competing quotation if needed, after which Council will approve general deficiencies, at which time new dates will be scheduled. This will include a second inspection for missed units, after which fines may be levied for lack of access.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

b) **Annual Roof Inspection**

The Strata Manager advised a quotation has been received from Flynn Canada Ltd. in the amount of \$15,000 plus tax to conduct an annual roof inspection and maintenance. The Strata Manager will obtain a second quotation for a roof inspection, preferably at no cost, followed by provision of a specific quotation for maintenance required. It was noted the quotation from Flynn Canada Ltd. is a maximum cost, with no details of work required to be provided until after the work is completed.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting that a portion of old fencing adjacent to their strata lot be replaced, as it is in poor repair.

The Strata Manager was directed to advise this area would be reviewed at the same time as the fencing replacement project commences.

- b) Correspondence was received from an Owner advising they have no external dryer vent for their strata lot, and requesting clarification on who is responsible for installing one, then repairing and maintaining it once installed.

The Strata Manager was directed to respond to the Owner advising the Strata Corporation is investigating the matter, including the possibility of the strata installing the new dryer vent, as one was not installed previously. Meanwhile, the Owner is advised not to have contractors on the roof adjacent to their strata lot, without prior permission from Council.

- c) Correspondence was received from an Owner requesting the Strata Corporation compensate them for their visitor's vehicle being towed from visitor parking.

The Strata Manager was directed to respond to the Owner advising the visitor parking bylaw and increased enforcement was clearly communicated to all Residents, and that their request for reimbursement is denied.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:20 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, March 6, 2019.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

RETAIN MINUTES

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EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Annie Lam at alam@warringtonpci.com or call Annie at 604-331-5273.

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

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EMERGENCY CALL PROCEDURE

If you have a Building Emergency such as a fire or flood please phone Warrington PCI Management at 604-602-1887. To obtain prompt Emergency Service we kindly ask that you phone in your Building Emergency, please do not email your emergency.



Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, March 6, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large

REGRETS: Betty Foster Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on February 6, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

It was **Moved** and **Seconded** to approve the financial statement for the month of December 2018. **CARRIED**

**Ryan Field joined the meeting.*

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$3,668.02 is outstanding.

It was **Moved** and **Seconded** to direct the Strata Manager to file a lien against the owner of a strata lot that are in arrears of their strata obligations, followed by a referral to legal collections. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the reports provided by the Caretaker. It was noted he will be on vacation March 23 to 27, 2019.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) Janitorial

The Strata Manager advised SMJ Janitorial has agreed to submit a checklist monthly, starting for March 2019, and that feedback is ongoing as they get settled with the property.

5. BUSINESS ARISING

a) Recycling & Waste Removal

Owners are reminded that ***no plastic bags*** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised approved signage has been provided to the Caretaker, who will be installing it shortly. Further, Urban Impact is adjusting the service level for soft plastics, and auditing the number and type of bins in each underground, so they can be standardized.

Council agreed Styrofoam be picked up automatically once per month, as there is currently a demand. Service in this regard will be reviewed when circumstances change.

The most recent available usage report and recommendations have been attached to these minutes.

b) Pest Control

The Strata Manager advised of ongoing efforts regarding exterior pest control, and issues that have been reported by some owners regarding interior activity. Council agreed the strata will continue to actively monitor and address exterior issues as needed, in coordination with efforts by strata lot owners to address interior concerns.

The Strata Manager advised a quotation has been received from Terminix in the amount of \$3,700 plus tax, to install door sweeps on all doors in the underground parking areas that lead out into staircases, as Terminix has determined mice have been entering into buildings through these areas.

It was **Moved and Seconded** to accept the quotation from Terminix in the amount of \$3,700 plus tax to install door sweeps in the underground parking areas. **CARRIED**

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) **Fencing & Exterior Painting**

The Strata Manager advised Premium Fencing has confirmed their previous quote of \$139,340 plus tax to replace all remaining original fencing is still valid, and that they are scheduling four weeks in advance at present.

It was **Moved** and **Seconded** to approve the quotation from Premium Fencing in the amount of \$139,340 plus tax, for replacement of the remaining original fencing. **CARRIED**

The Strata Manager will coordinate a site meeting with representatives of Council and Premium Fencing, to determine when the project will start, clarify expectations, and discuss related items regarding storage, communication, and the potential to complete the fencing in phases, followed by regular site inspections and updates with representatives of Council.

The Strata Manager advised an updated quotation has been received from Remdal Painting and Restoration for painting of building trim, with additional quotations pending from Wolfgang and Pro Star.

d) **Management of Responsibility for Repairs**

Council reviewed the flow chart detailing the process for investigation, and the determination for responsibility for repairs, with a few minor changes being recommended. The Strata Manager will make adjustments as needed, with Council to make a final decision at the next scheduled meeting.

e) **2019 Annual Fire Inspection**

The Strata Manager advised a combined and updated quotation is being obtained with regard to the deficiencies noted in the first inspection, as well as the cost for a three year flow test, and a determination of next steps with regard to one fire panel that has been identified for replacement.

Council agreed the Strata Manager to email the quotation when obtained, so a decision may be made to allow a second inspection to be scheduled, along with addressing deficiencies. It was noted any fire panel replacement would be reviewed for consideration at the next Annual General Meeting, as all fire panels are currently operating, and will trigger in case of an emergency.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

f) **Annual Roof Inspection**

The Strata Manager advised quotations are pending from Continental Roofing and Roofix Services for a roof inspection, followed by recommendations and pricing for repairs.

6. **NEW BUSINESS**

a) **Signage Repairs**

The Strata Manager advised the following quotations have been received from Speed Pro Imaging for signage repairs:

- Replacement of 217, 219 Begin ST., and 212, 215 Begin St., with new 8 inch by 0.25 thick black laser cut acrylic letters, and three new arrows approximately 4 inches by 4 inches, including installation, \$1,382 plus tax.
- Replacement of four number "2", and one "t", with new letters 8 inches tall by ¼ inch thick, in black acrylic with mounting hardware, including installation, \$434 plus tax.

It was **Moved** and **Seconded** to approve the quotation for minor replacements only, in the amount of \$434, plus tax. **CARRIED**

b) **False Alarm**

Council discussed a false fire alarm caused by landscaping staff using blowers in an enclosed area, and setting of a fire safety device. The Strata Manager will follow up with ATC Landscaping to review the concerns, to ensure it does not happen again.

Due to this and other ongoing concerns, Council agreed quotations should be obtained, for consideration of a change.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting the Strata Corporation reimburse them in the amount of \$619.50 for expenses related to a potential water leak that was determined to be from a blocked strata pipe.

The Strata Manager was directed to advise the Owner Council is willing to reimburse \$206.50 only, as the documentation provided does not support the higher amount. With provision of that reimbursement, the matter will be considered closed.

- b) Correspondence was received from a Resident advising mould in their unit, which they feel is the result of a water leak, possibly from the roof.

The Strata Manager was directed to respond to the Resident advising that based on the information provided, and the timeline of events, it is highly unlikely the mould is the result of a roof leak. Therefore, Council agreed there be no strata involvement at this time, should circumstances change, the Resident is encourage to report it to the Strata Manager. If it is urgent, the 24 Hour Emergency Line (604-602-1887) should be used.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:43 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, April 3, 2019.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain these for your records.

For convenient 24/7 access to minutes, please visit the strata website at <http://www.placefontainebleau.ca/>.

EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Annie Lam at alam@warringtonpci.com or call Annie at 604-331-5273.

這是一份重要文件。如不明白內容，請自行安排翻譯。

C'est un préavis important. Faites-le traduire s'il vous plaît quelqu'un pour vous.

이것은 중요한 통지입니다. 누군가가 당신을위해 그것을 번역세요.

Это - важное уведомление. Пожалуйста сделайте так, чтобы кто - то перевел это для Вас.

Das ist eine wichtige Benachrichtigung. Lassen Sie bitte jemanden es für Sie übersetzen.

Este es un aviso importante. Por favor hacen que alguien lo traduzca para usted.

PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information of if you have not previously provided one.

EMERGENCY CALL PROCEDURE

If you have a Building Emergency such as a fire or flood please phone Warrington PCI Management at 604-602-1887. To obtain prompt Emergency Service we kindly ask that you phone in your Building Emergency, please do not email your emergency.



Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, April 3, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Ryan Field	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS: Tonya Wagenaar Vice-President/Treasurer

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

1.1 HEARING – PEST CONTROL

A hearing was held in respect of concerns from an Owner related to pest activity on the roof adjacent to their strata lot, periodic pest activity within their strata lot, and concerns about possible activity behind the walls or ceiling of their strata lot. The Owner noted this has been an issue on and off for a few years, and that they wished a resolution.

After the Owner was excused, Council gave careful consideration to the concerns that were raised. Council agreed the Strata Manager be directed to respond to the Owner in writing to advise that in addition to measures already undertaken, that further investigation will occur on what additional inspections or steps may be taken to address these concerns. However, it was noted the Strata Corporation cannot guarantee there will never be pest activity, only ensure that reasonable steps are taken to mitigate issues when they arise. The Owner remains responsible for pest control within the boundaries of their strata lot, further updates will be provided in the near future as they are available.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on March 6, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

Council agreed to TABLE consideration of the Financial Statements for the months of January and February 2019, as the Treasurer is not in attendance.

a) **Accounts Receivable**

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,359.60 is outstanding.

It was **Moved** and **Seconded** to direct the Strata Manager to send a demand letter to an owner of a strata lot that is in arrears of their strata obligations. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. **REPORTS**

a) **Building Report**

Council reviewed the report provided by the Caretaker, it was noted Council will assist the Caretaker to have the capacity to use the preferred template for the monthly report in future.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) **Janitorial**

The Strata Manager advised SMJ Janitorial has not yet provided the checklist for March 2019, but that it would be forwarded via email once received.

5. **BUSINESS ARISING**

a) **Recycling & Waste Removal**

Owners are reminded that **no plastic bags** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised the necessary changes have been made with regard to the standardization of bins, and the increased level of service for both soft plastics, and Styrofoam. Council will advise of any further changes that may be required.

Owners are reminded Food Trays, Takeout Containers, LDPE Foam, and Packaging Peanuts may not be place in the Styrofoam bin, regardless of the number on it. Pictures are attached to these minutes.

Owners are encouraged to download the new Urban Impact app to use as a resource on what may or may not be recycled:



Check your schedule on our [website](#) or using our new mobile app.

Download the Urban Impact app today!



b) Pest Control

The Strata Manager advised of ongoing efforts regarding exterior pest control, and issues that have been reported by some owners regarding interior activity. Council agreed the strata will continue to actively monitor and address exterior issues as needed, in coordination with efforts by strata lot owners to address interior concerns.

There was particular discussion regarding limited reports of pest activity allegedly occurring in the walls or ceilings of a couple of strata lots. The Strata Manager advised an additional inspection has been arranged for one unit, with recommendations to be forthcoming from Terminix regarding what additional steps, if any, can reasonably taken to investigate these concerns.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) Fencing & Exterior Painting

The Strata Manager advised a site visit occurred recently with Premium Fencing, including representatives of Council, to discuss the pending project, including final specifications for the work to be completed. As a result of that meeting, Premium Fencing has provided an updated quotation in the amount of \$156,190 plus tax, which includes an addition of \$18,560 plus tax over the previous quotation, to add the following work:

- Remove and replace all remaining original fencing sections along Brunette and the Gatehouse,
- Replace all remaining original gates and fence posts along Brunette and the Gatehouse,
- Replace three newer lattice top gates with solid gates,
- Add two solid gates to the upper patio fence to facilitate roof access, and
- Add the garbage enclosure at the East end of the property, which was not originally included.

There was discussion regarding the necessity of the additional work, and it was noted approximately \$20,000 was left over from the previous project, and was returned to the Contingency Reserve Fund. The additional funding in this case would come from the repair and maintenance budget, but would ensure the final completion of the fencing replacement, with only painting or staining to remain for consideration in the 2019-2020 fiscal year.

It was **Moved** and **Seconded** to approve the updated quotation from Premium Fencing in the amount of \$156,190 plus tax for replacement of all remaining original fencing, including the additional work detailed above, subject to an itemized list of the additional work. **CARRIED**

Work has tentatively been scheduled to begin the first week of May 2019, further details will be provided to Owners as needed.

The Strata Manager advised additional quotations have been received from ProStar Painting, and Wolfgang Commercial Painters, for comparison with the quotation already received from Remdal Painting and Restoration. It was noted that additional clarification is required on the new quotations, as they do not appear to be consistent with what was requested. The revised quotations will be provided to Council for review as they are available, after which a decision can be made regarding the painting of building trim.

d) **Management of Responsibility for Repairs**

Council reviewed the changes to the flow chart detailing the process for investigation, and determination of responsibility for repairs, and approved it to be attached to the minutes of this meeting for the information of owners.

e) **2019 Annual Fire Inspection**

Council reviewed an update combined quotation with regard to deficiencies noted in the first inspection, including replacement of smoke detectors in some strata lots that have reached their expiry date, and the cost of a three year flow test. It was confirmed ionized smoke alarms are most common, and are what is in current use at the property. It was noted a combined ionized/carbon monoxide detector combo is almost double the cost.

It was **Moved** and **Seconded** to approve the quotation from Levitt Safety in the amount of \$7,098 plus tax to correct deficiencies noted in the first inspection, replace smoked detectors as recommended with ionized models, perform the three year flow test, and conduct a follow up in section on all units missed during the first inspection. **CARRIED**

The Strata Manager advised a quotations have been received for replacement of fire panels:

- 202 Laval - \$13,430 plus tax
- 211 Begin – \$13,570 plus tax
- 217 Begin - \$13,430 plus tax
- 219 Begin - \$13,570 plus tax

Levitt Safety has advised the fire panel at 2020 Laval is currently functioning properly, but needs to be replaced as it will not reset unless powered down and the powered up again. Given the costs involved, the Strata Manager was directed to obtain additional quotations for this work, with a decision made on the first fire panel at the next Annual General Meeting.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

f) **Annual Roof Inspection**

The Strata Manager advised Roofix wants a fee to facilitate their initial inspection, before they provide a quotation. Council agreed to decline the request, and instead await the quotation from Continental Roofing.

g) **Landscaping Quotations**

The Strata Manager advised a quotation has been received from Donnelly Landscapes, in the amount of \$3,925 plus tax per month. It was reported an additional quotation is pending, as only comparable landscaping companies have been approached, as the budget is fixed for 2019.

6. **NEW BUSINESS**

a) **Strata Manager Vacation**

The Strata Manager advised he would be on vacation from May 6, to May 10, 2019. Standard arrangements for coverage would be communicated closer to that date.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from Normac Appraisals advising of renewal of the three year appraisal agreement, in the amount of \$825 plus tax.

It was **Moved** and **Seconded** to approve renewal of the three year insurance appraisal agreement with Normac, in the amount of \$825 plus tax. **CARRIED**

- b) Correspondence was received from an Owner advising of evidence of a water leak in their unit, which has resulted in some mould growth. They feel the leak must have come from the roof, therefore the strata corporation is responsible and should address it.

The Strata Manager was directed to respond to the Owner advising a roof inspect will be occurring in the near future, with particular attention to be paid to the area above their unit. However, based on the information available there is no current water leak, if circumstances change and the area is again wet, the Owner should report it immediately, at which point an immediate investigation will be conducted. Meanwhile, given the leak is not active, the Owner of the strata lot is responsible for the repair and maintenance of their unit, so they are responsible for addressing any repairs.

- c) Correspondence was received from an Owner advising of evidence of a water leak in their unit. The Strata Manager advised the Caretaker has investigated, and confirmed the leak is not currently active, so determining the source is not possible at present.

The Strata Manager was directed to respond to the Owner advising they are responsible for repairs to the interior of their strata lot, and to report if the water leak resumes, at which point additional investigation will be conducted.

- d) Correspondence was received from Coquitlam Fire/Rescue, inquiring if the strata corporation is interested to participate in a voluntary lockbox program.

The Strata Manager was directed to respond to Coquitlam Fire/Rescue to thank them for the offer, but to decline participation at this time.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. **TERMINATION**

There being no further business, the meeting was terminated at 8:22 pm.

9. **NEXT MEETING**

The next meeting of Council will be held on Wednesday, May 1, 2019.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com

X Packaging Peanuts



X LDPE Foam



X Takeout Containers



X Food Trays



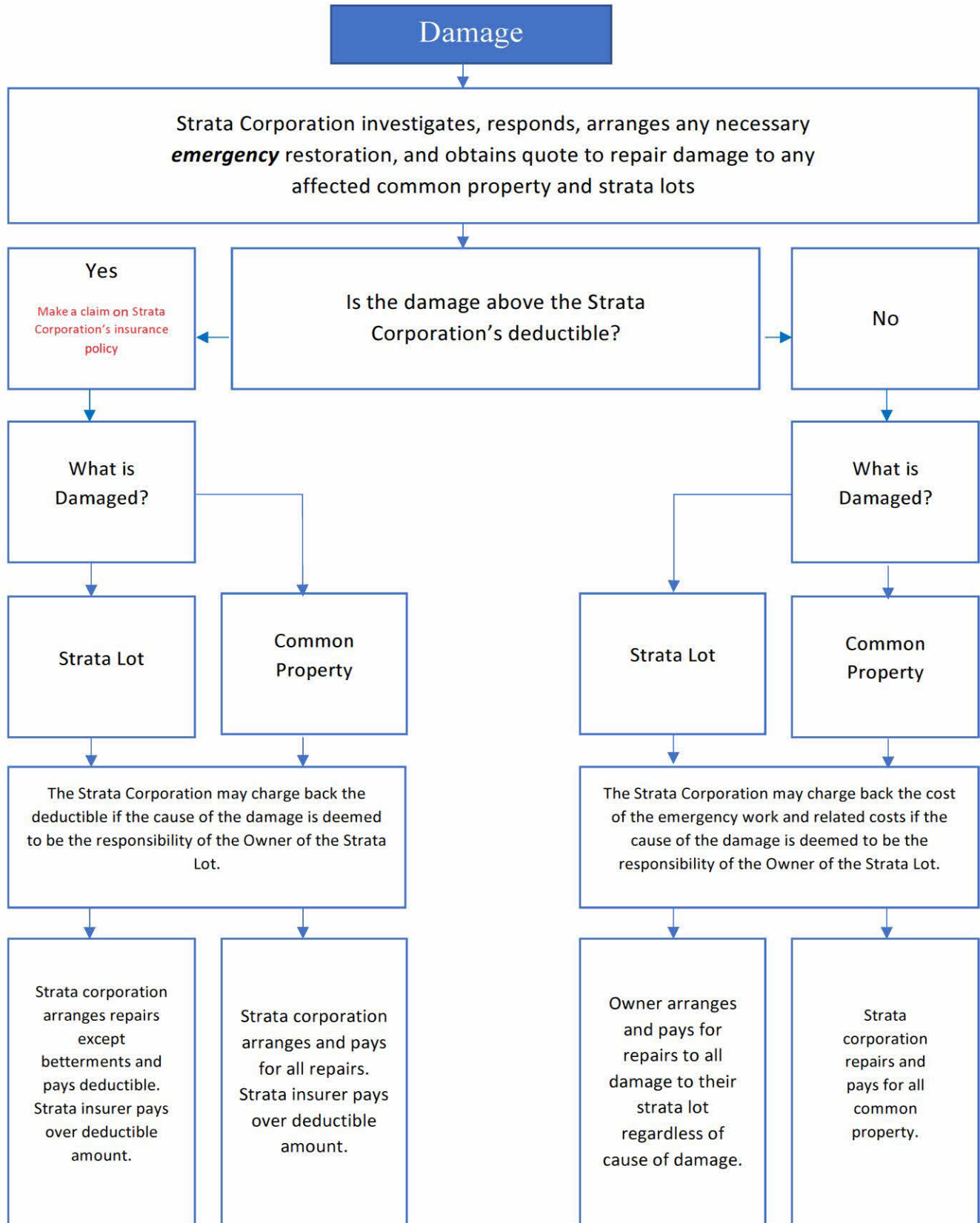
NO X



YES  **ONLY**

STYROFOAM

REPAIR TO DAMAGE FLOWCHART



The Strata Corporation is not responsible for repair and maintenance of a strata lot, regardless of the cause of the damage. However, the Strata Corporation may from time to time, depending on the circumstances, choose to arrange for interior repairs, but only with prior written permission from the Owner of the Strata Lot.

The Strata Corporation may not become involved in the investigation and repair of an issue interior to a strata lot, if the damage is minor, and there is no common property involved.



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, May 1, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS: Carla Fassbender Privacy Officer

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on April 3, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

It was **Moved** and **Seconded** to approve the financial statements for the months of January, February, and March, 2019. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,717.93 is outstanding.

Council agreed no further action is required at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker, it was noted Council will assist the Caretaker to have the capacity to use the preferred template for the monthly report in future.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) Janitorial

The Strata Manager advised SMJ Janitorial will be providing their checklists each month, but given the timing of the meeting they will always be received afterwards.

5. BUSINESS ARISING

a) Recycling & Waste Removal

Owners are reminded that **no plastic bags** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised new larger signage is ready, and will be installed shortly.

*Owners are reminded Food Trays, Takeout Containers, LDPE Foam, and Packaging Peanuts may **not** be place in the Styrofoam bin, regardless of the number on it. Pictures are attached to these minutes.*

Owners are encouraged to download the new Urban Impact app to use as a resource on what may or may not be recycled:

**URBAN
IMPACT**
recycling at work



Check your schedule on our [website](#) or using our new mobile app.

Download the Urban Impact app today!



**Ryan Field joined the meeting.*

b) **Pest Control**

The Strata Manager advised of the results of an exterior inspection of two buildings, after complaints of alleged pest activity occurring in the walls or ceilings of two strata lots. Terminix has advised they were unable to locate potential entry points, and that this is common as pests can enter through the smallest of holes, so there is usually a way for them to find access.

Council agreed it is not possible to completely block access through the exterior of building envelopes, but that efforts would continue as appropriate, to address issues when they arise. With regard to the two units, Council agreed to extraordinary steps given the unique circumstances.

It was **Moved** and **Seconded** to have Terminix place bait stations in the ceilings of both units, to be checked and reported on monthly, this to occur only with prior written approval from the owners of each strata lot, and that each owner must agree to the installation of an access panel, and to facilitate monthly access for Terminix. Further, each owner remains responsible for pest control interior to their strata lot. **CARRIED**

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) **Fencing & Exterior Painting**

The Strata Manager advised the fencing project is scheduled to begin the week of May 13, 2019, on the following schedule:

- Phase 1 – 217 & 219 Begin Street
- Phase 2 – 211 & 215 Begin Street
- Phase 3 – 202 & 205 Laval Street
- Phase 4 – North side of the Gatehouse, 1215 & 1225 Brunette
- Phase 5 – South Side of the Gatehouse, 1215 & 1225 Brunette

A general notice will be provided to all owners regarding the start of the project, with detailed notices being provided to the specific ground floor strata lots impacted directly by the project, as each building is addressed.

The Strata Manager advised updated quotations have been provided, with the following options available for painting of exterior trim on the 211 & 219 Begin Street buildings:

- Remdal Painting & Restoration - \$28,596 plus tax
- Wolfgang Commercial Painters - \$17,900 plus tax
- ProStar Painting & Restoration - \$25,548.08 plus tax

After discussing the various options, Council expressed an interest to proceed with Remdal Painting & Restoration, as it was felt their quotation is the most thorough, and that they would be the most reliable. The Strata Manager was directed to advise Remdal of the interest, provided they are able to find additional savings on their cost.

d) **2019 Annual Fire Inspection**

The Strata Manager advised Levitt Safety has scheduled a second round of inspections for those units missed the first time, and for correction of deficiencies, to occur on June 28, 2019. Standard notices will be provided two weeks before that date.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

e) **Annual Roof Inspection**

The Strata Manager advised a quotation has been received from Continental Roofing in the amount of \$3,150 plus tax to conduct an annual inspection and provide recommendations for maintenance and repair of all roofing.

It was **Moved** and **Seconded** to approve the quotation from Continental Roofing in the amount of \$3,150 plus tax to conduct an annual inspection and provide a report on recommended repairs and maintenance. **CARRIED**

f) **Landscaping Quotations**

The Strata Manager advised a quotation has been received from Contour Landscaping in the amount of \$4,583.33 plus tax per month. Council agreed both quotations received are above the current expense of ATC Landscaping, but that a change is necessary. The Strata Manager was directed to follow up with Donnelly Landscapes to determine what level of service they would provide for \$2,782.50 (including tax) per month, the amount currently charged by ATC Landscaping. An update will be provided via email, so a decision may be made before the end of the current month, in case 30 days' notice is to be provided to terminate the contract with ATC Landscaping.

Council agreed consideration be given to a reasonable increase on the landscaping budget for 2019-2020, to improve the quality of the landscaping maintenance at Place Fontainebleau.

g) **Water Leak Update**

The Strata Manager advised of a minor water leak reported between strata lots. As the water leak appears old, is minor, and there is no common property involved, the owners of the two strata lots have been advised to address the matter themselves.

The Strata Manager advised of a minor water leak observed in an exterior stairwell at 219 Begin Street that has been investigated by Xpert Mechanical. It has been determined the source of the water is likely a result of perforated drain tile, with a clean out at the bottom of the stairwell to remove the water. Council agreed that as the water present is small for now, and given the resolution is expected to be expensive, no further action will be taken at this time. The area will be monitored, if circumstances change, this issue will be revisited.

6. **NEW BUSINESS**

a) **Window Cleaning**

The Strata Manager advised a quotation has been received from Sea To Sky Window Cleaning Inc., in the amount of \$3,905 plus tax to clean the exterior of all inaccessible windows and the tops of ground level glass canopies with a brush on water fed pole, as well as cleaning the top of all other glass canopies with a brush on a water fed pole. Council discussed the quality of work by Black Tie Services, and agreed a change is necessary.

It was **Moved** and **Seconded** to approve the quotation from Sea To Sky Window Cleaning Inc. in the amount of \$3,905 plus tax. **CARRIED**

b) **Sewage Line Backup**

There was a brief discussion regarding the sewage line backup in the underground parking of 202 & 206 Laval the week of April 15, 2019. The Strata Manager advised the backup was, thankfully, minor, and limited to the underground parking only. Milani Plumbing & Drainage was able to relieve the pressure, identify the source of the backup, then clear it and return the underground parking to its normal state.

As the source of the sewage backup was feminine hygiene products, used condoms, and dog poop bags, Council agreed a notice be distributed to all residents on this issue. This incident will cost approximately \$4,000, but could have been significantly worse if the sewage had backed up into first floor strata lots, which could have occurred.

c) **Gardening Committee**

Council agreed to the formation of a Gardening Committee with Lori Kosciuw action as Chair.

Owners interested to join the Gardening Committee should contact the Strata Manager in writing, after which you will be contacted by the Chairperson to organize the first meeting.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner demanding reimbursement in full from the strata corporation for plumbing costs related to the unblocking of a drainage pipe impacting their unit. They also questioned why a claim has not been made on the strata corporation insurance policy.

The Strata Manager was directed to respond to the Owner advising Council will not authorize any further reimbursement, as the documentation provided continues to show additional expenses that are not related to the specific act of unblocking a common pipe beyond the boundaries of the strata lot. Further, a claim on the strata corporation insurance has not been made, as the policy covers damage resulting from a water issue, it does not cover the issue itself. In this case there was no water damage to address. Lastly, Council is satisfied this matter has been appropriately and thoroughly addressed, considers this matter to be closed, and will not be responding to any further demands for payment.

- b) Correspondence was received from an Owner expressing concern about birds and other animals being impacted by the bait being used in pest control around the property.

The Strata Manager was directed to respond to the Owner thanking them for their concerns, and advising they have been taken into account.

- c) Correspondence was received from an Owner advising of a previous water leak in their unit (since resolved), but that they currently hear water sounds from the unit above, and are concerned about a new leak.

The Strata Manager was directed to respond to the Owner advising as there is no evidence of a current water leak in their unit, that no further action would be taken at this time. They are asked to report any change, is evidence of a water leak appears (something more than sound), then further investigation may occur.

- d) Correspondence was received from an Owner requesting the motor for the garage door below her unit be changed, as they feel it is too loud, and a new one would be quieter.

The Strata Manager was directed to respond to the Owner advising there are no plans to change the motor for the garage door at this time, but that it continue to maintained on a regular basis, including additional visits from time to time if required. Living above a garage door will result in a certain amount of noise, which is a regular part of strata living.

- e) Correspondence was received from an Owner requesting the strata corporation provide a new fob, as the existing fob, which is seven months old, should be under warranty.

The Strata Manager was directed to respond to the Owner advising if they wish a new fob, they can purchase one for \$80. This is the only fob from the new batch which has been reported to have an issue, the strata corporation will not submit to the manufacturer seven months after issuing, to determine if the fob may or may not be under warranty.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:22 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, May 1, 2019.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain these for your records.

For convenient 24/7 access to minutes, please visit the strata website at <http://www.placefontainebleau.ca/>.

EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Annie Lam at alam@warringtonpci.com or call Annie at 604-331-5273.

這是一份重要文件。如不明白內容，請自行安排翻譯。

C'est un préavis important. Faites-le traduire s'il vous plaît quelqu'un pour vous.

이것은 중요한 통지입니다. 누군가가 당신을위해 그것을 번역세요.

Это - важное уведомление. Пожалуйста сделайте так, чтобы кто - то перевел это для Вас.

Das ist eine wichtige Benachrichtigung. Lassen Sie bitte jemanden es für Sie übersetzen.

Este es un aviso importante. Por favor hacen que alguien lo traduzca para usted.

PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information of if you have not previously provided one.

EMERGENCY CALL PROCEDURE

If you have a Building Emergency such as a fire or flood please phone Warrington PCI Management at 604-602-1887. To obtain prompt Emergency Service we kindly ask that you phone in your Building Emergency, please do not email your emergency.



Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, June 5, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on May 1, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

It was **Moved** and **Seconded** to approve the financial statements for the month of April, 2019. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$1,841.20 is outstanding.

Council agreed no further action is required at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

**Ryan Field joined the meeting.*

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker, it was noted Council will assist the Caretaker to have the capacity to use the preferred template for the monthly report in future.

There was a brief discussion regarding multiple issues with a garage door, where it appears the receiver may have been tampered with.

Owners are reminded to contact the Caretaker or Strata Manager if they are having any issues with access to underground parking, Owners are not to tamper with the receivers for the garage gates themselves.

The Strata Manager was directed to obtain additional information regarding a potential security issue, after which Council will consider what steps, if any, may need to be taken.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) Janitorial

Council reviewed the checklist from SMJ Janitorial, for April 2019. Council noted the area around the organics bins needs to be cleaned at least once per month, the Strata Manager will arrange for it to be done.

5. BUSINESS ARISING

a) Recycling & Waste Removal

Owners are reminded that **no plastic bags** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised the new larger signage was available and had been installed at most buildings, with two to go. Council will review and advise if further changes will be required.

Owners are reminded Food Trays, Takeout Containers, LDPE Foam, and Packaging Peanuts may not be place in the Styrofoam bin, regardless of the number on it. Pictures are attached to these minutes.

Owners are encouraged to download the new Urban Impact app to use as a resource on what may or may not be recycled:



Check your schedule on our [website](#) or using our new mobile app.

Download the Urban Impact app today!



b) Pest Control

The Strata Manager advised letters have been sent to the Owners of the two units where bait stations may be installed in the ceiling of each strata lot, upon written agreement from the Owners arrangements will be made to complete the work.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) Fencing & Exterior Painting

The Strata Manager advised the first two phases of the project have been largely completed, with phase three nearing completion. The Strata Manager, along with a member of Council has completed an inspection of the first two phases in company of a representative from Premium Fence. Council agreed the project has been moving along well, with few issues reported.

Notices have been distributed for the final two phases of the project, which are scheduled to begin shortly. As a part of phases four and five, access to select units may be required to facilitate replacement of the fencing on rooftop decks. Those plans are currently underway, with notice to be provided to impacted owners as needed.

There was a brief discussion regarding access to water taps when gates are closed and locked, the Strata Manager will investigate further.

The Strata Manager advised Remdal Painting & Restoration has agreed to reduce their price to \$28,000 plus tax.

It was **Moved** and **Seconded** to approve the revised quotation from Remdal Painting & Restoration in the amount of \$28,000 plus tax to paint the exterior trim on the 211 & 219 Begin Street buildings. **CARRIED**

Notice will be provided to Owners once the work has been scheduled.

d) **2019 Annual Fire Inspection**

The Strata Manager advised Levitt Safety has scheduled a second round of inspections for those units missed the first time, and for correction of deficiencies, to occur on June 28, 2019. Standard notices have been provided.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

e) **Annual Roof Inspection**

The Strata Manager advised Continental Roofing will be on site June 20, and 21, 2019 to complete their inspection of all roofing, after which they will provide recommendations for maintenance and repairs.

f) **Landscaping Quotations**

The Strata Manager advised that while Donnelly Landscapes is very interested in the opportunity to work at the property, they do not feel they can provide adequate service for the current monthly rate that is budgeted. The Strata Manager was directed to obtain a quotation from Donnelly Landscapes for a one time service to clean-up the landscaped areas and bring them to a level that would be appropriate for ongoing service by them.

Council agreed to go to propose an increase on monthly landscaping costs as well as to obtain funding for a one time cleanup, to improve the landscaped areas starting next spring.

g) **Gardening Committee**

It was noted a meeting of the gardening committee would be organized shortly. Further updates will be provided as needed.

Owners interested to join the Gardening Committee should contact the Strata Manager in writing, after which you will be contacted by the Chairperson to organize the first meeting.

h) **Water Leak Update**

The Strata Manager advised of a minor water leak observed in an exterior stairwell at 219 Begin Street that has been investigated by Xpert Mechanical. It has been determined the source of the water is likely a result of perforated drain tile, with a clean out at the bottom of the stairwell to remove the water. Council agreed that as the water present is small for now, and given the resolution is expected to be expensive, no further action will be taken at this time. The area will be monitored, if circumstances change, this issue will be revisited.

6. **NEW BUSINESS**

a) **Insurance Renewal**

It was **Moved** and **Seconded** to ratify a decision made via email to renew the Strata Corporation Insurance Policy with CapriCMW, with an annual premium of \$79,795. **CARRIED**

A copy of the summary of coverages will be made available to Owners once received from the insurance broker.

b) **Elevator Issues**

There was a brief discussion regarding several recent issues with the elevator at 219 Begin Street. The Strata Manager advised of multiple visits by Richmond Elevator over several days, to address periodic mechanical problems, which resulted in the elevator being unavailable for use. Necessary repairs were completed, with no further issues reported.

c) **Dryer Vent Cleaning**

It was **Moved** and **Seconded** to accept the quotation from National Air Technologies in the amount of \$2,210 plus tax to clean the exterior dryer vents only. **CARRIED**

It was noted that if Residents have their interior dryer vents cleaned at the same time, it would be at a cost of \$25.00 (including tax), per unit that participates. This would be at the expense of each Resident, and could be arranged directly through National Air Technologies. Council agreed this option should be made available to Residents, appropriate information will be distributed advising of the offer and how to take advantage of it.

d) **Security**

Council discussed the recent theft of an Owners vehicle from an exterior parking stall. The situation will be monitored and action taken as needed.

Owners are encouraged to report suspicious activity to the Police, and to report any security issues or concerns to the Strata Manager, so Council is aware and can advise residents if needed.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner advising of ongoing concerns regarding another resident who has been observed on multiple occasions to be having their dog off leash, which is in violation of the bylaws of the strata corporation, and potential danger to others as this dog has been known to be aggressive.

Council agreed to further investigate the matter, and to direct the Strata Manager to send a bylaw violation letter if appropriate.

- b) Correspondence was received from an Owner wishing to know if the new fences will be stained or painted in future, as they are concerned about damage to their plants, such as occurred during the recent fencing replacement.

The Strata Manager was directed to respond to the Owner thanking them for their concerns, and advising they have been taken into account.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:37 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, August 7, 2019.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

RETAIN MINUTES

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

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EMERGENCY CALL PROCEDURE

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Wednesday, August 7, 2019

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Michael Hubele	Member At Large
Betty Foster	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on June 5, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the months of May, and June 2019.

It was **Moved** and **Seconded** to approve the financial statements for the months of May, and June, 2019. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,331.24 is outstanding.

It was **Moved** and **Seconded** the Strata Manager be directed to send a Lien Warning letter to the owner of a strata lot that is in arrears of their strata obligations. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the report provided by the Caretaker.

Owners are reminded to contact the Caretaker or Strata Manager if they are having any issues with access to underground parking, Owners are not to tamper with the receivers for the garage gates themselves.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly, the Caretaker will be contacted as needed by management.**

b) Janitorial

Council reviewed the checklist from SMJ Janitorial, for June 2019, the checklist from July 2019 is pending. Council noted various concerns with the quality of the work, with the general feeling that while the monthly checklist is being completed, the actual work is not being done.

The Strata Manager will coordinate a meeting on site for representatives of Council to meet with the supervisor from SMJ Janitorial, so the concerns can be reviewed in person and immediate improvements occur.

c) Invoice Approval

It was **Moved** and **Seconded** to ratify a decision previously made via email to approve payment of an invoice from On Side Restorations in the amount of \$15,000, being the water damage deductible on the strata corporation insurance policy, for a claim made for a loss that occurred on September 12, 2018. Funds to come directly from the Contingency Reserve Fund as allowed under the Strata Property Act. **CARRIED**

**Ryan Field joined the meeting.*

5. BUSINESS ARISING

a) Recycling & Waste Removal

Owners are reminded that **no plastic bags** or other items are to be deposited in the organics bin. When the bins are contaminated by items other than approved organics, the bin will not be picked up until it has been resolved. ***Such resolution is an additional, avoidable, expense to the Strata Corporation.***

The Strata Manager advised a quotation has been received from Geo Hewitt in the amount of \$3,517.91 plus tax, for larger signage for the garbage and recycling areas. Council agreed not to proceed with new signage at this time, but to complete installation of the 11" by 17" laminated signs in all recycling areas.

Owners are reminded Food Trays, Takeout Containers, LDPE Foam, and Packaging Peanuts may not be place in the Styrofoam bin, regardless of the number on it.

Owners are encouraged to download the new Urban Impact app to use as a resource on what may or may not be recycled:



Check your schedule on our [website](#) or using our new mobile app.

Download the Urban Impact app today!



b) Pest Control

The Strata Manager advised one unit has agreed to the conditions under which a bait station will be temporarily installed in the ceiling of their strata lot, while the other has so far not agreed to the required conditions. Council agreed to proceed with work on the first unit, so it is not held up pending a decision by the second.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

c) Fencing & Exterior Painting

There was a brief discussion regarding challenges with access to the roof top patios of the four buildings with roof top fencing, as all other fencing has been completed. The Strata Manager advised Premium Fence Company has a plan to gain roof access without any need to access a strata lot. This would occur through rental of a zoom boom lift and operator, at an additional cost to the project of \$3,375 plus tax.

It was **Moved** and **Seconded** to approve the additional expense of \$3,375 plus tax for rental of a zoom boom lift and operator, with the work to be scheduled as soon as practical. **CARRIED**

Notices will be provided to impacted residents once arrangements have been made, and it was noted a final inspection of all new fencing will occur once the final phase of the project has been completed. At that time, any remaining deficiencies will be addressed.

It was **Moved** and **Seconded** to ratify the decision previously made to accept the colour recommended by Remdal as being as close a match as possible to the colour of the downspouts. **CARRIED**

The Strata Manager advised the work will be scheduled shortly, based on availability of a crew to start, having provided sufficient notices to residents of the impacted buildings so they have time to prepare. The Strata Manager to confirm the quotation includes painting of all wood trim on each building, include the wood trim around the sliding patio doors.

d) **2019 Annual Fire Inspection**

The Strata Manager advised of issues reported from the second round of inspections and correction of deficiencies, where some residents reported Levitt Safety did not visit their unit, despite being on the list. Explanations have been requested from Levitt Safety, with details to be provided to Council when available, so a third and final visit can be scheduled if needed.

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

e) **Annual Roof Inspection**

There Strata Manager confirmed Continental Roofing has completed their inspection as well as routine maintenance. Reports have been provided to Council, advising of dry rot in several areas of the flat roofs, requiring attention. It was noted that JRS Engineering was on site for warranty inspections on August 7, 2019, with a report pending shortly. Once received, decisions can be made regarding repairs of the dry rot, for which a quotation is being obtained.

f) **Gardening Committee**

It was noted a meeting of the gardening committee has been held, there now being four members. Consideration is being given to installation of soaker hose in some areas to aid irrigation efforts, a quotation is being obtained.

Owners interested to join the Gardening Committee should contact the Strata Manager in writing, after which you will be contacted by the Chairperson to organize the first meeting.

g) **Water Leak Update**

The Strata Manager advised of minor water leaks having been reported in two strata lots, both of which after further investigation were confirmed to be minor and with no common property involved. Council agreed no further efforts are required by the strata corporation at this time.

h) **Dryer Vent Cleaning**

The Strata Manager advised dryer vent cleaning will be scheduled once dates are confirmed for both the fencing and exterior painting projects, so as not to conflict.

i) **Window Cleaning**

The Strata Manager advised window cleaning had been cancelled, as the contractor did not provide dates for particular buildings, and it was felt unreasonable to require residents of all buildings to have their windows closed during summer weather, when their particular building was not being addressed. Council agreed that due to the lateness of the season, and other budgetary concerns, that window cleaning would be cancelled for this year.

j) **Dryer Vent Installation**

The Strata Manager advised National Air Technologies has identified the exact location of a dryer vent missing from the building exterior, servicing one strata lot, and that information is being used by another contractor to provide a quotation for installation. The visit is to occur this week, the quotation will be approved quickly after so the work can get done.

As discussed previously, the area in question clearly had a dryer vent originally, but it was missed when the siding was installed.

6. **NEW BUSINESS**

a) **Bylaw Review**

Council agreed to schedule a separate, informal meeting to review the bylaws to determine if any changes should be proposed at the upcoming Annual General Meeting, in particular use of common and limited common property, as it relates to underground parking, ground level patios, and balconies.

b) **Annual General Meeting**

There was discussion about planning for the upcoming Annual General Meeting:

- **Proposed Budget** – The Strata Manager advised a draft budget for 2019 - 2020 is being prepared, and will be provided to Council well in advance of the next meeting for review and feedback.
- **Agenda** – Council agreed the following is to be included:
 - Presentation by Urban Impact on Recycling & Organics
 - Special Resolutions – funding for fence staining, funding for phase two of painting the building trim, funding to replace one fire panel, and possible bylaw amendments.
- **Date & Location** – The meeting will be held on Tuesday, November 19, 2019, at St. Anne’s Hall, 828 Laval Square, Coquitlam, BC.

c) **Roof Warranty**

The Strata Manager advised JRS Engineering was completing their warranty review this week, including inspection of certain flat roofs where issues have been identified. A copy of the report will be forwarded once received. It was also noted that annual roof maintenance has been completed by Continental Roofing, and that a quotation is pending for additional recommended work.

d) **Bylaw Enforcement**

Council discussed a variety of bylaw violations including management of trees, storage in the underground parking, and issues with balcony and patio storage. Council agreed any trimming of trees growing beyond a fence will be managed by the strata to ensure they are pruned appropriately.

It was **Moved** and **Seconded** to ratify a decision previously made via email to direct the Strata Manager to levy fines against the owners of five strata lots who are storing items in their assigned parking stalls in violation of the strata bylaws, despite having received a bylaw violation letter and been provided a deadline for removal. **CARRIED**

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner advising of concerns regarding the quality of the janitorial work in the common areas.

The Strata Manager was directed to respond to the Owner thanking them for raising their concerns, and to advise that a meeting is being scheduled with the janitorial supervisor to review these and other concerns, to ensure an improvement in the general level of service.

- b) Correspondence was received from an Owner requesting approval for their children to hold a garage sale somewhere near their building, possibly on the grass at 1225 Brunette Avenue.

The Strata Manager was directed to respond to the Owner advising Council is willing to approve the event, provided it is restricted to residents only, and that specific details are worked out in advance with the Strata Manager.

- c) Correspondence was received from an Owner regarding concerns about pest control, a minor water leak, and the handling of these issues by the Strata Manager.

Council agreed these issues have been resolved at present, and that no further action is necessary at this time unless circumstances change.

- d) Correspondence was received from an Owner complaining of a noisy water pipe in their unit, with a request the strata investigate further to resolve the situation.

The Strata Manager was directed to respond to the Owner advising notices will be distributed to neighbors units advising of the noise, with a request each owner investigate the appliances and fixtures in their unit, as the source of the noise is likely to be an appliance or fixture (toilet/shower) in a neighboring unit that is requiring repair. Further steps may be considered after neighbors have had a reasonable opportunity to investigate.

- e) Correspondence was received from an Owner complaining of a neighbor smoking on their patio, and that it is bothering them a great deal. They also requested Council consider returning this issue to the agenda for the upcoming Annual General Meeting.

The Strata Manager was directed to respond to the Owner advising a bylaw violation letter will be sent to their neighbour as a nuisance issue, and that Council has agreed to propose at the upcoming Annual General Meeting a bylaw amendment prohibiting smoking on common and limited common property.

- f) Correspondence was received from an Owner expressing concern about installation of the new fencing resulting in penetration of the building envelope near his strata lot, with a request the situation be addressed.

The Strata Manager was directed to respond to the Owner advising Council is aware that in certain areas it was necessary for the building envelope to be penetrated in order to properly install some gates. Premium Fence Company has agreed to ensure all such penetrations are properly sealed, and such will be addressed as part of the final deficiencies once phase five of the project has been completed.

- g) Correspondence was received from an Owner expressing continuing concern about the possibility of pests in the ceiling of their strata lot, requesting all openings around their upper balcony be sealed to prevent access for pests, and expressing concern about lack of weeding and the presence of ivy around their building, which they feel needs to be removed to prevent pests.

The Strata Manager was directed to respond to the Owner advising Council is prepared to temporarily install a bait station in the ceiling of their strata lot, but only if they agree to a permanent access panel. Further, Council declines to seal all openings in a railing around a balcony to prevent pest access, as the current design is standard and such additional work would be excessive. Lastly, Council is continuing to work with the existing landscaper to improve service as possible, though plans are underway to retain a new landscaper for general improvement at the property. There are no plans at this time to remove the ivy. The Strata Corporation will continue to take reasonable steps to prevent pest issues, and to appropriately control such when it arises.

- h) Correspondence was received from an Owner in response to a bylaw violation letter regarding storage of items in their parking stall. Their view is the bicycles in question have been there for some time, and they should be allowed to continue such storage.

The Strata Manager was directed to respond to the Owner advising Council is in agreement that the bicycles may remain for now, but that absolutely no other items (including bicycle related), may remain.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com.

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:21 pm.

9. NEXT MEETING

The next meeting of Council will be held on Wednesday, September 4, 2019.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

RETAIN MINUTES

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, May 5, 2020

PLACE: Virtual Meeting on Zoom

PRESENT: Lori Kosciuw President
Tonya Wagenaar Vice-President/Treasurer
Carla Fassbender Privacy Officer
Heather Churchill Member At Large
Betty Foster Member At Large
Michael Hubele Member At Large

REGRETS: Ryan Field Secretary/Website

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:39 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on April 7, 2020, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of February 2020.

There was a question regarding payments of the monthly fee for charging of electric vehicles, the Strata Manager advised an audit is underway to confirm.

It was **Moved** and **Seconded** to approve the financial statements for the month of February 2020. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,462.16 is outstanding.

Council agreed no further action is required at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the Caretaker Report for April 2020. Council agreed the current format will be accepted until further notice, once the COVID-19 issues are resolved, efforts will resume to utilize paper reports, and to address the need for a monthly checklist.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly; the Caretaker will be contacted as needed by management.**

b) Janitorial

Council agreed there have been no new issues to report, aside from concerns about monitoring when the cleaner is on site. The Strata Manager confirmed the cleaner has been requested to text the Caretaker when they arrive on site, and to report their planned departure.

5. BUSINESS ARISING

a) Pest Control

The Strata Manager advised further work regarding squirrel exterior exclusion continues to be on hold, pending an easing of restrictions related to COVID-19.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

b) Dryer Vent Cleaning

It was **Moved** and **Seconded** to approve National Air Technologies to install new dryer vent screens on 1215 and 1225 Brunette, to a maximum cost of \$500 including tax. **CARRIED**

c) Roof Inspection

The Strata Manager advised Continental Roofing has an appointment on May 6, 2020, to meet with the Caretaker to finalize a plan for their safe access of the remaining roof areas, in order to complete their inspections.

d) Special Projects

Council discussed next steps for the following projects approved by owners at the Annual General Meeting:

- Fire Panel Replacement at 202 Laval – Council reviewed the following quotation:
 - Fire-Pro – \$10,065 plus tax,
 - CHUBB – \$14,683.91 plus tax,
 - Community Fire – \$14,485 plus tax, and
 - Levitt Safety - \$13,430 plus tax.

The Strata Manager advised that with a budget of \$16,000 for this project, all quotations are within reason, with any small overage able to be covered from general repairs and maintenance if needed.

After careful consideration of the details of each quote, it was **Moved** and **Seconded** to approve the quotation from Fire-Pro, at a cost of \$10,065 plus tax. **CARRIED**

Before final approval, the Strata Manager will confirm whether the panel is addressable.

- Fence Staining at 1215, 1225 Brunette & Gatehouse – The Strata Manager advised the quotation has been approved, and that Premium Fence will advise when they are able to schedule the work.
- Painting of Exterior Building Trim – The Strata Manager advised the quotation from Remdal has been approved, and that the work could start as early as May 19, 2020, if Council approves. Council agreed with the start date, so notices would be provided so residents may prepare their decks and patios to accommodate this work.

e) **Strata Corporation Insurance**

The Strata Manager advised BFL Canada has declined to provide a quotation, through efforts are underway to obtain a competing quotation from HUB International.

f) **Window Cleaning**

The Strata Manager advised the following quotations have been received for the cleaning of exterior inaccessible windows:

- K&L Windows & Gutters – \$2,000 plus tax for the cleaning of exterior inaccessible windows, cleaned by tucker pole, with a further \$500 plus tax to clean the top of the glass canopies present at some buildings.
- Black Tie Property Services - \$2,100 including tax to clean by water fed pole all exterior inaccessible windows.

It was **Moved** and **Seconded** to approve the quotation from K&L Windows & Gutters in the amount of \$2,500 plus tax to clean all exterior inaccessible windows, and the top of the glass canopies. **CARRIED**

6. **NEW BUSINESS**

There was no new business.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting permission to rent their strata lot.

It was **Moved** and **Seconded** to approve the request to rent the strata lot, given there is currently availability under the Rental Restriction Bylaw. **CARRIED**

- b) Correspondence was received from an Owner requesting approval for alterations to their strata lot, including replacement of flooring throughout, replacement of cabinets, sinks, and toilets, as well as remodeling of bathtubs and showers.

It was **Moved** and **Seconded** to approve the unit alterations subject to the usual requirements, and completion of an Assumption of Liability. **CARRIED**

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:30 pm.

9. NEXT MEETING

The next meetings of Council will be held on June 2, and July 7, 2020.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, June 2, 2020

PLACE: Virtual Meeting on Zoom

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Betty Foster	Member At Large
Michael Hubele	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on May 5, 2020, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of March 2020.

Council agreed to TABLE the financial statements for March 2020, to give the Treasurer additional time to review.

a) Accounts Receivable

The Strata Manager advised they were unable to provide a copy of the arrears to date, due to technical difficulties.

Council agreed any recommendations would be made to the President and Treasurer, rather than to distribute the information later via email.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the Caretaker Report for May 2020. Council agreed the current format will be accepted until further notice, once the COVID-19 issues are resolved, efforts will resume to utilize paper reports, and to address the need for a monthly checklist.

There was a brief discussion regarding bylaw enforcement of the visitor parking areas, and the need to tow vehicles where appropriate.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly; the Caretaker will be contacted as needed by management.**

b) Janitorial

Council reviewed the monthly checklists and shared some minor concerns for follow up by the Strata Manager.

5. BUSINESS ARISING

a) Pest Control

The Strata Manager advised further work regarding squirrel exterior exclusion continues to be on hold, pending an easing of restrictions related to COVID-19.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

b) Roof Inspection

It was noted the roofing inspection by Continental Roofing has been completed, with recommendations having been made regarding routine maintenance required, as well as identifying a number of soft spots that need to be further investigated and repaired.

Council agreed the Strata Manager would prepare a summary of the recommended work and expenses for review by Council, after which a final decision would be made. The intention is to schedule the work in such a way as to complete it before next fall, while splitting the cost between the current and upcoming fiscal years.

c) Special Projects

Council discussed next steps for the following projects approved by owners at the Annual General Meeting:

- Fire Panel Replacement at 202 Laval – The Strata Manager confirmed the new fire panel is not addressable, to match the existing panel and equipment. Council agreed this is preferred, so as to avoid the need for an upgrade of other safety devices. The Strata Manager was directed to proceed with the replacement, utilizing Fire-Pro as previously agreed.

- Fence Staining at 1215, 1225 Brunette & Gatehouse – The Strata Manager advised the quotation has been approved, and that Premium Fence will advise when they are able to schedule the work.
- Painting of Exterior Building Trim – The Strata Manager advised the work is largely finished, all that remains is to address some minor deficiencies. Council was requested to provide feedback on deviancies, if any.

d) **Strata Corporation Insurance**

It was **Moved** and **Seconded** to ratify the decision, previously made via email, to approve the quotation from CapriCMW Insurance Services, in the amount of \$132,480. **CARRIED**

It was **Moved** and **Seconded** to finance payment of the Annual Premium, by way of contract with First Insurance Funding of Canada, with an initial down payment of \$27,016, with nine equal payments of \$12,037.38, with a finance charge of \$2,872.42. **CARRIED**

It was noted that financing is necessary as payment of the annual insurance premium in full (as was done in the past) would result in the need to virtually empty the Contingency Reserve Fund to lend money to the Operating Fund. Financing allows this to be avoided, with further discussions on the state of the strata corporation finances to be ongoing, in preparation for input and decision from owners at the next Annual General Meeting in the fall.

Owners are reminded many of the deductibles on the strata corporation insurance have increased, including the following:

- All Losses - \$25,000
- Water Damage - \$50,000
- Sewer Back-up - \$50,000
- Flood - \$100,000
- Earthquake – 20%, minimum of \$250,000
- Residential Glass Breakage - \$25,000
- All Losses arising from Vacant Units - \$50,000

Owners are strongly advised, if they have not already done so, to share the Summary of Coverages with their insurance broker, so their homeowners policy can be appropriately updated to take account of the new, higher deductibles on the strata policy

Please contact the Strata Manager with any questions or concerns.

e) **Window Cleaning**

The Strata Manager advised a date for the window cleaning would be forthcoming shortly, with notices to be distributed as needed.

6. **NEW BUSINESS**

a) **City Bylaw Enforcement**

The Strata Manager advised multiple complaints have been received regarding garbage and other items being deposited outside the bins adjacent to 219 Begin. Efforts are being made to check the bins daily and to remove such items, however new items continue to appear.

The City Bylaw Inspector in charge of the case has expressed interest in the Strata Corporation considering enclosing fully these bins, which currently are enclosed on three sides. The Strata Manager advised an initial budget estimate puts the cost at approximately \$5,000 to do this.

The Caretaker and Janitorial staff have been tasked to ensure this area is checked on a daily basis, and that any such items are immediately removed. The Strata Manager was directed to follow up with the City Bylaw Inspector to see if it is possible to avoid the cost of a full enclosure due to current budgetary pressures, and to determine what other options may be available.

Owners are reminded not to leave items outside the bins at 217 Begin. If you have an item that does not belong in either the garbage or cardboard bins, then please dispose of it appropriately elsewhere.

b) Exterior Lighting Replacement/Upgrades

There was a brief discussion regarding the ongoing maintenance costs of the exterior lighting, which in most cases has passed its useful life expectancy and is long overdue for replacement. The Strata Manager was directed to obtain a quotation for replacement /upgrade of the exterior lighting.

c) Landscaping Concerns

There was discussion regarding recent efforts by Donnelly Landscapes, with Council not being pleased. The Strata Manager agreed to coordinate a site meeting for Council to meet with representatives of Donnelly Landscapes, to walk the property and review expectations and concerns.

d) Annual Fire Inspection – Common Areas

The Strata Manager advised Levitt Safety is scheduled for July 21 and July 22, 2020, for inspection of the common areas only. Due to COVID-19, in suite inspections are on hold, and will be scheduled at a later date.

e) Financial Review

Council agreed at the next meeting, discussions would begin to build a financial plan for the next two to five years, including consideration of all current and upcoming capital and other projects, as well as review of various scenarios to finance them. Specific proposals will be prepared for discussion, and where appropriate, approval at the next Annual General Meeting.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner regarding concerns about the method of repair to exterior lighting adjacent to their strata lot, as well as plans for pruning a tree in the area.

The Strata Manager was directed to respond to the Owner thanking them for their input and advising it would be taken into consideration when planning future exterior maintenance.

- b) Correspondence was received from an Owner requesting reimbursement of their move in fee, as they did not require any support for their ground level move.

It was **Moved** and **Seconded** to refund the move in fee, given the circumstances. **CARRIED**

- c) Correspondence was received from an Owner requesting approval to change the lock on their front door, to a smart deadbolt with a detached lever.

It was **Moved** and **Seconded** to approve the alteration to the door of the strata lot, based on the details provided. **CARRIED**

- d) Correspondence was received from an Owner requesting approval to adjust the slope of the concrete patio outside their unit, and to extend the patio with additional concrete, and a border of stone between it and the fence.

The Strata Manager was directed to request additional details from the Owner regarding their proposed work on the patio, included a plan/map with detailed measurements of the proposed work, and details of the plan to slope water away from the building. This information is needed before Council can make a decision on this matter.

- e) Correspondence was received from an Owner requesting approval for alterations to their strata lot, including replacement of the kitchen countertop, sink, cabinets, and backsplash.

It was **Moved** and **Seconded** to approve the unit alterations subject to the usual requirements, and completion of an Assumption of Liability. **CARRIED**

- f) Correspondence was received from an Owner regarding concerns related to the process by which unit alterations are approved, in particular the timing of such approvals.

The Strata Manager was directed to respond to the Owner thanking them for their feedback, and advising steps will be taken, where possible, to speedup the approval process for unit alterations.

- g) Correspondence was received from an Owner regarding concerns about the frequency and quality of the janitorial work at their building.

The Strata Manager was directed to respond to the Owner thanking them for their feedback, and to request they provide details of their concerns, including pictures where possible, and to pass them along to the Strata Manager so they may be investigated and addressed as needed. It is not practical, or advisable for individual residents to attempt to manage the tasks of the janitorial staff, but Council appreciates regular feedback so changes can be made where needed.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 8:40 pm.

9. NEXT MEETING

The next meetings of Council will be held on July 7, 2020.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, July 7, 2020

PLACE: Virtual Meeting on Zoom

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field*	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Betty Foster	Member At Large
Michael Hubele	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on June 2, 2020, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of April 2020.

Council agreed to TABLE the financial statements for April 2020, to give additional time to review.

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,629.33 is outstanding.

Council agreed no further action is required at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the Caretaker Report for June 2020.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly; the Caretaker will be contacted as needed by management.**

b) Janitorial

Council reviewed the monthly checklists and requested the Strata Manager ensure the elevators are being frequently sanitized.

5. BUSINESS ARISING

a) Pest Control

The Strata Manager advised further work regarding squirrel exterior exclusion continues to be on hold, pending an easing of restrictions related to COVID-19.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

**Ryan Field joined the meeting.*

b) Roof Inspection

Council reviewed a summary of the recommended work, at a cost of \$24,060, plus tax. It was noted carpentry work required to address multiple soft spots would be extra. Council agreed the work needs to be done to maximize the longevity of the current roof, and to minimize the chance of future water leaks.

It was **Moved** and **Seconded** to approve the quotations from Continental Roofing in the amount of \$24,060 plus tax, as well as a contingency of an additional \$5,000 to cover carpentry work, for a total of \$29,060 plus tax. **CARRIED**

It was noted the work would be scheduled to occur during appropriate weather, with the expense to be covered from general repairs and maintenance. Further, the expense will be invoiced to split the cost between the current and upcoming fiscal years if necessary. Any cost beyond what is budgeted must be approved by Council during the project.

c) **Special Projects**

Council discussed next steps for the following projects approved by owners at the Annual General Meeting:

- **Fire Panel Replacement at 202 Laval** – The Strata Manager advised the quotation has been approved, with plans underway. To proceed, a permit is required from the City, which includes the strata providing authority to the contractor to work on their behalf.

It was **Moved** and **Seconded** to authorize the Strata Manager to complete the appropriate paperwork necessary for the contractor to work with the City to allow this project to proceed. **CARRIED**

- **Fence Staining at 1215, 1225 Brunette & Gatehouse** – The Strata Manager advised the quotation has been approved, and that Premium Fence will advise when they are able to schedule the work.

d) **Strata Corporation Insurance**

The Strata Manager advised arrangements for financing have been completed, with the down payment made from the Operating Fund, without need for Contingency Reserve Funds.

It was **Moved** and **Seconded** to ratify the decision, previously made via email, to approve the quotation from CapriCMW Insurance Services, in the amount of \$132,480. **CARRIED**

Owners are strongly advised, if they have not already done so, to share the Summary of Coverages with their insurance broker, so their homeowner's policy can be appropriately updated to take account of the new, higher deductibles on the strata policy

Please contact the Strata Manager with any questions or concerns.

e) **Window Cleaning**

It was noted this work has been completed, with Council agreeing the quality of work was excellent, with no deficiencies reported. It was agreed to use the same contractor for 2021, and at that time schedule the work such that residents can be advised which particular day their building is to be worked on, to minimize the time residents need to keep their windows closed.

f) **City Bylaw Enforcement**

The Strata Manager advised the City Bylaw Inspector has not responded as yet, regarding next steps to address the complaints of garbage being left outside the bin adjacent to 219 Begin. Updates will be provided to Council as they are available.

Council agreed to consider inclusion of funds in planning for the upcoming fiscal year, to allow for the completion of an enclosure for all exterior bins on the property.

Owners are reminded not to leave items outside the bins at 219 Begin. If you have an item that does not belong in either the garbage or cardboard bins, then please dispose of it appropriately elsewhere.

g) Exterior Lighting Replacement/Upgrade

The Strata Manager advised a quotation is pending on replacement/upgrade of the exterior lighting.

h) Landscaping Concerns

Council agreed that while Donnelly Landscapes has completed a great deal of additional work, there are still concerns regarding quality, and the timing of their efforts. The Strata Manager will obtain a copy of their plan for the property, and request they provide a weekly report of what is accomplished.

The Strata Manager was directed to obtain a quotation for pruning of trees where required, as well as removal of dead trees.

i) Annual Fire Inspection

The Strata Manager advised the annual fire inspection, for common areas only, has been scheduled for July 21, and 22, 2020. Notices will be distributed shortly. In suite inspections will be scheduled separately.

j) Financial Review

There was an extensive discussion regarding the various funding scenarios available to support current and future capital projects. Options included funding by special levies, fully funding the Contingency Reserve Fund through a massive increase in strata fees, or a mixture of both. The mixed option would include a one-time special levy to top up the Contingency Reserve Fund, while at the same time an increase in strata fees to ensure annual expenses are covered, while contributing sufficient funds to the Contingency Reserve Fund annually to offset future expenses.

6. NEW BUSINESS

a) Strata Manager Vacation

The Strata Manager advised he would be on vacation from July 13, 2020, to July 17, 2020. Standard arrangements will be made for coverage of urgent issues, with details to be communicated to Council the week prior.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting reimbursement for a move in fee, as they moved into a ground level unit, and did not require use of an elevator or other strata resources.

It was **Moved** and **Seconded**, given the circumstances of this particular situation, to reverse the move in fee for this strata lot. **CARRIED**

- b) Correspondence was received from an Owner advising of additional work they felt needed to be done by the landscapers.

Council has taken the feedback under consideration.

- c) Correspondence was received from an Owner regarding “water hammer” noises they experience from the pipes, due to the operation of plumbing in neighboring units.

The Strata Manager was directed to respond to the Owner advising that a friendly notice will be distributed to neighbouring units to ask them to check certainly plumbing that may be an issue, such as toilets, while the strata will look into checking the water pressure for the building.

- d) Correspondence was received from an Owner requesting approval to install laminate flooring in the living room, dining room, both bedrooms, and stairs.

It was **Moved** and **Seconded** to approve the unit alterations subject to the usual requirements, and completion of an Assumption of Liability. **CARRIED**

- e) Correspondence was received from an Owner requesting approval for alterations to their strata lot, including replacement of the kitchen countertop, sink, cabinets, and backsplash.

It was **Moved** and **Seconded** to approve the unit alterations subject to the usual requirements, and completion of an Assumption of Liability. **CARRIED**

- f) Correspondence was received from an Owner providing suggestions for improved lighting around the complex, that would be environmentally friendly.

Council will take the suggestions into consideration.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:50 pm.

9. NEXT MEETING

The next meetings of Council will be held on September 8, 2020.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

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Warrington PCI Management

#300 – 1030 West Georgia St.

Vancouver, B.C. V6E 2Y3

Tel: (604) 602-1887 - Fax: (604) 688-2328 info@warringtonpci.com



**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, February 4, 2020

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Heather Churchill	Member At Large
Betty Foster	Member At Large
Michael Hubele	Member At Large

REGRETS: Carla Fassbender Privacy Officer

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on December 3, 2019, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the months of September, October, November, and December 2019.

It was **Moved** and **Seconded** to approve the financial statements for the months of September, October, November, and December 2019. **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,584.91 is outstanding.

Council agreed no further action is required at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

4. REPORTS

a) Building Report

Council reviewed the Caretaker Report for December and January 2019. The Strata Manager was directed to review expectations regarding monthly reporting, as well as the need for provision of a monthly checklist to ensure routine tasks are being completed.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly; the Caretaker will be contacted as needed by management.**

b) Janitorial

Council agreed there have been no new issues to report, and that a site review be considered in March.

5. BUSINESS ARISING

a) Pest Control

The Strata Manager advised that squirrel exterior exclusion work has been completed at fourteen strata lots, with one pending.

The exterior rodent inspections and bait program are ongoing. The Strata Manager advised there has been no activity at a temporary bait station placed on a roof adjacent to a strata lot that had previously complained of rodent activity in the area.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

b) Exterior Painting

Council agreed there are no deficiencies, and that the first phase of this project is now closed.

c) 2019 Annual Fire Inspection

The Strata Manager advised the results of the third round of unit inspections has been received, with four units failing to provide access. Council agreed that with so few units remaining, and the inspections for 2020 coming up soon, that this matter be closed.

It was **Moved** and **Seconded** to levy a fine in the amount of \$200 against the Owners of the three strata lots that failed to provide the required access, despite three attempts, and the availability of the Caretaker to facilitate access. **CARRIED**

The Strata Manager advised a quotation, in the amount of \$2,500 plus tax has been received from Levitt Safety to correct deficiencies identified from the 2019 winterization of the sprinkler system in the underground parking areas. Items include the need to replace a main pipe, and to repair another.

It was **Moved** and **Seconded** to approve the quotation from Levitt Safety in the amount of \$2,500 plus tax, to repair the listed deficiencies. **CARRIED**

*****Owners are recommended to install Carbon Monoxide detectors in their strata lot as needed, to improve safety in case of a carbon monoxide leak in the unit.*****

Owners are reminded not to open the front door of their strata lot when cooking, in particular when there may be smoke and fumes. Doing so has, on multiple occasions, set off the fire alarm resulting in a visit from the Coquitlam Fire Department. Aside from the inconvenience to other residents, such visits may result in a bill to the strata for a false alarm. In future, such costs will be charged back to the owner of the offending strata lot.

d) **Dryer Vent Cleaning**

The Strata Manager advised a quotation is pending from National Air Technologies, for new screens to be installed on two buildings.

e) **Roof Inspection**

The Strata Manager advised Continental Roofing has been approved to proceed with an inspection and report of the flat roofing, the ongoing issue continues to be the need for a stretch of dry weather, which has been in short supply over the past few months.

f) **Bylaw Enforcement**

The Strata Manager advised a fresh inspection of the underground parking areas has been completed, with a list to be provided to Council for review.

g) **Civil Resolutions Tribunal - Dispute**

It was **Moved** and **Seconded** to ratify a decision, previously made via email, to settle the Dispute with the Owner of Strata Lot 33, filed with the Civil Resolutions Tribunal, whereby the Dispute would be withdrawn in return for a payment of \$538. **CARRIED**

Council thanked the member who handled the Strata Corporation's response, who handled it well and efficiently, given the time and detail involved.

h) **Special Projects**

Council discussed next steps for the following projects approved by owners at the recent Annual General Meeting:

- Fire Panel Replacement at 2020 Laval – Competing quotations pending.
- Fence Staining at 1215, 1225 Brunette & Gatehouse – One quotation received, a second one is pending.
- Painting of Exterior Building Trim – Council will view the remaining buildings, to suggest which ones are to be next, based on need.
- Landscaping – The Strata Manager advised the contract with ATC Landscaping has been terminated, effective February 29, 2020.

It was **Moved** and **Seconded** to approve the quotation from Donnelly Landscapes to provide landscaping service at a cost of \$3,925 plus tax per month, for monthly landscaping maintenance. **CARRIED**

6. **NEW BUSINESS**

a) **Strata Manager Vacation**

The Strata Manager advised he would be on vacation March 2, through to March 6, 2020. Usual arrangements would be made for coverage of urgent issues during his absence.

b) **Snow & Ice Removal**

There was discussion regarding the poor service provided during the recent snowfall. It was noted the service was far too late in the day, most of it done by hand, and there was some site damage that needs to be addressed. Council agreed the contractor is not to be used for the next winter season, quotations will be obtained in advance.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner requesting the \$200 Move In Fee be waived, as they moved into a ground floor unit, and did not require any strata support.

It was **Moved** and **Seconded** to waive the Move In Fee for this owner.

CARRIED

- b) Correspondence was received from an Owner advising that during the course of an approved bathroom renovation, their plumbing contractor feels the toilet was incorrectly installed during the original construction, and therefore is interfering with their bathroom renovation. In their view, they feel the strata corporation should assist them in resolving this issue.

The Strata Manager was directed to respond to the Owner advising the Strata Corporation is not responsible for the original construction, and that no action would be taken at this time by the Strata Corporation.

- c) Correspondence was received from an Owner requesting approval to have a certified electrician run an electrical outlet to their parking space, at their expense.

The Strata Manager was directed to respond to the Owner advising Council is open to the idea, but that specifications on the exact work to be proposed by submitted to Council for review, before a final decision is made on this matter. It was noted that part of any approval, would include a monthly fee for electricity use.

- d) Correspondence was received from an Owner detailing concerns about the recycling area in their building being a mess on a regular basis, with residents not taking care to make proper use of the space. Some suggestions were provided regarding signage and management of this area.

The Strata Manager was directed to respond to the Owner thanking them for their feedback, noting this issue is a priority for Council, given the change in service provider, updated signage, regular reminders in Council Minutes, and an extensive educational session was held at the last Annual General Meeting. Council will continue to monitor and make adjustments as needed.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:26 pm.

9. NEXT MEETING

The next meetings of Council will be held on March 10, April 7, May 5, June 2, and July 7, 2020.

Warrington PCI Management Managing Agents
On Behalf of Strata Owners of Strata Plan LMS343
Brian Erickson, Strata Manager
berickson@warringtonpci.com
Direct: 604-331-5228

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, March 10, 2020

PLACE: Meeting Room, 211 Begin St. Coquitlam B.C.

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Betty Foster	Member At Large

REGRETS: Michael Hubele Member At Large

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:31 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on February 4, 2020, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of January 2020.

It was **Moved** and **Seconded** to approve the financial statements for the month of January 2020 **CARRIED**

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$2,561.48 is outstanding.

It was **Moved** and **Seconded** the Strata Manager be directed to send Lien Warning Letters to the Owners of three strata lots that are in arrears of their strata obligations. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

b) **Invoice Approval**

Council reviewed a water damage deductible from On Side Restorations, in the amount of \$15,000, relating to a claim that occurred in November 2018. The Strata Manager advised the invoice is valid, has not been paid previously, and is related to a legitimate claim previously filed by the Strata Corporation.

It was **Moved** and **Seconded** to approve payment of the Insurance Deductible from On Side Restorations, in the amount of \$15,000, to be paid directly from the Contingency Reserve Fund.

CARRIED

4. **REPORTS**

a) **Building Report**

Council reviewed the Caretaker Report for February 2020. The Strata Manager was directed to review expectations regarding monthly reporting, as well as the need for provision of a monthly checklist to ensure routine tasks are being completed. Future reports will be submitted in writing, to ensure the approved format is used.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly; the Caretaker will be contacted as needed by management.**

b) **Janitorial**

Council agreed there have been no new issues to report, and that a site review be considered in April.

5. **BUSINESS ARISING**

a) **Pest Control**

The Strata Manager advised that further squirrel exterior exclusion work has been scheduled for March 18, 2020, with a notice distributed.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only**, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. **Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

b) **Dryer Vent Cleaning**

Council reviewed a quotation from National Air Technologies for new dryer vent screens to be installed on two buildings, with additional information requested before a decision can be made.

c) **Roof Inspection**

The Strata Manager advised Continental Roofing has completed their inspection, with a report pending.

d) **Special Projects**

Council discussed next steps for the following projects approved by owners at the recent Annual General Meeting:

- Fire Panel Replacement at 2020 Laval – Council requested a third quotation be obtained from Fire Pro.
- Fence Staining at 1215, 1225 Brunette & Gatehouse – The following quotations have been received:
 - Premium Fence – \$9,480 plus tax, to apply two coats of a transparent oil stain, in cedar tone.
 - Remdal – \$12,198 plus tax, to pre-treat and wash the fencing, then apply two coats of semi-transparent stain.

Council requested the Strata Manager determine if cleaning is included in the quotation from Premium Fence.

- Painting of Exterior Building Trim – Council agreed 215 and 217 Begin are the next buildings that should be addressed. The Strata Manager will obtain an updated quote for these two buildings, to be compared against the budget approved by owners.

6. **NEW BUSINESS**

a) **Strata Corporation Insurance**

There was brief discussion regarding the current state of strata insurance, and the ongoing reports of large increases in both annual premiums and various damage deductibles. Council agreed a large increase should be expected, when the Strata Corporation insurance is renewed for June 1, 2020.

b) **Water Leak Update**

The Strata Manager advised there was a recent incident of a hot water tank on a third-floor unit leaking, causing damage to the units below. At present, there does not seem to be any common property involved, nor are the estimated costs above the Water Damage Deductible on the Strata Corporation Insurance, which is currently \$15,000. Additional information is in process of being obtained, Council will be kept informed.

7. **CORRESPONDENCE**

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner advising they have been able to proceed with their bathroom renovation, as they have discovered it is not necessary to move the pipe to facilitate a new toilet.

Council agreed this matter is now closed, with no response required.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

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Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:50 pm.

9. NEXT MEETING

The next meetings of Council will be held on April 7, May 5, June 2, and July 7, 2020.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

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**STRATA COUNCIL MEETING
MINUTES
STRATA CORPORATION LMS 343 - "PLACE FONTAINEBLEAU", COQUITLAM**

HELD: Tuesday, April 7, 2020

PLACE: Virtual Meeting on Zoom

PRESENT:

Lori Kosciuw	President
Tonya Wagenaar	Vice-President/Treasurer
Ryan Field	Secretary/Website
Carla Fassbender	Privacy Officer
Heather Churchill	Member At Large
Betty Foster	Member At Large
Michael Hubele	Member At Large

REGRETS:

MANAGING AGENT: Brian Erickson, Warrington PCI Management

1. CALL TO ORDER

The meeting was called to order at 6:37 pm.

2. APPROVAL OF MINUTES

It was **Moved** and **Seconded** to approve the minutes of the Council Meeting held on March 10, 2020, as presented. **CARRIED**

3. FINANCIAL STATEMENTS

The Treasurer acknowledged receipt of the financial statements for the month of February 2020.

It was agreed to TABLE the financial statements for the month of February 2020, to allow further time for review.

a) Accounts Receivable

Council was presented with the updated accounts receivable, as of the date of the meeting \$1,868.24 is outstanding.

Council agreed no further action is required at this time.

Owners are reminded that strata fees are due on the 1st of each month. As per the Strata Corporation bylaws, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date may result in a fine of \$25.00.

b) **Invoice Approval**

Council reviewed an invoice from Exact Facility Services, in the amount of \$10,555.23, relating snow and ice removal in January 2020. Council discussed the quality of the work, and agreed that while the invoice is valid, there was some damage to the common areas that remains unresolved.

It was **Moved** and **Seconded** to approve payment of 90% of the invoice from Exact Facility Services, with the remaining 10% to be held pending resolution of the damage. **CARRIED**

4. **REPORTS**

a) **Building Report**

Council reviewed the Caretaker Report for March 2020. Council agreed the current format will be accepted until further notice, once the COVID-19 issues are resolved, efforts will resume to utilize paper reports, and to address the need for a monthly checklist.

*****Owners are reminded that in the event of an emergency, they are to call the Warrington PCI 24 Hour Emergency Line, at 604-602-1887. Residents are not to call the Caretaker directly; the Caretaker will be contacted as needed by management.**

b) **Janitorial**

Council agreed there have been no new issues to report, aside from concerns about monitoring when the cleaner is on site. The Strata Manager will request the cleaner text the Caretaker when they arrive on site, and to report their planned departure. It was noted that additional touch point cleaning is occurring with regard to COVID-19 concerns, as well as various common doors.

5. **BUSINESS ARISING**

a) **Pest Control**

The Strata Manager advised squirrel exterior exclusion work has been completed, but for one unit where access was not obtained. Further work in this regard is on hold, pending a resolution to COVID-19.

*Owners are reminded **the Strata Corporation is responsible for exterior pest control only, Owners are responsible for pest control within the boundaries of their Strata Lots. Owners are encouraged to report interior issues to the Strata Manager so efforts can be coordinated, with Owners being encouraged to obtain professional assistance as needed. Owners may use anyone they wish, but Terminix is recommended as they are familiar with the property.***

b) **Dryer Vent Cleaning**

The Strata Manager advised National Air is unable to Council reviewed a quotation from National Air Technologies for new dryer vent screens to be installed on two buildings, with additional information requested before a decision can be made.

c) **Roof Inspection**

The Strata Manager advised Continental Roofing has completed an inspection of the Gatehouse, 202 Laval, and 215 Begin. Inspection of remaining roofing to require access to tenant spaces. The Strata Manager will work out an access plan with assistance from the Caretaker, with further inspections to wait until social distancing measures related to COVID-19 are relaxed.

d) **Special Projects**

Council discussed next steps for the following projects approved by owners at the recent Annual General Meeting:

- Fire Panel Replacement at 202 Laval – Council briefly reviewed three quotations provided, with the Strata Manager advising a fourth is pending. The Strata Manager will provide a summary comparison of the quotes, so a decision can be made at the next scheduled meeting.
- Fence Staining at 1215, 1225 Brunette & Gatehouse – The following quotations have been received:
 - Premium Fence – \$9,480 plus tax, to apply two coats of a transparent oil stain, in cedar tone.
 - Remdal – \$12,198 plus tax, to pre-treat and wash the fencing, then apply two coats of semi-transparent stain.

The Strata Manager advised Premium Fence has confirmed they are willing to add cleaning to their quotation, at no additional cost, if the work is approved now, then schedule it when possible.

It was **Moved** and **Seconded** to approve the quotation from Premium Fence in the amount of \$9,480 plus tax, subject to application of a bleaching process on fencing before the application of a stain, at no additional cost. **CARRIED**

- Painting of Exterior Building Trim – The Strata Manager advised an quotation has been received from Remdal Painting and Restoration in the amount of \$30,495 plus tax, for painting the exterior trim of 215 and 217 Begin.

It was **Moved** and **Seconded** to approve the quotation from Remdal Painting and Restoration in the amount of \$30,495 plus tax, for preparing and painting the wood trim and fascia boards of 215 and 217 Begin. **CARRIED**

e) **Water Leak Update**

The Strata Manager advised that after review estimates of emergency work and repairs to the three units impacted by the recent failure of a hot water tank, the total cost was under the Water Damage Deductible of \$15,000, so a claim on the strata corporation insurance is not needed.

f) **Strata Corporation Insurance**

The Strata Manager advised the Strata Corporation insurance is coming up for renewal on June 1, 2020, and that efforts are underway to obtain competing quotations. However, given the current state of the strata insurance market, a large increase in the annual premium is expected, as well as likely increases to various deductibles such as for water damage.

6. NEW BUSINESS

a) COVID-19

There was brief discussion regarding the impact of COVID-19 on the strata corporation, including both increased touch point cleaning by the janitorial company, and the suspension of service by the landscaping company. Council will monitor the landscaped areas, particularly the grass, if needed a third party may be retained to do a periodic cleanup, until the regular landscapers are able to resume service.

Council noted efforts by various residents to improve the common property, such as creative rock work and other items to make a positive impact to the community at Place Fontainebleau.

b) Window Cleaning

The Strata Manager advised quotations are being obtained for window cleaning, for a decision to be made at the next scheduled meeting.

7. CORRESPONDENCE

The following correspondence was reviewed by Council:

- a) Correspondence was received from an Owner wondering if the strata would purchase an electric lawn mower, so they and other residents could assist in maintaining some of the grass areas until the landscaping company is able to resume service.

The Strata Manager was directed to thank the owner for their offer, but to advise there are no plans to purchase equipment at this time. The grass areas will be monitored, and if needed consideration will be given to bringing in a third party to assist. It is hoped the landscaping company will be able to resume service before there are any serious issues with the landscaping.

- b) Correspondence was received from an Owner in response to a bylaw violation letter they received regarding complaints of excessive noise emanating from their strata lot. They responded in detail to each of the concerns raised, including details of everything they have done to minimize making any noise that would negatively impact their neighbours.

After careful consideration, the Strata Manager was directed to respond to the Owner thanking them for the detailed response, the appreciation of Council regarding the efforts made to mitigate noise from their unit, and to advise no further action will be taken, as Council considers this matter to be closed.

The Strata Manager was directed to respond to the Owner who made the complaint, to advise of the mitigate efforts being made by their neighbour, and that the noise which may still occur, is a reasonable part of strata living, and is not excessive in the opinion of Council.

- c) Correspondence was received from an Owner registering their pet and providing details of such.

The Strata Manager was directed to thank the owner for the correspondence.

Owners should address their maintenance concerns, requests, bylaw contraventions, or any other complaints in writing to the Strata Council, via Warrington PCI Management to the attention of the Strata Manager Brian Erickson, berickson@warringtonpci.com .

Correspondence received will be forwarded to the Strata Council, and a response as instructed by the Strata Council will be sent to the respective Owners.

Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Owners wishing to submit a letter for Strata Council's consideration should have their correspondence received by the Strata Manager ten (10) days prior to the next meeting date, in order to be added to Council Agenda.

8. TERMINATION

There being no further business, the meeting was terminated at 7:46 pm.

9. NEXT MEETING

The next meetings of Council will be held on May 5, June 2, and July 7, 2020.

Warrington PCI Management Managing Agents

On Behalf of Strata Owners of Strata Plan LMS343

Brian Erickson, Strata Manager

berickson@warringtonpci.com

Direct: 604-331-5228

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain these for your records.

For convenient 24/7 access to minutes, please visit the strata website at <http://www.placefontainebleau.ca/>.

EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Annie Lam at alam@warringtonpci.com or call Annie at 604-331-5273.

這是一份重要文件。如不明白內容，請自行安排翻譯。

C'est un préavis important. Faites-le traduire s'il vous plaît quelqu'un pour vous.

이것은 중요한 통지입니다. 누군가가 당신을위해 그것을 번역세요.

Это - важное уведомление. Пожалуйста сделайте так, чтобы кто - то перевел это для Вас.

Das ist eine wichtige Benachrichtigung. Lassen Sie bitte jemanden es für Sie übersetzen.

Este es un aviso importante. Por favor hacen que alguien lo traduzca para usted.

PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information of if you have not previously provided one.

EMERGENCY CALL PROCEDURE

If you have a Building Emergency such as a fire or flood please phone Warrington PCI Management at 604-602-1887. To obtain prompt Emergency Service we kindly ask that you phone in your Building Emergency, please do not email your emergency.



Warrington PCI Management

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