

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

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**HELD:** Tuesday January 5<sup>th</sup>, 2021 at 5:30 PM via Google Meet.

<b>PRESENT:</b>	Owen Morley	President
	Sanjay Sharma	Vice President
	Joseph Chan	Treasurer
	Clinton Lee	Secretary
	Yong Jia Chen	Privacy Officer

**GUEST:** Owner, Strata Lot 108

**AGENT:** Charles Wong Bayside Property Services Ltd.

**CALL TO ORDER**

The meeting was called to order at 5:05 PM and was chaired by Owen Morley.

**GUEST BUSINESS**

An Owner attended this meeting for a hearing with Council to respond to the Bylaw complaint and a cleaning charge back for a spill in the hallway. The Owner then answered Council's questions and concerns regarding the alleged unauthorized use and alteration. Council thanked the Owner for their presentation and will direct Bayside to respond accordingly.

**RESIDENT CARETAKER'S REPORT**

Council agreed to table the Resident Caretaker's report until the next meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the November 16<sup>th</sup>, 2020 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Report for November 2020, as prepared by Bayside's Accounting Department.
2. Account Balances: The current balances ending November 30<sup>th</sup>, 2020 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,274,115.93
  - CRF Balance: \$1,181,141.79
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report as at January 5<sup>th</sup>, 2021. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding

monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.

4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payment for all the approved invoices.

### **BUSINESS ARISING**

1. High Efficiency Multi-Tankless/Storage Tank System Replacement: Council reported that Milani Plumbing has installed the replacement storage tank system. Council directed Bayside to follow up with Fortis regarding the application of the energy savings rebate.
2. Security Camera Upgrade: Council discussed and agreed to install security cameras at the parkade lobby entrances based on the fact that if there are unused funds from previous resolutions which, for example, specifically authorized Council to spend money on security enhancements (such as cameras), Council would still have the authority to spend the money for that purpose, up to the limit of the approved resolution. The expenditure will be limited to the amount as per the approved 2020/21 Operating Budget.
3. Relief Caretaker Letter: Bayside reported that the final agreement has been issued to the relief caretaker together with the cheque to cover the wage settlement. Bayside has also sent the caretakers the new contracts for fiscal year 2020-21 for signing. Bayside will follow up with the caretakers.
4. Hytec Water Management: Bayside reported that Hytec Water Management Service has applied for the permit with the City of Burnaby which will then send the documentation for the Hytec covenant. Hytec will plan the installation upon receipt of the permit. The Hytec installers have also completed the site visit for planning the plumbing installation and commissioning the system sometime in February.

### **NEW BUSINESS**

1. Fire Alarm Replacement: Bayside reported that the fire alarm replacements in various units have been completed. Community Fire will provide the report noting the units which missed the replacement work; those units will be charged back for a return visit.
2. Consolidation of Strata Lots 118 & 119: Bayside reported that the strata lots have been consolidated as per the documents submitted by the Owners. The voting rights were affected but there is no change to the unit entitlements. SL 118 and 119 have therefore been removed from the registered Strata Plan and replaced with SL 219.
3. Parkade Gate Trolley Replacement: Council agreed to replace the parkade gate trolley as per the contractor's quote provided after their inspection.

4. Highrise Light Fixture Damage: The Caretaker reported that the Highrise lobby light fixture was damaged by a tenant and the incident was captured by the security cameras. Council directed Bayside to send a Bylaw complaint letter and charge back the repair cost to the Owner of the unit.
5. Garbage Disposal: Bayside reported that there were garbage overage charges imposed by Waste Management in the past few weeks. The Caretaker reported that the overage was partly due to WM's late collection of the garbage bins. Bayside will dispute the charges according to the records. Council reminds Owners not to dispose of their garbage when the bins are full.
6. Window Caulking: Bayside reported that the contractor has re-caulked the faulty window caulking in one unit. Following discussion, Council agreed to budget for having caulking take place every five years to prevent further deterioration.
7. Move-in Timeframe: Council discussed the timeframe for moves and the move-in fees. Council directed Bayside to keep the move times limited to one session in the morning and another one in the afternoon. Council agreed to keep the move-in and the elevator booking fees unchanged. Council will consider amending the move-in fee Bylaw at the next General Meeting.
8. Building Security: Council expressed concerns over Owners running the gate at the parkade entrance and directed Bayside to post notices for Owners at the parkade exit doors. **Council would like to remind all residents to ensure that the parkade gate is closed and secured behind them and not to allow any strangers, such as visitors and delivery drivers, into the complex regardless of the reasons provided. The visitors must use the intercom and be let in by the appropriate Owner. Furthermore, please ensure that both parkade gates are completely closed before driving away. Please do not tailgate the vehicle in front of you or keep pressing the fob when the gate is in mid-air while the other driver is ensuring the safety of the building.**

### CORRESPONDENCE

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### BYLAW MATTERS

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #193	Bylaw Infraction Fine	\$200.00
Strata Lot #198	Bylaw Infraction Fine	\$500.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00

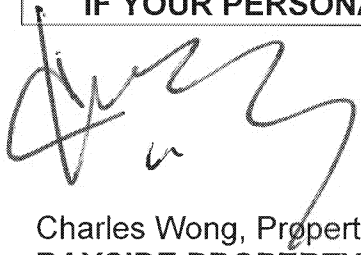
All Owners who received Bylaw complaint letters in 2020 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of January 5<sup>th</sup>, 2021, were assessed a \$50.00 fine as per Bylaw 1.4.

There being no further business to discuss, the meeting was terminated at 6:35 PM. The next virtual Council meeting has been tentatively scheduled for Tuesday February 9<sup>th</sup>, 2021 at 5:30 PM.

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong, Property Manager  
**BAYSIDE PROPERTY SERVICES LTD.**  
#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9  
Direct: 604.638.6142  
Office: 604.432.7774 (24 hours - after office hours, emergencies only please)  
Fax: 604.430.2698  
Email: [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com)

\*\*The Real Estate Regulations require a vendor to provide purchasers with copies of the minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

---

**HELD:** Monday November 16<sup>th</sup>, 2020 at 5:30 PM via Google Meet.

<b>PRESENT:</b>	Owen Morley	President
	Sanjay Sharma	Vice President
	Joseph Chan	Treasurer
	Clinton Lee	Secretary
	Yong Jia Chen	Privacy Officer

**AGENT:** Charles Wong Bayside Property Services Ltd.

**CALL TO ORDER**

The meeting was called to order at 5:10 PM and was chaired by Owen Morley.

**ELECTION OF OFFICERS**

Council elected Officers as noted above.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the September 29<sup>th</sup>, 2020 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Reports for September and October 2020, as prepared by Bayside's Accounting Department.
2. Account Balances: The current balances ending October 31<sup>st</sup>, 2020 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,312,570.41
  - CRF Balance: \$1,244,854.91
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report as at November 16<sup>th</sup>, 2020. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.

4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payment for all the approved invoices.

### **BUSINESS ARISING**

1. Emergency Generator Maintenance Service: Bayside reported that the Simson Maxwell technician has completed the maintenance service and that the service costs have been charged back to the different ASPs based on the invoice.
2. High Efficiency Multi-Tankless/Storage Tank System Replacement: Council reported that Milani Plumbing will arrange the storage tank system replacement, as approved by the Owners at the AGM. A separate notice regarding the water shutdown will be posted prior to the work.
3. Security Camera Upgrade: Council discussed and agreed with the installation of security cameras at the parkade lobby entrances. The expenditure will be limited to the amount as per the approved 2020/21 Operating Budget.
4. Relief Caretaker Letter: Bayside presented Council with the agreement drafted by legal counsel for review and signing before issuing it to the relief caretaker together with the cheque to cover the wage settlement. Bayside will prepare for Council's review the caretakers' contracts for the new fiscal year 2020-21, as approved at the Annual General Meeting.
5. Hytec Water Management: Council reviewed and agreed to sign the Hytec water management service contract as approved by the Owners at the Annual General Meeting.

### **NEW BUSINESS**

1. Main Entrance Door Handicap Button: Council noted that there are Owners kicking the handicap button with their shoe to open the main entrance door to enter the building. **Council reminds Owners to be considerate and open the entrance door in a civilized manner by pressing the handicap button with your hand or elbow to enter the building.**
2. Garbage Disposal at the Parkade Lobby Entrance: Council noted that a lot of Owners are disposing their household garbage at the parkade lobby entrance garbage bins. The garbage is being disposed of next to the bins when they are full. **Council reminds Owners to bring their household garbage for disposal in the garbage bins at the ground floor garbage room.**

### **CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

**BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #167	Bylaw Infraction Fine	\$ 50.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00

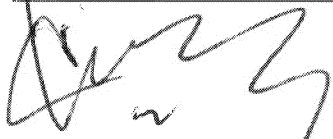
All Owners who received Bylaw complaint letters in 2020 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of November 16<sup>th</sup>, 2020, were assessed a \$50.00 fine as per Bylaw 1.4.

There being no further business to discuss, the meeting was terminated at 6:45 PM. The next virtual Council meeting has been tentatively scheduled for Tuesday January 5<sup>th</sup>, 2021 at 5:30 PM.

**EMERGENCIES**

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**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong, Property Manager  
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**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

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**HELD:** Tuesday September 29<sup>th</sup>, 2020 at 7:00 PM via Google Meet.

<b>PRESENT:</b>	Owen Morley	President
	Sanjay Sharma	Vice President
	Joseph Chan	Treasurer
	Clinton Lee	Secretary
	Yong Jia Chen	Privacy Officer
	Bellia Tan	Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**CALL TO ORDER**

The meeting was called to order at 7:05 PM and was chaired by Owen Morley.

**RESIDENT CARETAKER'S REPORT**

Council agreed to table the Resident Caretaker's Report until the next meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the February 19<sup>th</sup>, 2020 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Reports for February to August 2020, inclusive, as prepared by Bayside's Accounting Department.
2. Account Balances: The current balances ending August 31<sup>st</sup>, 2020 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,295,082.94
  - CRF Balance: \$1,236,334.14
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report as at September 29<sup>th</sup>, 2020. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.
4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.



### **BUSINESS ARISING**

1. Depreciation Report Update: Bayside reported that the Depreciation Report has been completed. The final report in pdf format will be sent to the Owners upon request. There will be a charge for the printing if a hard copy is requested.
2. Roof Assessment Report: Bayside reported that the roofing contractor has completed the concrete ledge and roof repair as per the Roof Assessment Report.
3. Domestic Water and Drainage Systems Assessment Reports: Bayside reported that the assessment reports are in progress with BMAC Technologies & Consulting.
4. Security Camera Upgrade: Bayside reported that the installation of security cameras at various locations has been completed. Council agreed to propose the installation of more cameras at the P1 to P4 storage locker and the bike room entrances. This item will be brought to the Owners for consideration at the upcoming AGM.
5. Stop Sign at P1 Ramp: Bayside reported that a Stop sign has been installed at the P1 ramp. Council agreed not to install speed bumps on the driveway at the end of the ramp.
6. Emergency Generator Maintenance Service: Bayside reported that the Simson Maxwell technician has scheduled the maintenance service and the service costs will be charged back to different ASPs upon receipt of the invoice.
7. Swimming Pool Re-circulating Issues: Bayside reported that the repair to the pool re-circulating system has been completed.

### **NEW BUSINESS**

1. Main Entrance Door: Although a notice stating "No Fob No Entry" has been posted at the door, Council noted that there are still visitors/strangers entering the building without a fob. **Council reminds Owners to ensure that the entrance doors and parkade gates are fully closed behind them in order to prevent unauthorized entrance to the building.**
2. Proposed 2020/21 Operating Budget: Bayside presented Council with a draft budget in accordance with the July 2020 Financial Report figures. Council reviewed the draft budget and advised Bayside of any necessary changes. The proposed 2020/21 Operating Budget will be presented to the Owners for approval at the upcoming Annual General Meeting.
3. Annual General Meeting: The AGM has been tentatively scheduled for Thursday October 29<sup>th</sup>, 2020 at 6:00 PM; the venue is to be confirmed. Bayside reminded Council that it may have to be held by Restricted Proxy due to the pandemic.
4. Townhall Meeting Prior to AGM: Council directed Bayside to schedule a Townhall Meeting prior to the AGM at which time the Owners can express their opinions and ask questions regarding the proposed resolutions. **The Townhall Meeting has been scheduled for**

**Monday October 19<sup>th</sup>, 2020 at 6:00 PM in the P1 Parkade car washing area.** Please note that attendees will be required to practice social distancing, wear a mask at all times, and bring their own chair. If Owners do not feel comfortable attending in person, please send your questions to Bayside by email before October 19<sup>th</sup>. **Please do not attend the meeting if you are displaying any symptoms of COVID-19, have travelled outside of Canada within the last 14 days or are in close contact with someone who tested positive for COVID-19.**

5. Relief Caretaker Wages: Council discussed and agreed to negotiate this matter with the relief caretaker and it will be brought to the Owners for consideration at the upcoming AGM.

### CORRESPONDENCE

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### BYLAW MATTERS

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #167	Bylaw Infraction Fine	\$ 50.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00

All Owners who received Bylaw complaint letters in 2020 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of September 29<sup>th</sup>, 2020, were assessed a \$50.00 fine as per Bylaw 1.4.

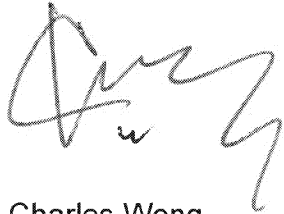
There being no further business to discuss, the meeting was terminated at 9:00 PM.

The next meeting will be the Annual General Meeting, which has been tentatively scheduled for Thursday October 29<sup>th</sup>, 2020 at 6:00 PM; the venue is to be confirmed. Formal Notice will follow.

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.638.6142

Office: 604.432.7774 (24 hours - after office hours, emergencies only please)

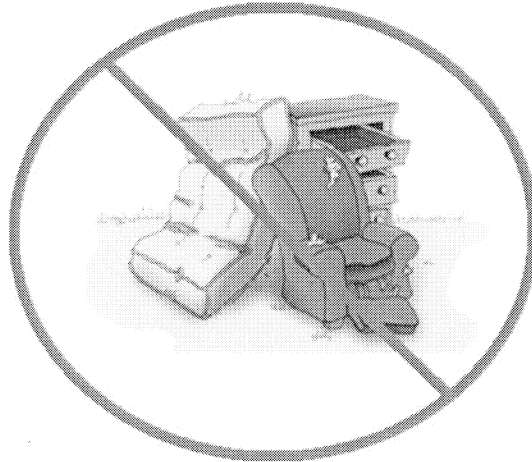
Fax: 604.430.2698

Email: [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com)

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November 2020

**\*\* ATTN: ALL RESIDENTS \*\***  
**LMS 3990 “THE CRYSTAL”**



## **FURNITURE DUMPING**

It was reported to Council that residents have been dumping furniture at the Crystal Mall loading dock and other common areas. Please be reminded that residents are responsible for removal/disposal of large items from the property at their own expense. No unwanted items are to be left anywhere on or around the common areas at any time.

Thank you for your cooperation.

Sincerely,  
**BAYSIDE PROPERTY SERVICES LTD.**  
*Management Agents for LMS 3990*

November 2020

## **ATTN: ALL RESIDENTS LMS 3990 "THE CRYSTAL"**



### **IMPROPER HANDICAP BUTTON USE**

It has been brought to Council's attention that some residents have been kicking the handicap button to open the front door of the building, which could cause damage to the system. If you would prefer not to touch the button with your hands, Council suggests that you push the button gently with your elbow or hip.

If a resident causes damage to the handicap system, the cost of any necessary repairs will be charged back to their strata lot account.

Thank you for your anticipated cooperation.

Sincerely,  
**BAYSIDE PROPERTY SERVICES LTD.**  
*Management Agents for LMS 3990*

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

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**HELD:** Wednesday February 19<sup>th</sup>, 2020 at 7:00 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

**PRESENT:** Owen Morley President  
Sanjay Sharma Vice President  
Joseph Chan Treasurer  
Clinton Lee Secretary  
Yong Jia Chen Privacy Officer

**ABSENT:** Bellia Tan Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**GUEST:** Owner, Strata Lot 201

**CALL TO ORDER**

The meeting was called to order at 7:07 PM and was chaired by Owen Morley.

**GUEST BUSINESS**

An Owner attended this meeting for a hearing with Council to respond to the complaint regarding non-sufficient funds for their strata fee payments. The Owner requested that the late fines assessed to their account be waived. The Owner then answered Council's questions and concerns. Council thanked the Owner for their presentation and will direct Bayside to respond accordingly.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the January 22<sup>nd</sup>, 2020 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Reports for December 2019 and January 2020, as prepared by Bayside's Accounting Department.
2. Account Balances: The current balances ending January 31<sup>st</sup>, 2020 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,464,832.22

- CRF Balance: \$1,163,855.07
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report as at February 19<sup>th</sup>, 2020. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.
  4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.

### **BUSINESS ARISING**

1. Depreciation Report Update: Bayside reported that the Depreciation Report is being finalized. Council will present the final report to the Owners upon receipt.
2. Roof Assessment Report: Bayside reported that the roofing contractor has not scheduled the roof repair as it may have to wait until the weather is warmer.
3. Domestic Water and Drainage Systems Assessment Reports: Bayside reported that the assessment reports are in progress with BMAC Technologies & Consulting.
4. Security Camera Upgrade: Council approved one of the quotes presented and directed Bayside to organize a meeting with the contractors to determine the final camera locations. Council also agreed to upgrade the existing cameras in the gym and the swimming pool area. Bayside cautioned Council about privacy aspects for having the existing cameras in the gym and pool.
5. Stop Sign at P1 Ramp: Council approved one of the quotes presented and directed Bayside to proceed with having the Stop sign installed with a different design. Council also directed Bayside to have the speed bumps installed on the driveway at the end of the ramp.
6. Additional Garbage Pick-ups: Council discussed and directed Bayside to schedule the garbage pickup dates as per the existing Waste Management contract.
7. Emergency Generator Maintenance Service: Council directed Bayside to schedule the maintenance service with the contractor as soon as possible.
8. Parkade Operating Budget Meeting: The Council President reported that the proposed budget will be amended by the Parking ASP. Items such as the status of the legal dispute and lighting upgrade proposals were discussed at the meeting.

### **NEW BUSINESS**

1. Swimming Pool Re-circulating Issues: Council directed Bayside to obtain quotes for the pool re-circulating repair for review. Bayside reported that only a few contractors are qualified to repair swimming pools.
2. Main Entrance Door: Although a notice stating “No Fob No Entry” has been posted at the door, Council noted that there are still visitors/strangers entering the building without a fob. **Council reminds Owners to ensure that the entrance doors are fully closed behind them in order to prevent unauthorized entrance to the building.**
3. Platinum Legal Advice: Council reported that they received platinum legal advice, which is a service provided with the Strata’s insurance policy, regarding Council’s concerns over the following:
  - a. Soliciting Proxies is not an unreasonable interference and going door to door is acceptable.
  - b. There is no conflict of interest for an Owner to serve on Council after receiving a settlement from the Strata’s insurance policy.
  - c. Council should return the medical documents provided by the Owner for the Strata insurance claim and no copies should be made.

### **CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### **BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #78	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #201	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00

All Owners who received Bylaw complaint letters in 2020 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of February 19<sup>th</sup>, 2020, were assessed a \$50.00 fine as per Bylaw 1.4.

There being no further business to discuss, the meeting was terminated at 8:30 PM.

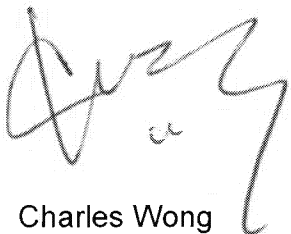


The next Council meeting has been tentatively scheduled for Tuesday March 24<sup>th</sup>, 2020 at 7:00 PM in the Meeting Room.

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.638.6142

Office: 604.432.7774 (24 hours - after office hours, emergencies only please)

Fax: 604.430.2698

Email: [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com)

\*\*The Real Estate Regulations require a vendor to provide purchasers with copies of the minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

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**HELD:** Wednesday January 22<sup>nd</sup>, 2020 at 7:00 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

**PRESENT:**

Owen Morley	President
Sanjay Sharma	Vice President
Joseph Chan	Treasurer
Clinton Lee	Secretary
Yong Jia Chen	Privacy Officer
Bellia Tan	Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**CALL TO ORDER**

The meeting was called to order at 7:00 PM and was chaired by Owen Morley.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the November 25<sup>th</sup>, 2019 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Reports for November and December 2019, as prepared by Bayside's Accounting Department.
2. Account Balances: The current balances ending December 31<sup>st</sup>, 2019 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,428,021.77
  - CRF Balance: \$1,154,474.31
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report as at January 22<sup>nd</sup>, 2020. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.
4. Invoices for Approval: Bayside had previously presented several invoices for Council's

review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.

### **BUSINESS ARISING**

1. Depreciation Report Update: Council reviewed the draft Depreciation Report and has provided their input regarding same. Bayside was directed to provide RDH with the 2019/2020 Operating Budget, CRF contribution, CRF balance, the building reproduction cost and the approved December Financial Report in order that they can finalize the report. After discussion with Council, RDH will also amend the funding models regarding the update of the re-piping project into the report.
2. Roof Assessment Report: Bayside reported that the roofing contractor has not scheduled the roof repair as it may have to wait until the weather is warmer.
3. Domestic Water and Drainage Systems Assessment Reports: Bayside reported that the assessment reports are in progress with BMAC Technologies & Consulting.
4. Security Camera Upgrade: Council reviewed and discussed the other quotes from another contractor and directed Bayside to schedule a meeting with the contractors to discuss the quotes before finalizing.
5. LED Lighting Proposal: Council tabled this item until the next Council meeting.
6. Stop Sign at P1 Ramp: Council reviewed the quotes and directed Bayside to proceed with having the Stop sign installed with a different design.
7. ASP Invoices for Storm Line Drain: Bayside reported that the invoices have been sent to the different ASPs for reimbursement according to the ASP Agreement. The Hotel ASP responded that they will not be paying their share. Bayside reported that the amounts of the ASP have been deducted for the Parking and Crystal Mall.
8. Additional Garbage Pick-ups: Council discussed and directed Bayside to send the existing Waste Management contract to Council for review.

### **NEW BUSINESS**

1. Emergency Generator Maintenance Services: Council discussed and directed Bayside to provide Council with the quotes for review before scheduling the maintenance services.
2. Dryer Vent Issue at Various Units: Bayside reported that the contractor has completed the investigation of the dryer vent issue in the three units and has resolved them.
3. Parkade Operating Budget Meeting: The Council President will attend the meeting on January 27<sup>th</sup> as proposed by the Parking ASP.
4. Keys for Council: Bayside provided one set of keys and fobs to Council member, Yong Jia

Chen. There is a master key that needs to be copied by a specific locksmith and it will be provided to Yong Jia later.

**CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

**BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #2	Bylaw Infraction Fine	\$200.00
Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #41	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #78	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #201	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00

All Owners who received Bylaw complaint letters in 2020 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of January 22<sup>nd</sup>, 2020, were assessed a \$50.00 fine as per Bylaw 1.4.

There being no further business to discuss, the meeting was terminated at 8:30 PM.

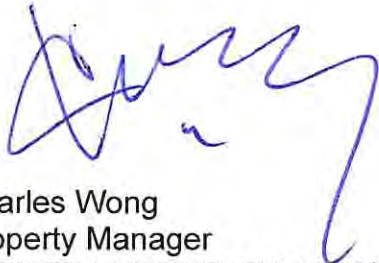
***Please Note: The Bylaw amendment approved at the Annual General Meeting held October 29<sup>th</sup>, 2019 has been registered in the Land Title Office as required by the Strata Property Act. The registered copy is attached; please keep same with your Bylaw package.***

The next Council meeting has been tentatively scheduled for Wednesday February 19<sup>th</sup>, 2020 at 7:00 PM in the Meeting Room.

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.638.6142

Office: 604.432.7774 (24 hours - after office hours, emergencies only please)

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**\*\*The Real Estate Regulations require a vendor to provide purchasers with copies of the minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

Nov-27-2019 15:01:20.001

STRATA PROPERTY ACT FILING  
PROVINCE OF BRITISH COLUMBIA

CA7892960

PAGE 1 OF 2 PAGES

Your electronic signature is a representation that you are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.43(3) and that the supporting document is in your possession.

Howard Engman LUA67	Digitally signed by Howard Engman LUA67 Date: 2019.11.27 14:14:49 -08'00'
------------------------	--

## 1. CONTACT: (Name, address, phone number)

BAYSIDE PROPERTY SERVICES LTD.

Telephone: 604-432-7774

100 - 6400 Roberts Street

Burnaby

BC V5G 4C9

Document Fees: \$29.66

Deduct LTSA Fees? Yes 

## 2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

Form-I Amendment to Bylaws

LTO Document Reference:

## 3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

**NO PID NMBR THE OWNERS, STRATA PLAN LMS3990**Related Plan Number: **LMS3990**

*Strata Property Act*  
FORM I  
AMENDMENT TO BYLAWS  
(Section 128)

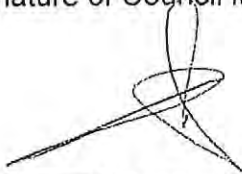
The Owners, **Strata Plan LMS 3990**, certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on October 29<sup>th</sup>, 2019.

**BE IT RESOLVED THAT** The Owners, Strata Plan LMS 3990, hereby approve the addition of the following bylaw, which would be Bylaw 3.22(h):

3.22(h) Any breach of Bylaw 3.22 is subject to a fine of up to \$1,000 per day.



\_\_\_\_\_  
Signature of Council Member



\_\_\_\_\_  
Signature of Second Council Member (not required if council consists of one member)

## IMPORTANT NOTICE LMS 3990 “THE CRYSTAL”

Anyone who is concerned they may have been exposed to, or are experiencing symptoms of the coronavirus should contact their primary healthcare provider, local public health office or call 811.”

“For more information and latest updates on 2019-nCoV, follow the BC Centre for Disease Control on Twitter @CDCofBC or visit the website: <http://www.bccdc.ca/>

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。  
ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ  
ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin  
nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale  
a alguien que se lo traduzca.

Ce document contient des renseignements importants qui pourraient vous concerner.  
Veuillez demander à quelqu'un de vous le traduire.

이 통지는 영향을 미칠 수 있는 중요한 정보가 들어 있습니다. 당신을 위해 그것을  
번역하는 사람을 문의하시기 바랍니다.

تسار رارق ریئاثات تحت ار امش تسرا نكسبم دك مهم تاعالظا یواح هیعالظا نی ا  
دمچرت امش یارب ار نآ دك یسرك زا افطل.

Sincerely,  
BAYSIDE PROPERTY SERVICES LTD.  
Management Agents for LMS 3990



**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

---

**HELD:** Monday November 25<sup>th</sup>, 2019 at 7:00 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

<b>PRESENT:</b>	Owen Morley	President
	Sanjay Sharma	Vice President
	Joseph Chan	Treasurer
	Clinton Lee	Secretary
	Yong Jia Chen	Privacy Officer
	Bellia Tan	Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**CALL TO ORDER**

The meeting was called to order at 7:00 PM and was chaired by Owen Morley.

**COUNCIL HEARING**

A Council member requested a hearing with Council, which took place at 7:20 PM, to discuss an issue with an insurance claim and a Council member's eligibility to be on Council, and also request copies of documents they submitted. The Council member then answered Council's questions and responded to their concerns. Council thanked the Council member for their presentation and will direct Bayside to respond accordingly.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**ELECTION OF OFFICERS**

Council elected Officers as noted above.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the October 1<sup>st</sup>, 2019 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Reports for September and October 2019, as prepared by Bayside's Accounting Department.
2. Account Balances: The current balances ending October 31<sup>st</sup>, 2019 are as follows:

- Total Cash Balance (including CRF Balance): \$1,391,344.38
  - CRF Balance: \$1,001,384.94
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report as at November 25<sup>th</sup>, 2019. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.
  4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.

### **BUSINESS ARISING**

1. Depreciation Report Update: Council reviewed the draft Depreciation Report and directed Bayside to organize a meeting with RDH to discuss finalizing the report.
2. Roof Assessment Report: Bayside reported that the roofing contractor has not scheduled the roof repair as it may have to wait until the weather is warmer.
3. Domestic Water and Drainage Systems Assessment Reports: Bayside reported that the assessment reports are in progress with BMAC Technologies & Consulting.
4. Security Camera Upgrade: Council discussed and directed Bayside to obtain more quotes from other contractors for comparison.
5. Mechanical Room Usage: Council discussed and agreed to provide a key to the Crystal Mall Retail ASP for their usage.
6. LED Lighting Proposal: Council discussed and directed Bayside to obtain more quotes from other contractors for comparison.
7. Parkade Cleaning: Bayside reported that the parkade cleaning has been completed at both buildings.

### **NEW BUSINESS**

1. Stop Sign at P1 Ramp: Council directed Bayside to provide them with the P1 parkade ramp stop sign quotes. **Council reminds Owners to be mindful and stop before they drive up the ramp from the P2 parkade to P1 level.**
2. Contact Procedure Notice: Council discussed and directed Bayside to include with these minutes a notice regarding the contact procedures for Owners' reference.

3. ASP Invoices for Storm Line Drain: Bayside reported that the invoices have been sent to the different ASPs for reimbursement according to the ASP Agreement. The Hotel ASP responded that they will be paying their share. Council directed Bayside to deduct the amount of the ASP payments for the Parking and Crystal Mall.
4. Additional Garbage Pick-ups: Council discussed and directed Bayside to obtain more quotes from other garbage pick-up contractors for comparison.
5. Keys for Council: Bayside provided one set of the master keys and fob to the Council President and will arrange to provide a second set to Council member, Yong Jia Chen.

### CORRESPONDENCE

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### BYLAW MATTERS

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #2	Bylaw Infraction Fine	\$200.00
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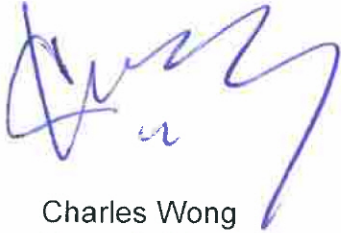
There being no further business to discuss, the meeting was terminated at 9:00 PM.

The next Council meeting has been tentatively scheduled for Tuesday January 14<sup>th</sup>, 2020 at 7:00 PM in the Meeting Room.

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

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## **LMS 3990 – “THE CRYSTAL” CONTACT PROCEDURES**

\*\*\*\*\*

### **EMERGENCIES – 24 HOURS**

In case of an emergency, contact the Property Manager at Bayside Property Services Ltd. at 604-432-7774. If the Property Manager is unavailable, advise reception that there is an emergency, and someone will assist you. After 5:00 p.m. and on weekends, emergency calls to Bayside will be referred to the emergency on-call Property Manager.

#### **◆ WHAT IS AN EMERGENCY? ◆**

- Water pipe leak which cannot be stopped by turning off a tap or valve in your suite.
- Water entering your suite from another suite, or from outside (such as roof leak or substantial water penetration from a window or balcony).
- There is a flood or water leak on common property (such as hallways, recreation room or parkade) from pipes or the roof.
- The elevator is not operating or the elevator doors are not opening or closing safely.
- Someone is stuck in the elevator.
- A parkade gate is not opening or closing.
- A building entry door lock has been damaged and the door does not lock properly.
- Broken windows.
- Loss of heat.

#### **CALL 911 when there is:**

- A medical emergency.
- Fire.
- An intruder in the building or on the property (i.e. theft, vandalism, etc).
- Police or criminal matters (i.e. assault, threats, violence, property damage).
- Someone stuck in the elevator and you cannot contact the Property Manager, and/or if there is a health risk for the person in the elevator. (i.e. handicapped, panic, elderly, etc).

## **REPAIRS AND MAINTENANCE**

You may contact Bayside Property Services during regular office hours regarding the following:

- To report elevator, enterphone, entry door and parkade gate problems.
- To report problems with or damage to common property (i.e. hallways, rec. room, parkade) which require immediate attention, such as hazards; damage to doors, windows, fixtures, etc.
- To report electrical, mechanical, plumbing and heating problems which affect the building.
- To report hazards which might affect the safety and security of the residents.
- To obtain additional keys, as allowed by the Bylaws, Rules or Council.
- To arrange access for building inspectors.

Owners are responsible for the following:

- Repairs in suites:
  - faulty shut off valves; leaky faucets, toilets, bathtubs or sinks; electrical problems in suites;
  - faulty, worn or damaged walls, ceilings, floors, interior doors, closet doors, appliances, drapes and fixtures [i.e. sinks, toilets, bathtubs, showers, tile (including replacement of grouting & caulking), lights, carpeting, cabinets, mirrors).
- Keys for suite doors, lockers and mail boxes.

Owners must write to council, c/o Bayside Property Services Ltd. regarding the following:

- Complaints about nuisances caused by other residents (i.e. noise, pets, etc).
- Requests for approval regarding matters governed by the Bylaws of LMS 3990 (i.e. alterations to strata lots and common property).
- Complaints or concerns about common property matters (i.e. cleaning, repairs, maintenance, landscaping).
- All matters pertaining to the administration of the Strata Corporation, Bylaws and Rules.

The Property Manager, Charles Wong, can be reached at 604-638-6142 or [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com).

## CONTACT PROCEDURES

### 联络程序

\*\*\*\*\*

## EMERGENCIES – 24 HOURS

### 紧急情况-24小时

如果遇紧急情况，请致电604-432-7774给Bayside物业服务有限公司的物业经理。如果物业经理不在，请转接前台并说明紧急情况，将会有人帮助您。下午5点以后及周末时段，您的紧急呼叫将被转接到当日的值班经理处。

#### □ WHAT IS AN EMERGENCY? □

##### 什么事件才称为“紧急情况”？

- 水管泄漏：无法通过关闭公寓内的水龙头或阀门阻止水管泄漏
- 隔壁公寓漏水渗入您的公寓内或是外部（如屋顶、窗户、阳台）漏水渗入您的公寓内
- 公用设施(如走廊、活动室或停车场)发生管道或屋顶漏水
- 电梯无法运行，电梯门无法正常开启或关闭
- 有人被困在电梯里
- 停车场门无法开启或关闭
- 某个建筑物的入口处因门锁损坏，无法上锁
- 破碎的窗户
- 供暖失效

#### CALL 911 when there is:

##### 发生下述情况是，拨打911：

- 医疗急救
- 火灾
- 入室抢劫（即：盗窃、故意破坏等）
- 警察或刑事事件(即殴打、威胁、暴力、抢劫)
- 有人被困电梯内，且您当时无法联系到物业经理/被困者有健康风险（即残疾、恐惧症、老人等）

## **REPAIRS AND MAINTENANCE 修理与检修**

您可以在正常办公时间内就下列事项与Bayside 物业服务部门联系：

- 告知电梯、对讲机（或内线）、入口和停车场大门的问题
- 告知公共设施(如走廊、活动室、停车场)中需要立即处理的问题，如：门、窗、固定装置等
  - 注：这类公共设施中某些损坏/事故会危及你的个人财产/生命
- 告知影响建筑物内用电、机械类、管道类和供暖问题
- 告知可能威胁居民安全的潜在危险
- 根据相关规定，获取备用钥匙
- 安排房屋检查人员进入

**Owners are responsible for the following:**

**业主须对下列事项负责**

- 公寓维修
  - 阀门、水龙头、厕所、浴缸或水槽；公寓内用电问题
  - 墙壁、天花板、地板、室内门、壁柜门、家电、窗帘和固定设施被人为损害（即，水槽，马桶，浴缸，淋浴，瓷砖(包括更换灌浆和填隙)，灯，地毯，橱柜，镜子)
- 公寓门、储物柜和邮箱的钥匙。

**Owners must write to council, c/o Bayside Property Services Ltd. regarding the following:**

**业主必须就下列事项致函到Bayside物业服务有限公司**

- 投诉其他居民造成的滋扰（即噪音、宠物等）
- 申请批准受LMS 3990附例规管的事宜(即变更公寓分契式所有权及公共财产)
- 关于公共区域事宜的投诉或建议（卫生，维修，保养等）
- 与业主团体的管理、章程和规则相关的所有事项

**The Property Manager, Charles Wong, can be reached at 604-638-6142 or [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com).**

可以通过 604-638-6142 或 [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com) 与物业经理 Charles Wong 取得联系。



**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

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**HELD:** Tuesday October 1<sup>st</sup>, 2019 at 6:30 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

**PRESENT:**

Owen Morley	President
Scott Chin	Vice President
Joseph Chan	Treasurer
Yong Jia Chen	Privacy Officer
Bellia Tan	Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**GUEST:** Owner, Strata Lot 209

**CALL TO ORDER**

The meeting was called to order at 7:00 PM and was chaired by Owen Morley.

**GUEST BUSINESS**

An Owner attended this meeting at 6:30 PM for a hearing with Council to respond to the complaint regarding the alleged unauthorized rental of their unit. There was no quorum as there was a mistake regarding the meeting time. The Owner left the meeting at 6:57 PM. Council thanked the Owner for their attendance and will direct Bayside to arrange another hearing date.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building before his vacation.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the September 5<sup>th</sup>, 2019 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Report for August 2019 as prepared by Bayside's Accounting Department.
2. Account Balances: The current balances ending August 31<sup>st</sup>, 2019 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,372,761.54
  - CRF Balance: \$ 991,265.94
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report

as at October 1<sup>st</sup>, 2019. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.

4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.

### **BUSINESS ARISING**

1. Depreciation Report Update: Bayside reported that RDH is working on the Depreciation Report Update.
2. Roof Assessment Report: Council reviewed the repair quotes from the contractors and directed Bayside to include a resolution for the roof repair for the Owners' consideration at the upcoming Annual General Meeting.
3. Domestic Water and Drainage Systems Assessment Reports: Council reviewed and compared the quotes from the engineering firms. Following discussion, Council agreed to engage BMAC Technologies & Consulting to prepare the assessment report.
4. Dryer Vent Cleaning: Bayside reported that the dryer vent cleaning has been completed.
5. Electric Vehicle Charging Stations: Council discussed and directed Bayside to include a resolution to convert four handicapped parking stalls on the P1 and P2 levels into electric vehicle charging stations for the Owners' consideration at the upcoming AGM. There will also be a resolution to approve funding for the conversion for the Owners' consideration.
6. Security Camera Upgrade: Council discussed and directed Bayside to include a resolution to install additional surveillance cameras at the building lobbies, parkade lobbies, garbage room and P4 storage locker entrances for the Owners' consideration at the AGM.
7. Pest Control Proposal: Bayside reported that the pest control company has completed their initial set up of the bait stations and insect monitors at the 5<sup>th</sup> floor hallway, pool area and other common areas.
8. Proposed 2019/20 Operating Budget: Bayside presented Council with a draft budget based on the August 2019 Financial Report figures. Council reviewed the draft budget and advised Bayside of any necessary changes. The proposed 2019/20 Operating Budget will be presented to the Owners for approval at the upcoming Annual General Meeting. Council discussed the management fee increase in the current budget and approved the increase retroactive to September 1<sup>st</sup>, 2019.

9. Mechanical Room Usage: Council agreed to schedule a meeting with the Crystal Mall Retail ASP to resolve the issue.
10. Window Cleaning: Bayside reported that the window cleaning has been completed at both buildings.
11. Parkade Cleaning: Bayside reported that the parkade cleaning has been completed at both buildings.

### **NEW BUSINESS**

There was no new business for discussion.

### **CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### **BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #2	Bylaw Infraction Fine	\$200.00
Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #41	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #78	Bylaw Infraction Fine	\$500.00
Strata Lot #141	Outstanding Strata Fees and Charge Back	\$ 50.00
Strata Lot #154	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #201	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00
Strata Lot #208	Outstanding Strata Fees, Fines and Charge Back	\$ 50.00
Strata Lot #216	Bylaw Infraction Fine and Charge Back	\$550.00

All Owners who received Bylaw complaint letters in 2019 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of October 1<sup>st</sup>, 2019, were assessed a \$50.00 fine as per Bylaw 1.4.

There being no further business to discuss, the meeting was terminated at 8:30 PM.

The next meeting will be the Annual General Meeting, which has been scheduled for Tuesday October 29<sup>th</sup>, 2019 at 6:30 PM in the Meeting Room of the Chinese Christian Mission of Canada. Formal Notice will be issued to all Owners accordingly.

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.638.6142

Office: 604.432.7774 (24 hours - after office hours, emergencies only please)

Fax: 604.430.2698

Email: [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com)

\*\*The Real Estate Regulations require a vendor to provide purchasers with copies of the minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

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**HELD:** Thursday September 5<sup>th</sup>, 2019 at 7:00 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

<b>PRESENT:</b>	Owen Morley	President
	Scott Chin	Vice President
	Joseph Chan	Treasurer
	Yong Jia Chen	Privacy Officer

**ABSENT:** Bellia Tan Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**GUEST:** Owner, Strata Lot 209

**CALL TO ORDER**

The meeting was called to order at 7:00 PM and was chaired by Owen Morley.

**GUEST BUSINESS**

An Owner attended this meeting for a hearing with Council to respond to the complaint regarding the alleged unauthorized rental of their unit. The Owner requested that the fines assessed to their account be waived. The Owner then answered Council's questions and concerns regarding the alleged unauthorized rental. Council thanked the Owner for their presentation and will direct Bayside to respond accordingly.

**RESIDENT CARETAKER'S REPORT**

It was moved, seconded and carried, to table the Caretaker's Report due to his vacation.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the July 23<sup>rd</sup>, 2019 Council Meeting Minutes, as prepared by Bayside, with the following amendment under Business Arising:

12. Potluck on Patio Outside the Gym: Council directed Bayside to post a notice for Owners to sign up for a potluck gathering to be held in September 2019 on the patio outside the gym.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Reports for April to July 2019, inclusive, as prepared by Bayside's Accounting Department.

2. Account Balances: The current balances ending July 31<sup>st</sup>, 2019 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,415,678.10
  - CRF Balance: \$ 984,583.99
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report as at September 5<sup>th</sup>, 2019. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.
4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.

### **BUSINESS ARISING**

1. Depreciation Report Update: Bayside reported that RDH is working on the Depreciation Report Update.
2. Booster Pump Replacement: Bayside reported that the ASP shared invoices for ASP1 and ASP5 for reimbursement of the booster pump replacement cost have been declined due to the following: "Each ASP is responsible for their own equipment maintenance cost and those units service only the Residential ASP." Therefore, the expense should be borne solely by Residential ASP3.
3. Roof Assessment Report: Council reviewed the assessment report by BC Roof Inspections and repair quotes from the contractors. Council directed Bayside to obtain more quotes for Council's review and consideration.
4. Domestic Water and Drainage Systems Assessment Reports: Bayside will obtain quotes from other engineering firms in order to compare with those from McCuaig & Associates Engineering for the assessment reports.
5. Dryer Vent Cleaning: Bayside reported that the dryer vent cleaning has been scheduled for both buildings and notices have been posted accordingly. Council reviewed the quote and directed Bayside to have the technician proceed with the dryer vent repair in one Highrise unit.
6. Electric Vehicle Charging Stations: Council discussed and agreed to investigate this matter further.
7. Security Camera Upgrade: Council discussed and agreed to investigate this matter further.
8. Potluck on Patio Outside the Gym: Council directed Bayside to post a notice for Owners to sign up for a potluck gathering to be held on Sunday September 29<sup>th</sup>, 2019 on the patio

outside the gym. Council will decide whether or not to hold this event after seeing if enough people sign up.

9. Pest Control Proposal: Council reviewed the pest control proposal and agreed to proceed with one company, with the 5<sup>th</sup> floor hallway as the additional common area coverage.
10. Proposed 2019/20 Operating Budget: Bayside presented Council with a draft budget in accordance with the July 2019 Financial Report figures. Council reviewed the draft budget and advised Bayside of any necessary changes. The proposed 2019/20 Operating Budget will be presented to the Owners for approval at the upcoming Annual General Meeting, which has been tentatively scheduled for Tuesday October 29<sup>th</sup>, 2019. Council discussed the management fee increase and rectified the increase retroactive to September 1<sup>st</sup>, 2019.
11. Mechanical Room Usage: Council agreed to schedule a meeting with the Crystal Mall Retail ASP to resolve the issue.
12. Card Reader Back Up Battery: Bayside reported that the card reader back up battery replacement has been completed.
13. Window Cleaning: Bayside reported that the window cleaning has been scheduled for both buildings and notices have been posted accordingly. The work will be undertaken by the same contractor following the dryer vent cleaning.
14. Parkade Cleaning: Bayside reported that the parkade cleaning has been scheduled for both buildings and notices have been posted accordingly.

### **NEW BUSINESS**

There was no new business for discussion.

### **CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### **BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #2	Bylaw Infraction Fine	\$200.00
Strata Lot #17	Bylaw Infraction Fine	\$500.00

Strata Lot #41	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #78	Bylaw Infraction Fine	\$500.00
Strata Lot #141	Outstanding Strata Fees and Charge Back	\$ 50.00
Strata Lot #154	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #201	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00
Strata Lot #208	Outstanding Strata Fees, Fines and Charge Back	\$ 50.00
Strata Lot #216	Bylaw Infraction Fine and Charge Back	\$550.00

All Owners who received Bylaw complaint letters in 2019 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of September 5<sup>th</sup>, 2019, were assessed a \$50.00 fine as per Bylaw 1.4.

There being no further business to discuss, the meeting was terminated at 10:15 PM.

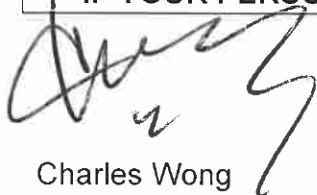
The next meetings have been tentatively scheduled for the following dates:

- Tuesday October 1<sup>st</sup>, 2019 at 6:30 PM in the Meeting Room
- Annual General Meeting – Tuesday October 29<sup>th</sup>, 2019

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

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**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

---

**HELD:** Tuesday July 23<sup>rd</sup>, 2019 at 6:30 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

<b>PRESENT:</b>	Owen Morley	President
	Scott Chin	Vice President
	Joseph Chan	Treasurer
	Yong Jia Chen	Privacy Officer
	Bellia Tan	Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**GUEST:** Fredy Villatoro Resident Caretaker (6:30 PM – 7:00 PM)

**CALL TO ORDER**

The meeting was called to order at 6:46 PM and was chaired by Owen Morley.

**COUNCIL RESIGNATION**

Council President, Ashok Shah, tendered his resignation from Council due to the sale of his unit. Following discussion, Council accepted the resignation and thanked him for his service to the Strata Corporation. It was moved, seconded and carried, to appoint Owen Morley as the new Council President.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the May 21<sup>st</sup>, 2019 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: Approval of the Financial Reports for April, May and June 2019 has been tabled to the next Council Meeting.
2. Account Balances: The current balances ending June 30<sup>th</sup>, 2019 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,393,780.02
  - CRF Balance: \$ 982,031.78
3. Accounts Receivable: Bayside presented Council with the Accounts Receivable Report

as at July 23<sup>rd</sup>, 2019. Council directed Bayside to effect collection of all outstanding accounts, as necessary. Council will continue to attempt collection of all outstanding monies by issuing letters/notices of arrears, forwarding to collections and/or registering a lien against the title to the strata lot, where applicable. Notices of lien have been issued to the applicable Owners. All strata lot accounts that have had liens registered and remain in arrears may be forwarded to the Strata lawyer for collection.

4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.

### **BUSINESS ARISING**

1. Elevator Condition Assessment: Council reported that CEQA has introduced the Software Management Program for the four elevators to the Caretaker and some Council members. Council continues to follow up with CEQA and ThyssenKrupp to increase the reliability of the elevators.
2. Depreciation Report Update: Bayside reported that RDH is working on the Depreciation Report Update.
3. Booster Pump Replacement: Council reported that Milani has completed the booster pump replacement in the highrise building. Bayside has prepared the ASP shared invoices for ASP1 and ASP5 for reimbursement.
4. Roof Assessment Report: Council agreed to have BC Roof Inspections prepare the report as they are roof specialists and their quote is more competitive.
5. Domestic Water and Drainage Systems Assessment Reports: Council directed Bayside to obtain quotes from engineering firms other than McCuaig & Associates Engineering for these assessment reports. Bayside will follow up accordingly.
6. Master Key to Common Property: Bayside reported that the locks re-key and the master key replacement have been completed.
7. Elevator Audit: Council reported that ThyssenKrupp has completed the work as suggested on the Elevator Audit Report.
8. Dryer Vent Cleaning: Council discussed and agreed to obtain quotes from the contractor for the unit's dryer vent repair after viewing the video footage from the camera scoping. Council directed Bayside to advise one Owner to install a booster fan in their unit. Council agreed to proceed with the dryer vent cleaning of the two buildings. Residents will be notified accordingly when the work has been scheduled.
9. Electric Vehicle Charging Stations: Council discussed and agreed to investigate this matter further. Bayside advised Council that there will need to be resolutions, such as locations

for the charging stations, funding for the installation and bylaw amendments, for the Owners' consideration at the Annual General Meeting.

10. Strata Website: Bayside reported that the Strata website has been set up on Bayside's portal. Owners are welcome to register if interested. Please see the attached notice regarding how to set up an account to access the website.
11. Security Camera Upgrade: Council directed Bayside to schedule a meeting with the security company to further investigate the locations of the cameras.
12. Potluck on Patio Outside the Gym: Council directed Bayside to post a notice for Owners to sign up for a potluck gathering to be held on Saturday September 7<sup>th</sup>, 2019 on the patio outside the gym. Council will decide whether or not to hold this event after seeing if enough people sign up.

### **NEW BUSINESS**

1. Mechanical Room Usage: Council agreed to remove the junk in the mechanical room and charge back the cost of removal to the Crystal Mall Retail ASP.
2. Card Reader Back Up Battery: Council directed Bayside to follow up with the battery installation schedule.
3. Staircase Door Astragal: Bayside reported that the staircase astragal installation has been completed.
4. Canada Post Parcel Locker: Bayside reported that the parcel locker has been installed in the highrise building. Council agreed not to have a parcel locker installed in the lowrise lobby.
5. LED Lighting Proposal: Council reviewed one proposal and agreed to present the options at the next Annual General Meeting in order to obtain feedback from the Owners regarding this matter.
6. Parkade Cleaning: Council directed Bayside to provide more quotes for Council's review and consideration.
7. Strata Auditing: Council agreed to include an amount in the upcoming proposed budget for the Owners' approval.

### **CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

**BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #2	Bylaw Infraction Fine	\$200.00
Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #41	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #78	Bylaw Infraction Fine	\$500.00
Strata Lot #141	Outstanding Strata Fees and Charge Back	\$ 50.00
Strata Lot #154	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #201	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00
Strata Lot #208	Outstanding Strata Fees, Fines and Charge Back	\$ 50.00
Strata Lot #216	Bylaw Infraction Fine and Charge Back	\$550.00

All Owners who received Bylaw complaint letters in 2019 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of July 23<sup>rd</sup>, 2019, were assessed a \$50.00 fine as per Bylaw 1.4.

**Please Note:**

***The Bylaw amendments approved at the Special General Meeting held April 10<sup>th</sup>, 2019 have been registered in the Land Title Office as required by the Strata Property Act. The registered copy is attached; please keep same with your Bylaw package.***

There being no further business to discuss, the meeting was terminated at 10:30 PM.

The next meetings have been tentatively scheduled for the following dates:

- Thursday September 5<sup>th</sup>, 2019 at 7:00 PM in the Meeting Room
- Tuesday October 1<sup>st</sup>, 2019 at 6:30 PM in the Meeting Room
- Annual General Meeting – Tuesday October 29<sup>th</sup>, 2019

**EMERGENCIES**

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

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Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

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Jun-20-2019 15:04:54.001

CA7572184

STRATA PROPERTY ACT FILING  
PROVINCE OF BRITISH COLUMBIA

PAGE 1 OF 2 PAGES

- Your electronic signature is a representation by you that:
    - you are a subscriber; and
    - you have incorporated your electronic signature into
      - this electronic application, and
      - the imaged copy of each supporting document attached to this electronic application, and have done so in accordance with Sections 168.3 and 168.41(4) of the *Land Title Act*, RSBC 1996, C.250.
  - Your electronic signature is a declaration by you under Section 168.41 of the *Land Title Act* in respect of each supporting document required in conjunction with this electronic application that:
    - the supporting document is identified in the imaged copy of it attached to this electronic application;
    - the original of the supporting document is in your possession; and
    - the material facts of the supporting document are set out in the imaged copy of it attached to this electronic application.
- Each term used in the representation and declaration set out above is to be given the meaning ascribed to it in Part 10.1 of the *Land Title Act*.

Marnie Gunther  
IWXE7c=CA, cn=Marnie Gunther  
IWXE7, o=Notary,  
ou=Verify ID at  
www.juricert.com/  
LKUP.cfm?id=IWXE7

1. CONTACT: (Name, address, phone number)

**BAYSIDE PROPERTY SERVICES LTD.**

Telephone: 604-432-7774 lc

100 - 6400 Roberts Street

Burnaby

BC V5G 4C9

Document Fees: \$29.66

Deduct LTSA Fees? Yes 

2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

Form-I Amendment to Bylaws

LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

**NO PID NMBR THE OWNERS, STRATA PLAN LMS3990**Related Plan Number: **LMS3990**

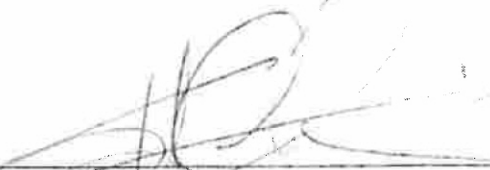
*Strata Property Act*  
FORM I  
AMENDMENT TO BYLAWS  
(Section 128)

**The Owners, Strata Plan LMS 3990**, certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on April 10<sup>th</sup>, 2019.

**BE IT RESOLVED** by a 3/4 vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that, pursuant to section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by repealing Bylaw 13 and replacing it with the following in its entirety:

- 13.1 An owner or the spouse of an owner may stand for strata council, but not both in respect of any strata lot owned by an owner or the spouse.
- 13.2 No person may stand for the strata council or continue to be on the strata council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the Act.
- 13.3 The term of office of a strata council member ends at the end of the annual general meeting at which the new strata council is elected.
- 13.4 A person whose term as strata council member is ending is eligible for re-election.

  
\_\_\_\_\_  
Signature of Council Member

  
\_\_\_\_\_  
Signature of Second Council Member (not required if council consists of one member)

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

---

**HELD:** Tuesday May 21<sup>st</sup>, 2019 at 6:30 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

<b>PRESENT:</b>	Ashok Shah	President
	Scott Chin	Vice President
	Joseph Chan	Treasurer
	Yong Jia Chen	Privacy Officer
	Owen Morley	Council Member
	Bellia Tan	Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**GUEST:** Fredy Villatoro Resident Caretaker (6:30 PM – 7:00 PM)

**CALL TO ORDER**

The meeting was called to order at 6:33 PM and was chaired by Ashok Shah.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the March 19<sup>th</sup>, 2019 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: It was moved, seconded and carried, to approve the Financial Reports for August 2018 to March 2019, inclusive, as prepared by Bayside's Accounting Department with amendments made to the September, November and January Financial Reports.
2. Account Balances: The current balances ending April 30<sup>th</sup>, 2019 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,494,880.01
  - CRF Balance: \$ 972,983.47
3. Accounts Receivable: There was no update to the Accounts Receivable Report since the last Council Meeting.
4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices. Following discussion, the Treasurer requested to have the



financials audited by an independent company and a purchase order system set up.

### **BUSINESS ARISING**

1. Insurance Claim for Kitchen Drain Back-up: Council discussed and directed Bayside to proceed with payment to the restoration company for the insurance deductible.
2. Fibre Optics: Council discussed and agreed not to permit Telus to proceed with the fibre optics installation due to their restrictive agreement and requirement to harass Owners within the buildings.
3. Elliptical Replacement: Bayside reported that the broken elliptical in the gym has been replaced with a new one.
4. Elevator Audit: Council reported that a meeting with the ThyssenKrupp representative has been set to verify the ride quality and noise levels of elevator #1. Council continues to follow up with them to increase the reliability of the elevators.
5. Depreciation Report Update: Council discussed and agreed to proceed with RDH's Depreciation Report Update comprehensive quote.
6. Booster Pump Replacement: Council reported that Milani has placed the order and will replace the highrise booster pump once it arrives.
7. Roof Assessment Report: Bayside recommended that Council consider having BC Roof Inspections prepare the report as they are roof specialists and their quote is more competitive. Following discussion, Council agreed to table the roof inspection till the next Council meeting.
8. Domestic Water and Drainage Systems Assessment Reports: Council directed Bayside to obtain quotes from engineering firms other than McCuaig & Associates Engineering.
9. Highrise Make Up Air Unit: Council discussed and agreed to proceed with Milani for the highrise make up air unit replacement.
10. Master Key to Common Property: Council discussed and agreed to proceed with having the locks re-keyed and the master key replaced. Council would like to inform all owners that a set of master keys has been misplaced. If you have a builder original lock on your unit, Council highly recommend changing the lock, or rekey your unit lock.
11. Elevator Modernization: Council reported that some elevator companies have provided their feedback and quotes to their enquiry regarding the elevator modernization project. Council decided that at this point the Strata do not need modernization, however, Council will start planning for it in coming 5 to 10 year plan.
12. Electric Vehicle Charging Stations: Council discussed and agreed to present the options at the next Annual General Meeting in order to obtain feedback from the Owners regarding this matter.

**NEW BUSINESS**

1. Strata Website: Bayside reported that there is a fee for having the Strata website hosted under Bayside's website. Following discussion, Council agreed to go ahead and pay the one-time \$500 charge to setup the Strata website on Bayside portal. Bayside will inform Owners with details for them to understand and register if interested.
2. Caretaker Extended Medical Benefit: Council discussed and agreed to reimburse the Extended Medical Benefit to Fredy, effective June 2019.
3. Security Camera Upgrade: Council discussed Security Camera Upgrade, however, decided to wait till more important replacement like Booster pump and HR MUA are completed.
4. Patio Outside the Gym: Council discussed the usage of the outdoor patio outside the gym and agreed to further investigate before proposing the matter to the Owners.

**CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

**BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #2	Bylaw Infraction Fine	\$200.00
Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #41	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #141	Outstanding Strata Fees and Charge Back	\$ 50.00
Strata Lot #154	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #201	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00
Strata Lot #208	Outstanding Strata Fees, Fines and Charge Back	\$ 50.00
Strata Lot #216	Bylaw Infraction Fine and Charge Back	\$550.00

All Owners who received Bylaw complaint letters in 2019 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of May 21<sup>st</sup>, 2019, were assessed a \$50.00 fine as per Bylaw 1.4.

There being no further business to discuss, the meeting was terminated at 10:30 PM.  
The next Council meeting has been tentatively scheduled for Tuesday June 18<sup>th</sup>, 2019 at 6:30 PM in the Meeting Room.

**EMERGENCIES**

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**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.638.6142

Office: 604.432.7774 (24 hours - after office hours, emergencies only please)

Fax: 604.430.2698

Email: [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com)

\*\*The Real Estate Regulations require a vendor to provide purchasers with copies of the minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.

June 3, 2019

**\*\* IMPORTANT NOTICE \*\***

**LMS 3990  
"THE CRYSTAL"**



**STRATA WEBSITE**

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Owners are advised that a website for the Strata Corporation has now been set-up through Bayside's website. On this website you will be able to obtain copies of documents such as the Depreciation Report, Minutes, Bylaws, Rules, etc. Please follow the steps below to set up an account, which will allow you access to the information.

**Steps to set up an account:**

- 1) Go to <https://www.baysideproperty.com>
- 2) Click on STRATA LOGIN in the upper right corner
- 3) Click on CREATE NEW ACCOUNT
- 4) Fill in the various fields
- 5) Check off and fill in CAPTCHA information if requested
- 6) Click on the CREATE NEW ACCOUNT button near the bottom

At this point, the information you provided will be verified and approved by the site administrator. Once verified, you will receive an email stating that you have been approved. **To access documents after you've signed up:**

- 1) Go to <https://www.baysideproperty.com>
- 2) Go to the upper right corner of the screen and click on STRATA LOGIN
- 3) Enter your username and password that you set up beforehand
- 4) Check off and fill in the CAPTCHA information if prompted
- 5) Once logged in, you will see a column on the left side of the screen. There are a variety of categories listed, but the one with the most documentation will be in either the one called OWNERS or STRATA COUNCIL (depending on your level of access). In this and other sections, clicking on the + symbol will expand the sections and reveal either sub-categories or documentation
- 6) Click on whatever section is relevant to you
- 7) Click on whatever document you wish (and/or optionally save to your PC)

Should you have any questions regarding the above, please contact your Property Manager, Charles Wong, at [cwong@baysideproperty.com](mailto:cwong@baysideproperty.com) or at 604.638.6142.

**BAYSIDE PROPERTY SERVICES LTD.**  
*Management Agents*

June 2019

**\*\* ATTENTION \*\***

**ALL RESIDENTS  
LMS 3990  
"THE CRYSTAL"**



**MASTER KEYS**

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Council would like to inform all Owners that a set of master keys has been misplaced. If you have an original lock on your unit, it is highly recommended that you change and re-key your unit door lock.

Thank you for your attention to this matter.

**BAYSIDE PROPERTY SERVICES LTD.**  
*Management Agents*

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

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**HELD:** Tuesday March 19<sup>th</sup>, 2019 at 6:30 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

<b>PRESENT:</b>	Ashok Shah	President
	Scott Chin	Vice President
	Joseph Chan	Treasurer
	Stanley Leung	Secretary
	Yong Jia Chen	Privacy Officer
	Owen Morley	Council Member
	Bellia Tan	Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**GUESTS:** Fredy Villatoro Resident Caretaker (6:30 PM – 7:00 PM)  
Owner, Strata Lot 209

**CALL TO ORDER**

The meeting was called to order at 6:33 PM and was chaired by Ashok Shah.

**GUEST BUSINESS**

An Owner attended this meeting for a hearing with Council to respond to the complaint regarding the unauthorized use of a locker and switching locker numbers. The Owner requested that the fines assessed to their account be waived. The Owner then answered Council's questions and concerns regarding the alleged unauthorized use and alteration. Council thanked the Owner for their presentation and will direct Bayside to respond accordingly.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the February 21<sup>st</sup>, 2019 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: Approval of the Financial Reports for August 2018 – February 2019, inclusive, has been tabled to the next Council Meeting.

2. Account Balances: The current balances ending February 28<sup>th</sup>, 2019 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,450,719.17
  - CRF Balance: \$ 960,891.55
3. Accounts Receivable: There was no update to the Accounts Receivable Report since the last Council Meeting.
4. Invoices for Approval: Bayside had previously presented several invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices. Following discussion, it was agreed invoices should be sent to all Council members at least seven days before Council Meeting. To make it easier, it was agreed invoices should be sent at the end of the month or first week of the month so that approval of invoices is more efficient so it does not take up time in the Council Meeting.

### **BUSINESS ARISING**

1. Insurance Claim for Kitchen Drain Back-up: The Council President had a meeting with the lawyer who advised that the Strata should not charge back the insurance deductible to the Owner as the clog was in the common pipe, and that the Strata should file a claim regardless of how serious the water damage was. Council directed Bayside to reverse the insurance deductible and the repair charge backs from the Owner's account.
2. Fibre Optics: Council discussed and agreed to have another company proceed with the fibre optics installation instead of Telus.
3. Elliptical Replacement: Bayside reported that the broken elliptical in the gym has been replaced with a new one.
4. Elevator Audit: Council continues to follow up with ThyssenKrupp's representative regarding identified gaps from the audit reports. Bayside reported that the elevator consultant, CEQA, will arrange a tutoring meeting with Council regarding the elevator monitoring software program.
5. Special General Meeting: The Special General Meeting has been scheduled for Wednesday April 10<sup>th</sup>. Formal Notice of Meeting has been distributed to all Owners. The Notice of Meeting contains several resolutions for Owners' consideration, including expenditures for the Depreciation Report, a Roof Condition Assessment, a Drain Pipe Condition Assessment, a Domestic Water System Assessment, booster pump replacement, make up-air unit replacement, and bylaw amendments.
6. Exhaust Fan Repair: Council reported that the contractor will perform the repair work during the weekends. Notices will be posted for Owners' information.
7. Low Rise Boiler Clean Up: Council reported that the contractor will perform the cleaning shortly.
8. Electrical Vehicle Charging Stations: Council will further investigate the possibility of having EVCS installed on site. Council is in the initial stages of reviewing possible options; some

options under consideration are having designated charging stalls vs. individual charging stations at parking stalls. Council reminds Owners not to plug their electric vehicles into the parkade wall sockets for charging.

9. Preventative Pest Control: Council discussed and directed Bayside to obtain preventative pest control quotes for the buildings.
10. Dryer Vent Cleaning: Council reviewed the quotes and agreed to proceed with the dryer vent cleaning at the buildings.

### **NEW BUSINESS**

1. P1 Mechanical Room Usage: Council discovered that one mechanical room has been occupied by the Crystal Mall for storage. Following discussion, Council directed Bayside to provide them with the parkade drawings and the ASP Agreement for further investigation.
2. Parkade Entrance Reader: Council discussed and agreed that Impark is responsible for the repair of the parkade entrance reader.
3. Annual Fire Alarm Testing Deficiency: Council reviewed the deficiency quote and agreed to proceed with the repair.

### **CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### **BYLAW MATTERS**

Bylaw complaint letters have been issued by Bayside as previously directed by Council. Owners are asked to please take the Bylaw complaint letters seriously, especially those concerning a variety of Bylaws. Council would like to thank those Owners who have responded in writing to Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

Strata Lot #2	Bylaw Infraction Fine	\$200.00
Strata Lot #17	Bylaw Infraction Fine	\$500.00
Strata Lot #41	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #141	Outstanding Strata Fees and Charge Back	\$ 50.00
Strata Lot #154	Bylaw Infraction Fine	\$500.00
Strata Lot #172	Bylaw Infraction Fine	\$500.00
Strata Lot #180	Bylaw Infraction Fine	\$200.00
Strata Lot #201	Outstanding Strata Fees and Fines	\$ 50.00
Strata Lot #203	Bylaw Infraction Fine	\$100.00
Strata Lot #204	Outstanding Strata Fees	\$ 50.00
Strata Lot #208	Outstanding Strata Fees, Fines and Charge Back	\$ 50.00



Strata Lot #216                      Bylaw Infraction Fine and Charge Back                      \$550.00

All Owners who received Bylaw complaint letters in 2019 regarding an outstanding balance for move fees, monthly strata fees and/or Special Levy payments, and failed to pay as of March 19<sup>th</sup>, 2019, were assessed a \$50.00 fine as per Bylaw 1.4.

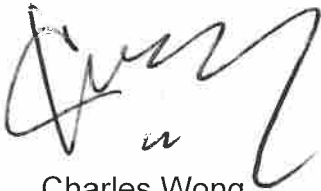
There being no further business to discuss, the meeting was terminated at 9:30 PM.

The next meeting will be the Special General Meeting, which has been scheduled for Wednesday April 10<sup>th</sup>, 2019 at 6:30 PM in the Meeting Room of the Chinese Christian Mission of Canada. Formal Notice has been issued to all Owners accordingly.

**EMERGENCIES**

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**IF YOUR PERSONAL SAFETY IS BEING THREATENED, CALL 911 IMMEDIATELY.**



Charles Wong  
Property Manager

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# **\*\* ATTENTION \*\***

**ALL OWNERS/TENANTS  
LMS 3990 - "THE CRYSTAL"**



## **PARKADE WALL SOCKETS**

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All Owners and tenants are reminded that you are not permitted to use the common area wall sockets, including those in the parkade, to charge electric vehicles.

Thank you for your anticipated cooperation.

Sincerely,  
**BAYSIDE PROPERTY SERVICES LTD.**  
*Management Agents for Strata Plan LMS 3990*

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 3990**

---

**HELD:** Thursday February 21<sup>st</sup>, 2019 at 6:30 PM in the Meeting Room, 6028 Willingdon Avenue, Burnaby, BC

**PRESENT:** Ashok Shah President  
Scott Chin Vice President  
Joseph Chan Treasurer  
Stanley Leung Secretary  
Yong Jia Chen Privacy Officer  
Owen Morley Council Member

**ABSENT:** Bellia Tan Council Member

**AGENT:** Charles Wong Bayside Property Services Ltd.

**GUESTS:** Fredy Villatoro Resident Caretaker (6:30 PM – 7:00 PM)  
Strata Lot 209 Owner

**CALL TO ORDER**

The meeting was called to order at 6:33 PM and was chaired by Ashok Shah.

**GUEST BUSINESS**

An Owner attended this meeting for a hearing with Council to respond to the complaint regarding their storage locker being extended in contravention of the bylaws. The Owner then answered Council's questions and concerns regarding the alleged unauthorized alteration. Council thanked the Owner for their presentation and will direct Bayside to respond accordingly.

**RESIDENT CARETAKER'S REPORT**

The Resident Caretaker, Fredy Villatoro, provided a report to Council noting all the occurrences in the building since the last meeting.

**APPROVAL OF PREVIOUS MINUTES**

After review and discussion, it was moved, seconded and carried, to approve the January 29<sup>th</sup>, 2019 Council Meeting Minutes, as prepared by Bayside.

**FINANCIAL REPORT**

1. Monthly Reports: Approval of the Financial Reports for August 2018 – January 2019, inclusive, has been tabled to the next Council Meeting.

2. Account Balances: The current balances ending January 31<sup>st</sup>, 2019 are as follows:
  - Total Cash Balance (including CRF Balance): \$1,416,119.55
  - CRF Balance: \$ 958,422.58
3. Accounts Receivable: There was no update to the Accounts Receivable Report since the last Council Meeting.
4. Invoices for Approval: Bayside had previously presented the invoices for Council's review and approval. Council directed Bayside to proceed with making payments for all the approved invoices.

### **BUSINESS ARISING**

1. Retail Storage Locker – Small Claims Court: Bayside presented Council with the revised lease and invoices, for four lockers in connection to the small claim court, for review. Following discussion, Council directed Bayside to further revise the lease and the storage locker invoices for 2019 based on the breakdown of the different expenditures related to the storage lockers, including the insurance coverage and electricity costs.
2. Window Caulking: Bayside received clarification of one Endless Rope invoice regarding the wire mesh repair during their window caulking. Following discussion, Council approved payment of the Endless Rope invoice.
3. ASP 5 2019 Operating Budget Meeting: Bayside confirmed that the payment was made to Impark's additional operating expenses and operating fund reimbursement of 2017 invoices.
4. Pet Bylaw Amendment: Council discussed amending the current Pet Bylaw and agreed to obtain a draft of the bylaw for review before presenting it to the Owners for consideration at the upcoming Special General Meeting.
5. Elevator Audit: Council continue to follow up with ThyssenKrupp's representative regarding identified gaps from the audit reports. Council discussed and agreed to sign an elevator monitoring software program contract with the elevator consultant, CEQA, for five years as per their recommendations.
6. Booster Pump Replacement: Council reviewed the highrise booster pump system replacement quotes. Bayside suggested bringing forward a resolution for the Owners' consideration at the upcoming SGM. Following discussion, Council considers this an emergency expense under Section 98 of the Strata Property Act. The approximate amount of the expenditure is \$64,500.00 plus tax and it will be funded from the Cumulative Operating Surplus, which had a balance of \$457,696.97 as at January 31<sup>st</sup>, 2019.
7. Elliptical Replacement: Council discussed and agreed to replace the broken elliptical in the gym. The Treasurer will obtain a quote for Council's approval.
8. Caretaker Bonus: Bayside will make the arrangements with the Accounting Department to waive one month's rent for the caretaker.

### **NEW BUSINESS**

1. Master Keys: Bayside reported that the previous Council members have agreed to return the set of master keys and fobs to the new Council. Current Council reiterated that the new Council will receive the set of master keys and fobs at the Annual General Meeting.
2. Highrise Make Up Air Heat Exchanger Replacement: Council discussed and agreed to bring forward the replacement cost of the highrise make-up air heat exchanger for the Owners' consideration at the upcoming SGM.
3. Hydro Flushing: Council reviewed the previous reports by Owners regarding kitchen drain back-ups. Following discussion, Council agreed to proceed with hydro flushing of the units involved.
4. Special General Meeting: The Special General Meeting has been tentatively scheduled for Wednesday April 10<sup>th</sup>, depending on the venue's availability. Formal Notice of Meeting will be distributed to all Owners once the date has been confirmed. Bayside will prepare the Notice of Meeting, which will include several resolutions for Owners' consideration, including expenditures for the Depreciation Report, a Roof Condition Assessment, a Drain Pipe Condition Assessment, possibly booster pump replacement, make up-air unit replacement, and bylaw amendments.
5. Insurance Claim for Kitchen Drain Back-up: Council directed Bayside to provide more details regarding the insurance claim for filing with the Civil Resolution Tribunal.
6. Electrical Vehicle Charging Stations: Council discussed the possibility of the EVCS installation. Council is in the initial stages of reviewing possible options at LMS 3990 for the EVCS. Some options under consideration are designated charging stalls vs individual charging at parking stalls. Bayside advised Council that a ¾ vote approval of the Owners at a General Meeting is required for the conversion of common property to a charging station.
7. Preventative Pest Control: Council discussed and directed Bayside to obtain preventative pest control quotes for the building.
8. Dryer Vent Duct Inspection: Council discussed and directed Bayside to obtain dryer vent duct camera scoping quotes for the building.

### **CORRESPONDENCE**

Owners are invited to write to Council, via Bayside, the management company, regarding any Strata related matters.

### **BYLAW MATTERS**

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Council, via Bayside, with their explanation regarding the Bylaw complaints. Council will review all Bylaw complaint letters and responses, and advise the Property Manager at the next Council Meeting if a fine will be assessed under the circumstances. Council reviewed all of the available information regarding each incident and agreed to assess fines as follows:

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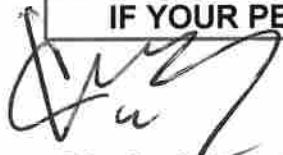
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There being no further business to discuss, the meeting was terminated at 9:40 PM. The next Council Meeting has been tentatively scheduled for Tuesday March 19<sup>th</sup>, 2019 at 6:30 PM in the Meeting Room.

**EMERGENCIES**

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