

**STRATA CORPORATION EPS4147  
“MET 2”  
6538 NELSON AVENUE  
BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON THURSDAY, FEBRUARY 4<sup>TH</sup>, 2021 AT 6:30 P.M.**

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**IN ATTENDANCE**

Shawn Flintoff – President  
Elton Wat – Vice President / Privacy Officer  
Suzy Song - Treasurer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Michelle Lee – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**GUESTS**

Owner of Strata Lot 46  
Owner of Strata Lot 29 – Observer at 6:45 p.m.

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUESTS**

a) **Owner of Strata Lot 46:**

The Owner of Strata Lot 46 requested a hearing to discuss with Council their recent damage in their unit due to some exploratory work to navigate and identify a leak in the hot water loop for the heating system of the building. The Strata Agent confirmed with the homeowner that these repairs to this drywall hole will be repaired by the Strata Corporation. This was later **MOVED** (by Elton Wat), **SECONDED** (by Michelle Lee), and **CARRIED** after the homeowner had left to confirm the Strata’s responsibility. There was a brief question and answer period with the homeowner, and he was excused from the remainder of the meeting.

After the Owner of Strata Lot 46 left, the guest observer from Strata Lot 29 attended the Zoom Meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on January 7, 2021. The minutes were **MOVED** (by Elton Wat), **SECONDED** (by Tiffany Cheung), and **CARRIED** to be approved as presented.

4. **COMMITTEES**

a) **Met Amenities:**

Mr. Paul Fodchuk provided the Council a summary of the Met Amenities including the budget expenses as well as discussion of the amenity level of cleaning in the swimming pool area when it reopens. There was discussion of costs for cleaning the Yoga Room, Mah Jong Room, Bowling Alley, and Games Room should they reopen after approval by

4. **COMMITTEES – CONT'D**

a) **Met Amenities – Cont'd:**

the Ownership at the SGM. The Council had intended to put a ¾ vote to ask for the Ownership on their vote on the amenities in Met 2 on whether or not they should remain closed or to be opened and this will be added to the Special General Meeting that is being planned shortly.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The Council reviewed the financial statements they received for the month of December. This was **MOVED** (by Elton Wat), **SECONDED** (by Shawn Flintoff), and **CARRIED**.

b) **Accounts Receivables:**

Council received the accounts receivables and noted the Owners outstanding for a chargeback for Strata Lot 135. Council is to have the documents prepared for a CRT filing against this unit, which the Strata President will take lead. There was another unit, Strata Lot 257, that the Council inquired about collecting fines and instructed the Strata Agent to ensure that as fines be collected over the next few months.

6. **COMMON PROPERTY WARRANTY**

The five-year (5) common property warranty will expire on July 4, 2022.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Driveway Repair:**

The driveway repair should be scheduled shortly when the temperature increases.

b) **Mechanical Engineer Proposal:**

The Strata Agent is waiting for a mechanical engineer proposal to review the buildings mechanical system for any issues.

There was a short discussion of shutoff valves into suites. A review of the hot water and cold water shutoff valves into the suites will be included in the scope of the review.

c) **Crane Swing Agreement:**

The Strata Agent is in discussion with Ledingham McAllister to finalize the Crane Swing Agreement and have a lawyer review the wording. The intent is to call an SGM within the next thirty (30) days to have this presented to the Owners for ratification.

8. **CORRESPONDENCE**

The Strata Council reviewed the February letter log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

9. **NEW BUSINESS**

a) **Exterior Cleaning Quote:**

The Strata Agent presented to Council a quotation for exterior cleaning of the building but specifically for the north and east side in which they are requesting for Ledingham McAllister to cover the cleaning cost during the course of construction over the next few years.

b) **Special General Meeting:**

The Strata will be hosting a Special General Meeting via a virtual platform to propose to the Ownership the Crane Swing Agreement as well as the operation of the Met Amenities.

c) **Town Hall Discussion:**

There was a Town Hall discussion held on February 02, 2021 as requested by a group of Owners in the building. One Council Member attended and thereafter reported to the Council. They had a number of questions and issues to discuss with the Strata Council that centered around costs and increasing cost for strata fees. At this discussion, they reviewed possible ways of saving strata fees in the next fiscal year. Some of the ideas discussed include insurance. The Strata insurance in the past year increase 249% which was resulted in an overall strata fee increase of 31% this past year. There is limited capacity in the Strata insurance market however, the Strata Corporation will approach another broker (possibly Hub International) to see if better rates can be provided upon insurance renewal this year.

The Strata Owners inquired about the Building Manager and would like to know more on the Building Manager's job description and responsibility. Rancho will provide a description of the general duties of strata manager, building manager and concierge.

The Concierge service was discussed and there was a split decision in the discussion on whether the Ownership would like to maintain 24/7 Concierge coverage or reduce the cost and shifts.

In the discussion, the Strata Owners asked for historical data on the water losses since the beginning of the building, how they were caused and where they were insurance claims or not. The Strata Agent is putting this together.

The Owners would like a communication platform in which they are able to contact or have discussion with the Strata Council Members. Some suggestions they had would be to be included in a WeChat or WhatsApp media group. The Strata Council declined on participating in these group chats and instead have suggested that they will start an email address strictly for Strata Council to receive suggestions on a trial basis. The following email address will be used for suggestions to the Strata Council, [Met2council@ranchogroup.com](mailto:Met2council@ranchogroup.com).

The concerned Owners discussed the performance of Rancho Management and the current assigned Strata Agent, Mr. Francis Yeung. The suggestion was to improve turnaround time for email responses and responses to the Ownership or the suggestion by the group was to have a Strata Agent change but retain Rancho Management. The Strata Council discussed this and decided to take a vote. It was decided by majority of Council, 5 votes in favour, 1 opposed, to retain Francis Yeung as the Strata Agent at Met 2.

There were some questions pertaining to the pool amenity area warranty and CRF requirement that was in the discussion, in which the Council Member answered the Owners.

10. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting on Thursday, March 4, 2021.**

11. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:45 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4256  
Email: [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

**EMERGENCY PROCEDURES**

*(After regular hours)*

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON THURSDAY, JANUARY 7<sup>TH</sup>, 2021 AT 6:30 P.M.**

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**IN ATTENDANCE**

Shawn Flintoff – President  
Elton Wat – Vice President / Privacy Officer  
Suzy Song - Treasurer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Michelle Lee – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**GUESTS**

Owner of Strata Lot 277  
Mr. Dan Giordano - Vice President of Development for Ledingham McAllister

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUEST SPEAKERS**

a) **Owner of Strata Lot 227:**

The Owner of Strata Lot 227 attended tonight’s meeting to discuss with Council previous leaks that affected his condominium in 2020, all of which were uninsurable claims as they were below the deductible. He had a discussion with the Council regarding the Strata’s responsibility and the Owner’s responsibility for insuring personal property, as well as why the Strata Corporation is unable to approve any reimbursement of loss of property. The Strata Agent shared with the Owner that the Strata Council is currently looking at the recent leaks to see if there is a remedy and to see if there are ways to prevent future occurrences. He was thanked for his attendance and excused from the remainder of the meeting.

b) **Mr. Dan Giordano - Vice President of Development for Ledingham McAllister:**

Mr. Giordano requested a meeting with the Council tonight to discuss a future project by Developer Ledingham McAllister to the north of Met 2, at the corner of Nelson and Bennett called The Bennett. The purpose of this meeting was to propose a Reciprocal Agreement that deals with the crane swing, and underpinning and shoring for the excavation. Mr. Giordano gave a brief of the project as well as reasons why this would be a beneficial agreement to both parties. Mr. Giordano assured Council that Ledingham McAllister wish to be a good neighbour during the construction period, and wanted to offer his assistance in any questions now and throughout the project. Ledingham McAllister has offered to cover costs for implementing this agreement, as well as calling a Special General Meeting to have a ¾ vote approval. The Council thanked Mr. Giordano who was excused from the remainder of the meeting.

2. **GUEST SPEAKERS – CONT'D**

b) **Mr. Dan Giordano - Vice President of Development for Ledingham McAllister – Cont'd:**

Council discussed this further and decided that they will require a lawyer to review, as well as a geotechnical expert and third party to be involved in this future project. The Strata Agent will also be getting quotes for building cleaning on the north and east side of the building, as well as third-party inspections to summarize a cost for the Strata to negotiate the terms of the agreement.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on November 5, 2020. The minutes were **MOVED**, **SECONDED**, and **CARRIED** to be approved as presented.

Ms. Suzy Song has accepted the Treasurer position.

4. **COMMITTEES**

a) **Met Amenities Committee:**

Currently, the Met Amenities remain closed. There does not seem to be interest from either parties, Met 1 or Met 2, to be opening amenities until COVID-19 is done.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the October and November, 2020 as well as the draft audit for the year-end will be reviewed by the new Strata Treasurer, Ms. Suzy Song, and reviewed for the next meeting.

6. **COMMON PROPERTY WARRANTY**

The five-year (5) common property warranty will expire on July 4, 2022.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Water Risk Management Plan:**

Mr. Paul Fodchuck circulated some ideas with the Strata Council on a water risk management plan, including a potential hotline for questions for water loss and insurance needs. He was also discussing whether or not Council to pursue and have a business case to require Owners to have insurance. At this point, there was no interest in moving this project forward. Mr. Fodchuck was thanked for his time and investigation.

b) **Back Driveway Concrete Paver Repairs:**

This will be scheduled in warmer and dryer weather.

8. **CORRESPONDENCE**

The Strata Council reviewed the January letter log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

8. **CORRESPONDENCE – CONT'D**

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

i) **Strata Lot 135:**

There was a chargeback for the Strata Lot, which the Strata obtained legal action to send a demand for payment letter. As the deadline for payment has expired, the recommendation to the Strata is to proceed with the claim to recover funds through Civil Resolution Tribunal. The Strata Council voted whether to proceed for this collection, the votes were 3 in favour and 3 opposed, however the Strata President with the tie-casting vote proceeded in favour and therefore the Strata Corporation will pursue the Strata Lot through CRT.

9. **NEW BUSINESS**

a) **Leaking Heat Lines – Report from Pacific West Mechanical:**

The Strata's mechanical contractor provided the Strata Council with a report on the recent repairs and issues identified with some internal lines for the building's hot water lines for space heating. The report is preliminary, but the recommendation is for the Strata Corporation to review and retain a mechanical, or professional engineer, to review the matter further as there could be future problems if not dealt with as soon as possible. The Strata Council asked the Strata Agent to research and inquire further with Pacific West Mechanical on the entire scope and which areas of the building they feel that there's a potential danger for more leaks.

The Strata discussed calling a potential SGM, that would coincide with the ¾ vote for the Reciprocal Agreement, to pass a Resolution for up to \$30,000.00 for an engineering study. The plan would be to discuss with the Developer first on this mechanical issue, and to see if there's an agreement that could come forward to do repairs without any further damage to common property or Strata Lots.

b) **Parkade Gate Signage:**

The Strata Council reviewed the stop and go light at the main gate, and translation in Chinese. Council Member Mr. Elton Wat provided another version and a correction in the translation. It was then **MOVED, SECONDED, and CARRIED** to approve this sign.

c) **Gate Security:**

Because there was a recent malfunction and damage to the main garage gate, it has been kept open for a number of days. This unfortunately has resulted in two locker break-ins due to the parkade not being secure, and in addition, thieves being able to sneak in behind cars that do not stop and wait for the gate to close. The Strata Council requested a memo be put out to all Owners immediately to let them know of these security issues and to remain diligent in ensuring the gates are fully closed before they proceed.

d) **Junk Bin:**

The Strata Council would like to order a junk bin for early spring cleaning, but only after the main gate has been repaired.

10. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting on February 4, 2021.**

11. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:46 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
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Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

**MYRANCHOSTRATA VERIFICATION**

Your online security is important to us, which is why we at Rancho are taking extra steps to prevent any unauthorized activity from your myRanchoStrata account. If you are a registered user, you will or have already received a letter in the mail with your verification code. Please ensure to enter your verification code in 2 weeks from the date of the letter to maintain your online security.

**STRATA CORPORATION EPS4147**  
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**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON THURSDAY, NOVEMBER 5<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Shawn Flintoff – President  
Elton Wat – Vice President / Privacy Officer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Michelle Lee – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Suzy Song

**GUESTS**

Owner of Strata Lot 201  
Tenant of Strata Lot 245

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUEST SPEAKERS**

a) **Owner of Strata Lot 201:**

The Homeowner of Strata Lot 201 requested a hearing tonight to speak with Council regarding the AGM and the budget that was proposed. The Owner had some questions regarding why the Contingency Reserve Fund could not be used to lower and offset the costs of the Strata Fees this past year, and also inquired to the Council if there were other ways that costs can be reduced for the next year, and if there is anything Residents can do to help assist bringing down the overall cost for the Strata Corporation. The Strata Council provided the Owner with answers to her questions and was then thanked and excused from the remainder of the meeting.

b) **Tenant of Strata Lot 245:**

The Tenant of Strata Lot 245 a requested a hearing to discuss with Council on various issues regarding rules passed recently to limit the accessibility and the increased traffic of food delivery persons into the building. The Tenant argued that this would create greater inconvenience for those that require the contactless service. There was a brief question and answer period with regards to those that are either in a self-quarantine situation or federal quarantine situation, and what to do if they are not able to leave their home. The Council addressed his many questions. There was a brief question and answer period regarding the bylaw infraction regarding the garbage room, he was then thanked and excused from the remainder of the meeting.

3. **ELECTION OF OFFICERS**

The first order of business following an Annual General Meeting is the election of officer positions for the following fiscal year. The following Council Members were then nominated and then elected to the following positions:

*Shawn Flintoff – President*  
*Elton Wat – Vice President / Privacy Officer*  
*TBD – Treasurer*  
*Tiffany Cheung – Secretary*  
*Paul Fodchuck – Met Amenities Representative*  
*Michelle Lee – Member at Large*

This was then **MOVED, SECONDED, and CARRIED.**

4. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on October 1, 2020. The minutes were **MOVED, SECONDED, and CARRIED** to be approved as presented.

5. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuck provided the Council with his update and highlights of the meeting notes and the work that the Amenities Committee is putting in towards looking at a reopening plan for the amenities area.

6. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the first period ending September 30, 2020 was reviewed. There were no questions regarding the financial statements as it is too early to truly examine the expenses after the first month, and when the AGM had not been yet completed.

It was then **MOVED, SECONDED, and CARRIED** to approve.

b) **Accounts Receivable:**

The Strata Council reviewed the accounts receivable and noted that there are some Owners who should now have liens registered against their account. There was one question regarding the short-term rental infractions against two units; the Council had agreed to reduce the fines to \$600.00 and then make an attempt to collect those amounts. The Strata Agent will see if that was done on November 1, 2020.

The Council also reviewed a chargeback with regards to Strata Lot 135 and instructed the Strata Agent to go through the Strata's insurance collections for DAS Canada, and failing coverage for that, to use legal means to collect the outstanding chargeback.

The Council also reviewed a Bylaw infraction and fine for Strata Lot 257; the Council requested that the Strata Agent reach out to the Homeowner to request a virtual hearing with them at the next meeting to discuss the ongoing issues with the pet feces on their balcony due to their Tenant's carelessness.

The Strata Agent was alerted to the Townhouse outstanding amounts and that further attempts should be made to collect these from the two (2) remaining owners.

6. **FINANCIAL REPORT – CONT'D**

c) **Audit Planning:**

Dong Russell & Company provided Council with the list of information prior to them starting the financial audit for the previous fiscal year.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Risk Management Project:**

Mr. Paul Fodchuck advised that he was looking into devising some sort of pamphlet with information to Resident's on how to mitigate and reduce risk of water damage in their unit. In addition, he suggested on starting a hotline that Residents would be able to phone for information. In addition, there was some discussion with regards to potentially having a Bylaw requiring Residents to show proof of insurance for their own personal condos as it seems there are less than 100% who have purchased home insurance. It will be discussed further if they will consider passing a Bylaw and enforcing this.

b) **Warranty Repair – Bowling Alley Leak:**

A warranty claim was initiated in the summer pertaining to a leak into the bowling alley where it was believed the source is from the membrane in the fountain area or near the pathway. Concord Pacific has started the investigation and committed to repairs, however, has not fixed the problem or determined the exact location of the problem. The Strata Agent will follow up with a Senior Manager on the delays of this repair.

c) **Back Driveway Concrete Paver Repairs:**

As approved at the recent AGM the broken pavers have further extensive damage than what was originally anticipated but it should not exceed the expense that was approved. The lowest quote provided was only for cosmetic topical paver replacement but more needs to be done to the insulation and drainage below. The Strata Agent will confirm the scope and short list the contractor to have this project completed

8. **CORRESPONDENCE**

The Strata Council reviewed the November letter log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

9. **NEW BUSINESS**

a) **Strata Fobs and Keys:**

It was noted that, upon return of the Strata keys for accessing common areas shall now be transferred to the new Strata President; Shawn Flintoff as well as Elton Wat to hold secondary keys, in the event of an emergency to assist the Residents and the Strata Concierge.

b) **Met-2 Pool Area Glass Dividers:**

The Strata Agent reported that he's working on pricing for replacement of the glass dividers in the back-landscape area, outside the pool. These were damaged some time ago due to a storm, and the Strata is responsible for repairing and maintaining this.

9. **NEW BUSINESS – CONT'D**

c) **Holiday Bonus:**

The Strata Council will review last year's holiday bonus structure and vote to continue to ensure that the Staff are recognized this holiday season.

10. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting on January 7, 2021.**

11. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:51 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

**HOLIDAY GREETINGS**

**At this time, Rancho Management Services would like to wish everyone the best of the  
Holiday Season!**

**Please note that during the Christmas Holidays and the New Year period any emergency  
situations can be handled by contacting Rancho's 24 hour emergency number.**

**RANCHO'S CHRISTMAS HOURS**

<b>THURSDAY, DECEMBER 24<sup>TH</sup>, 2020</b>	<b>CLOSED AT 12:00 PM</b>
<b>FRIDAY, DECEMBER 25<sup>TH</sup>, 2020</b>	<b>CLOSED</b>
<b>MONDAY, DECEMBER 28<sup>TH</sup>, 2020</b>	<b>CLOSED</b>
<b>THURSDAY, DECEMBER 31<sup>ST</sup>, 2020</b>	<b>CLOSED AT 12:00 PM</b>
<b>FRIDAY, JANUARY 1<sup>ST</sup>, 2021</b>	<b>CLOSED</b>

**STRATA CORPORATION EPS4147**  
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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON THURSDAY, OCTOBER 1<sup>ST</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Albert Lam – Treasurer

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on September 1, 2020. The minutes were **MOVED, SECONDED**, and **CARRIED** to be approved as presented.

3. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Committee has ongoing discussions and to review the re-opening of the amenity spaces for Resident use. It is noted that currently the Committee does not have firm plans to open the areas. For the fiscal year of 2020/2021, it is noted there is no change for the Met & Met 2 amenity budget.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The Strata Council received the financial statements which are currently being re-drafted for emergency expense allocations.

b) **Accounts Receivable:**

The Strata Council reviewed the accounts receivable and recognized there are units in arrears for strata fees and chargebacks; which are currently being perused by the Strata's legal retainer, Access Law.

It was noted that Strata Lots 297 and 11 have fines outstanding for short term rentals. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to reduce the applied fines to \$600 for each Strata Lot. Instruction was given to the Strata Agent to have the fine amounts withdrawn per their PAD agreements on November 1.

5. **COMMON PROPERTY WARRANTY**

The next expiration date is the 5-year warranty which will expire on July 4, 2022.

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Water Risk Management Plan:**

Mr. Paul Fodchuk updated Council that he is in the process of gathering more data and facts to provide an information package to educate Residents of the risks involved with water in the building and how to mitigate potential loss' through easy steps.

7. **CORRESPONDENCE**

The Strata Council reviewed the October letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Proposed Operating Budget:**

The Council reviewed the proposed and revised the proposed operating budget. It is noted that due to an 80% increase in the previous years' insurance premium, the strata fees will increase as the Strata's overall budget has been affected. The Strata Council approved the proposed draft in principal; understanding there will be at least a 30% increase in strata fees due to the increase in insurance premium.

b) **AGM Draft:**

The Council reviewed the resolutions presented and approved to present to the Ownership.

c) **Driveway Repair Estimate:**

After reviewing four (4) quotes for the back-entrance driveway repair, it was decided to confirm if ParaSpace Landscaping's proposal is still available and the tile is obtainable. If not, the Council will consider going to the next option which is noted to be more costly. This expense will require a ¾ vote at the upcoming Annual General Meeting.

9. **NEXT MEETING**

The next meeting will be a **Zoom Informational Meeting on Monday, October 19, 2020**, to be followed by the **Annual General Meeting on Thursday October 29, 2020**, by Restricted Proxy.

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 7:57 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4256  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

## SECURITY

For the security of everyone, residents are reminded to **NOT** let strangers into the building. This helps to prevent vandalism and helps keep the building security at its highest level.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON TUESDAY, SEPTEMBER 1<sup>ST</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Albert Lam – Treasurer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

None

**GUEST**

Owner of Strata Lot 286

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUEST SPEAKER**

a) **Owner of Strata Lot 286:**

The Homeowner of Strata Lot 286 attended tonight’s meeting to discuss recent water loss to unit and to discuss with the Strata Council responsibility and the source of the matter. There was a question and answer period after which the Owner was then thanked and excused from the remainder of the meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on August 6, 2020. The minutes were **MOVED**, **SECONDED**, and **CARRIED** to be approved as presented.

4. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuk provided to the Strata Council a summary of the Met Amenities. More information on this can be found at the Met Amenities meeting minutes.

At this time, there has been much discussion and surveys to review if the Met Amenities areas can be safely reopened with restrictions and safety measures in place. Due to Strata restrictions on budget it may not be possible to open in the near future.

4. **COMMITTEES – CONT'D**

a) **Met Amenities Committee – Cont'd:**

The swimming pool or gym areas, which seem to be the question from many Residents. Owners should follow the meeting minutes and the updates from the Provincial Health Authority for any changes.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the eleven (11) month period ending on July 31, 2020, were reviewed at tonight's meeting. There was an operating deficit at the time of approximately \$70,000. The Strata Agent has reviewed the expenses year to date, and there being would be some invoices that have been due to emergency repairs and emergency situations that do not occur more than once per year. This was **MOVED** by Albert Lam that these expenses be deemed as emergency, to be expensed through the Contingency Reserve Fund, **SECONDED** by Elton Wat, and **CARRIED** to approve by the rest of the Strata Council. Currently, after initial review there is approximately about \$51,000 in the last fiscal year that can be expensed and possibly more, as an emergency expense and not as the operating budget for the year.

There being no further questions it was **MOVED, SECONDED, and CARRIED** to approve the financial statements ending on July 31, 2020.

b) **Accounts Receivable:**

The Strata Council reviewed the accounts receivable and noted that three (3) Owners have legal files to collect their outstanding amounts through either chargebacks or unpaid strata fees. The Council also agreed that some Owners that had some small miscellaneous pennies owed on their accounts, that this be written off to a miscellaneous account.

6. **COMMON PROPERTY WARRANTY**

The next expiration date is the 5-year warranty which will expire on July 4, 2022.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Water Risk Management Plan:**

Mr. Paul Fodchuk has done further research on what could become of this project and he made some suggestions to the Council. They will strive towards creating a brochure to outline the past water loss history of the building and what consequences this has to the building, the insurance and personal insurance. In that same brochure is to show different water safety practices that each Resident can do within their own suites, to reduce the risk of any water damage that may occur. Mr. Fodchuk also suggested also that the Strata reviews the water fountain features outside, as this equipment may be costly in the future. He suggested that a study be done on operating costs and that maintenance should be done now, this so that the Strata Corporation can be prepared for any replacement and upgrades that may be required.

8. **CORRESPONDENCE**

The Strata Council reviewed the September letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

The Strata Council received a letter from an Owner making a suggestion on reducing number of outside persons entering the building, specifically food delivery drivers. The Council discussed this at some length and thought that a rule should be put in place, this to limit the number of non-essential visitors to the building. It was then **MOVED, SECONDED, and CARRIED** to approve to pass a rule that would make it mandatory for Residents to come down to the lobby entrances to meet their food delivery persons, at all times.

9. **NEW BUSINESS**

a) **AGM Planning and Discussion:**

The Strata Council discussed the future Annual General Meeting, which is to be held in October 2020.

10. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting on Thursday October 1, 2020**, followed by a **Zoom Informational Meeting on Monday, October 19, 2020**, to be followed by the **Annual General Meeting on Thursday October 29, 2020**, by Restricted Proxy.

11. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:21 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
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8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

## STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4635. Owners who are not yet on the Pre-Authorized Debit (P.A.D.) Program should contact the same number to obtain a form. The P.A.D. Program is the required payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON THURSDAY, AUGUST 6<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Albert Lam – Treasurer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

None

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on July 9, 2020. The minutes were **MOVED, SECONDED, and CARRIED** to be approved as presented.

3. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities representative, Mr. Paul Fodchuk, gave us a brief summary by email and Council discussed the ongoing discussion challenges of having the Met Amenities re-opened or to be kept closed. There seems to be differing opinions between Met 2 and The Met Council on the re-opening of the amenities. As a point of interest, the Met 2 Council decided to launch a survey from their own Residents within the building on their opinion to see if they would like to have the Met 2 amenities and also the same question to ask the Met 1 amenities, if they would like that opened as well. The Strata Agent will arrange to have an online survey done with a 2-week time limit to get some feedback from the Met 2 Residents.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the period ending June 30, 2020 were reviewed at tonight's meeting. There was a question regarding the window cleaning expense and why there was an expense in the 2019/2020 budget when the window cleaning is commencing at this time. The Strata Agent will find out where this invoice should

4. **FINANCIAL REPORT – CONT'D**

a) **Financial Statements – Cont'd:**

be in and if it should be in last year's expense. Council also noted that there had been several emergency repairs due to Strata leaks and plumbing this year and instructed the Strata Agent to review and find out if there are any of these that they can deem as emergency expense through the Contingency Reserve Fund (CRF). The Strata Agent will reconcile and review this.

After no further questions, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements ending on June 30, 2020.

b) **Accounts Receivable:**

The Council reviewed the accounts receivable and noted that any of these Owners outstanding in their chargebacks should also be given a demand for payment letter to be pursued through collections. Council would like to receive a report from the law firm on the receivables of 5 Strata Lots. In addition, 3 Strata Lots in the townhouses are due for lien placements. Once the liens are placed, these 3 units can also be referred to the law firm for follow-up as well.

c) **Strata Audit:**

The Council reviewed a proposal for the Strata audit for the most recent fiscal year from Dong Russell and Associates. It was then discussed and approved as it was budgeted for in this current fiscal year. Council may reconsider in upcoming fiscal years not to do future audits. This was **MOVED, SECONDED, and CARRIED** and approved to proceed with Dong Russell and Associates.

5. **COMMON PROPERTY WARRANTY**

The next expiration date is the 5-year warranty which will expire on July 4, 2022.

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Water Risk Management Plan:**

Mr. Paul Fodchuk continues to work on this project.

7. **CORRESPONDENCE**

The Strata Council reviewed the August letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **AGM Planning and Discussion:**

The Strata Council discussed some parts of AGM planning for this coming fall's AGM. They decided that the Depreciation Report will also be **DEFERRED** this coming meeting. The other project that they will be undertaking is the repair of the driveway tile in the back roundabout. This will be decided on how to be funded at the next meeting.

b) **COVID-19:**

The Strata Council would like to send a memo to remind Residents that the pandemic is not over and that elevator etiquette and maximum persons of 2 should be reviewed and reminded to all. There have been too many times where large groups of parties have come into the elevator especially guests who are buzzed in. A reminder to Residents that if you have guests coming to visit you, that you should be coming down to get each guest individually rather than letting a large group of them enter the building and overcrowd the elevators.

The Strata Council will post a memo up that will encourage mask use in all common areas of the building including the elevators and hallways for the safety and health of everybody.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Tuesday, September 1<sup>st</sup>, 2020.**

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:03 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

## EMERGENCY PROCEDURES

*(After regular hours)*

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON THURSDAY, JULY 9<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Albert Lam – Treasurer

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:32 p.m.

2. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on June 10, 2020. The minutes were **MOVED** by Elton Wat, **SECONDED** by Tiffany Cheung, and **CARRIED** to be approved as presented.

3. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuk presented to the Strata Council highlighted updates on the Met Amenities, prior to tonight’s meeting. He gave a brief summary at the meeting, to talk about a suggested reopening plan of the gym area. There was a discussion with the Met 2 Strata Council on their opinion on reopening certain amenity areas. The Council voted in majority to proceed as the Council believes that Met Amenities should be reopened in some part way or another. The Met 2 Representative was directed to go back to the Committee to exercise their voting percentage, to have a successful and cooperative reopening of some of the Met Amenity facilities. Owners who wish to know about any further details about this matter, should follow the Met Amenities meeting minutes.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the period ending May 31, 2020 were reviewed at tonight’s’ meeting. This is the ninth (9) month period going into the last fiscal quarter of the year. There were some questions about the expenses and overall budget for the

4. **FINANCIAL REPORT – CONT'D**

a) **Financial Statements – Cont'd:**

year, however, the Strata will continue to monitor going into the last few months, to ensure that they have an explanation to the Ownership on some of the overages, which they are currently aware of.

After no further questions, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements ending on May 31, 2020.

b) **Accounts Receivable:**

The Council reviewed the accounts receivable and noted that there were five (5) units outstanding in strata fees and with liens placed. The Strata Council requested to see a ledger for each of these to ensure that their strata fees are collected within the statute of limitations.

5. **COMMON PROPERTY WARRANTY**

The 5-year warranty will expire July 4, 2022.

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Water Risk Management Plan:**

Mr. Paul Fodchuk is currently working on a worksheet of different variables and will also involve interviewing the Building Manager to get input on this project. He will also provide his worksheet to be shared amongst Council Members for their input.

7. **CORRESPONDENCE**

The Strata Council reviewed the July letter log. After reviewing the log, it was **MOVED, SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Strata Insurance Renewal:**

The Strata Council requested from their broker, BFL Canada for an option of buying down the earthquake deductible, which is currently set at 15% of the replacement cost of the building. The hope was to be able to buy down the deductible to at least 10% or less, however, the broker advised that the insurers behind the policy were only able to offer a reduction of 2.3% percent of the total replacement cost, down to a total of 12.7% percent, this at a cost of \$8,750. The Council did not believe that this small percentage reduction in the earthquake deductible would be economically advantageous. The Council then decided that at this time they would decline the buydown offer.

8. **NEW BUSINESS – CONT'D**

b) **Driveway Repair:**

At the back entrance roundabout driveway, there have been driveway tiles that have cracked over time and quotations have been requested for Council's review. Two landscaping companies can handle the replacement of this area; however, the cost difference was so large that the Council will be waiting for a third opinion for this project before the project is considered for the Annual General Meeting Ownership vote.

c) **Annual General Meeting Planning and Discussion:**

The Strata Council briefly discussed and brainstormed some ideas for any projects and also to deal with the operating deficit for year-end. More will be known to make further decisions in the upcoming summer months closer to the fiscal year-end. Some of the small projects that will be **TABLED**, will be creating a remote desktop workstation for the Concierge to be able to program fobs at the desk, rather than having to go down to the P1 Communications Room each time a fob needs to be programmed. The Council will also look at some of the rewording of some of the Visitor Parking Rules.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Thursday, August 6, 2020.**

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:10 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
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8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

## EXTENDED ABSENCE

Owners/Residents who are going away for an extended period of time must make arrangements to have someone inspect their suite on a regular basis. The following are suggested steps to be taken when planning on leaving for thirty (30) days or more:

- Notify the Concierge Staff of your absence
- Leave an emergency contact phone number
- Turn off all water supply lines in your suite (Concierge Staff can provide you with assistance if required)
- It is advisable that you have your suite checked at least once a week.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON WEDNESDAY, JUNE 10<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Tiffany Cheung – Secretary  
Paul Fodchuk – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Albert Lam – Treasurer

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on May 13, 2020. The minutes were **MOVED** by Elton Wat, **SECONDED** by Tiffany Cheung, and **CARRIED** to be approved as presented.

3. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuk gave a brief update on the status of the Met Amenities. Currently, all amenity rooms and spaces are still closed due to the COVID-19 pandemic. In the meantime, Rancho Management Services has been able to fix the RService booking website as well to address some of the concerns and feedback from the Concierge team. After a good discussion with regards to how Met 2 Council would approach the re-opening of some of the facilities within Met 2, they decided that they would follow the lead of the City of Burnaby on Bonsor Recreation Complex located across from the Met 2 Building, to see when they would open up their interior facilities and as an indicator for the Met 2 and The Met buildings, to also then open up their amenity spaces again. In the meantime, the Met Amenities Committee will gather the necessary signage and sanitation ready for the reopening.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the period ending March 31 and April 30, 2020 for the eight (8) month period were reviewed at tonight's meeting. Currently the Strata has a deficit of approximately \$60,000 year to date. However, should see that fair better closer to the year-end. There being no further questions regarding the financial statements, it was then **MOVED**, **SECONDED**, and **CARRIED** to approve the financial statements ending on March 31 and April 30, 2020, as presented.

The Strata Council also discussed the Contingency Reserve Fund that is currently sitting at \$440,000. With the recent changes to the Strata's insurance renewed last week on June 5, 2020, and an increased Strata insurance deductible for water and sewer at \$250,000, it would make it financially impossible to pay the Strata deductible, should there be a loss that the Strata Corporation is responsible for. The suggestion was made that for some of the GIC term investments, as they come mature, the Strata would not renew those in order to keep liquidity in the Contingency Reserve Funds in case they need to use it to pay a large deductible amount. This **MOTION** was **SECONDED** and **CARRIED** to approve to be able to keep at least \$250,000 in the cash operating for the Contingency Reserve Fund in order to be able to pay for the deductible, if necessary.

b) **Accounts Receivable:**

The Council reviewed the accounts receivable and noted outstanding fines and some strata fees that are being pursued through collections. Rancho Management has been instructed to continue to enforce the Bylaws and to collect all outstanding balances.

5. **COMMON PROPERTY WARRANTY**

The 5 year warranty will expire July 4, 2022.

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

There are no items to report on from the previous meeting.

7. **CORRESPONDENCE**

The Strata Council reviewed the June letter log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Strata Insurance Renewal:**

The Strata Corporation received the renewal terms a few days before the expiry on June 5, 2020. Due to the claim's history and the replacement costs to the building compounded with the hard insurance market in British Columbia, the Strata Corporation renewed their insurance with a 94% increase in premium and an increase in the deductible from \$35,000 to \$250,000 for water damage and sewer backup. This has been seen in many Strata Corporations throughout British Columbia in the last quarter of 2019. There are less insurers in the market willing to insure Strata Corporations, thus decreasing competition and increasing prices of premiums and deductibles overall. There have been some lobby groups speaking to the Provincial Government and the Insurance Brokers Association of Canada as well as the Insurance Brokers Association of British Columbia to see what fundamental changes the government may be able to make, in hopes of mitigating these increases for all Strata's in the future. Owners were notified of the increase in deductible and should be actively if not already have placed coverage for the high deductible amount. It is important to know and it is an Owner's responsibility to have this coverage, as there is a real threat of the Strata Corporation having to pursue an Owner for a deductible and having to have a court ordered sale if they are not able to come up with the funds to cover this amount.

b) **Water Risk Management:**

Mr. Paul Fodchuk presented to the Strata Council a plan to investigate and to look at ways to be proactively mitigating water risk in the building. He will be reviewing different areas to see what plans and policies can be put in place to help reduce the risk of any water losses for the Strata Corporation in the future. The rest of the Strata Council Members have thanked Mr. Fodchuk for his volunteer efforts in this matter and will allow him to explore this further.

c) **Visitor Parking Abuse:**

As of lately, the last two months have seen increased abuse in visitor parking by Residents leaving their vehicles or parking their second vehicles in the visitor parking area. This is a reflection of the patrols not being done by the Concierge service. The Strata Agent was instructed to have a conversation so that Concierge is back to standard parkade patrol and bylaw enforcement and vehicle towing, if necessary.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, July 15, 2020.**

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:25 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
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Agents for Strata Plan EPS4147  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

### RANCHO'S INTERNET SITE

Please be advised we have launched myRanchoStrata, wherein each Owner now has an individual log-in to view minutes, notices, and other strata-related documents online for the strata at which they own a unit. As such, if you have not registered yet for your individual log-in, please go to [www.ranchovan.com](http://www.ranchovan.com) and click on "Register Now for your new Log-in". Any questions and comments can be forwarded to us by email at: [pmgr@ranchogroup.com](mailto:pmgr@ranchogroup.com) or by calling us at: (604) 684-4508.

**STRATA CORPORATION EPS4147  
“MET 2”  
6538 NELSON AVENUE  
BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON WEDNESDAY, MAY 13<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Paul Fodchuck – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Albert Lam – Treasurer  
Tiffany Cheung – Secretary

**GUESTS**

Strata Lot 175 – Owner’s Representative  
Strata Lot 11 – Son of Owner

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUEST SPEAKERS**

a) **Strata Lot 175:**

The Owner requested a hearing to discuss with the Strata Council on a matter concerning a Form K bylaw infraction. The conversation with the Council continued to an incident which happened with their Tenant on April 25, 2020. The incident involved their Tenant creating a nuisance to the other Residents on the 25<sup>th</sup> Floor and engaging in a verbal and almost physical altercation.

During this conversation, the Owner’s Representative volunteered information that they are considering looking at removing their Tenant due to all of the trouble that they have caused for the Strata Corporation and the Owner. The Owner’s Representative was then thanked for their time and excused from the remainder of the meeting.

b) **Strata Lot 11:**

The Owner’s Representative, a family member of the Owner of Strata Lot 11, requested to attend tonight’s meeting to dispute a bylaw infraction concerning a short term rental violation. Having explained to the Owner’s Representative that the new strata bylaws had been distributed to all Owners for quite some months and knowing that Strata Lot 11 does not seem to have exercised the responsibility of an Owner to at least participate in the general meetings and/or to review the Council Meeting Minutes, the Strata Council believes the Strata Corporation must be fair to other Owners with similar

2. **GUEST SPEAKERS – CONT'D**

b) **Strata Lot 11 – Cont'd:**

contravention. It was **MOVED, SECONDED**, and **CARRIED** to retain \$1,000 fines against Strata Lot 11 on this infraction. There was a question and answer period between the Owner's Representative and the Strata Council, they were then thanked and excused from the remainder of the meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on April 8, 2020. The minutes were **MOVED, SECONDED**, and **CARRIED** to be approved as presented.

4. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuck provided the Council with an update and report for the month of May 2020. Due to the COVID-19 pandemic, the Met Amenities area, including the facilities, gym and the swimming pool area are currently closed. This is due to an order given by Fraser Health Authority to have these amenities closed until May 30, 2020. The Committee will be following guidelines as set by the Office of the Provincial Health Officer to see what transpires with the public community centres before they consider a gradual re-open. At the same time, this will allow the Met Amenities Committee to plan for a re-open and have the necessary limitations and steps in place.

There was also discussion regarding the booking system through Rancho Concierge Online service or RService and some discrepancies between the Met tower and the Met 2 tower, with some of the features not working for the Residents. A question that was put back to the Met Amenities Representative was to find out why certain features for the booking on RService were not working even though both buildings are managed by the same management company have the same Concierge service and the same software.

Out of the study of the gas consumption of the pool heaters and the meters that were installed last year, there is potential that the Fortis BC gas bill may need to be reviewed by the Met Amenities Committee. Any Owners with concerns of the Met 2 Strata Corporation's gas invoice are being reviewed by the Met Amenities Committee, and potentially any non-Owners of Met 2 should share their concerns and write in to the Strata Agent within 30 days of this meeting.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the period ending March 31, 2020 were reviewed at tonight's meeting. The Strata Treasurer was not available to attend the meeting and the Council decided to **DEFER** the approval of the March 31, 2020 financial statements.

5. **FINANCIAL REPORT – CONT'D**

b) **Accounts Receivable:**

The accounts receivable was also reviewed at tonight's meeting with a number of Owners with outstanding strata fees that need to be pursued through collections. The Strata Agent was asked about Strata Lot 52 and their status of fees to be collected.

6. **COMMON PROPERTY WARRANTY**

The 5 year warranty will expire July 4, 2022.

The Strata Corporation is currently dealing with Concord Pacific on a building envelope matter near the bowling alley in which a claim has been filed through the Developer. This is currently under investigation and will require 3<sup>rd</sup> party warranty involvement in making a recommendation on responsibility.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

There are no items to report on from the previous meeting.

8. **CORRESPONDENCE**

The Strata Council reviewed the May letter log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

9. **NEW BUSINESS**

a) **Closure and Restriction in Visitor Parking:**

Due to the Pandemic, it has been noted that the visitor parking has been extremely full in the past two months which is contrary to the social distancing and recommendation guidelines from the Office of the Provincial Health Officer of British Columbia. The Council has concerns that the building has had excessive visitors which may lead to potentially increased cases of COVID-19 illness and spread within the province. The Council discussed restricting visitor parking to change the rules so that any essential visitors using the parking should be using it by registration via the Concierge desk only. It was moved then **MOVED**, **SECONDED**, and **CARRIED** for the Strata Agent to execute a rule to enforce visitor parking only by use of registration at the Concierge desk, rather than through using visitor parking passes. In the case that the COVID-19 pandemic reported illnesses increase in the near future, the Council does not wish to enact this rule after tonight's meeting, however, if given the authority for Rancho Management Services to publish and enact this rule when necessarily convened at a meeting or electronically.

9. **NEW BUSINESS – CONT'D**

a) **Closure and Restriction in Visitor Parking – Cont'd:**

The second step of helping to stop the spread of the diseases, may be to limit and restrict the visitors from the building who have no business there and are not a Resident of the building of Met 2. The Council discussed this as a possible action in the future, should the cases in the province act up in the second wave.

b) **Townhouse Rooftop Garden Maintenance:**

It was brought up for discussion that the growing season is upon us and that the rooftops are showing weeds and the built up of garbage and debris. The Strata Agent was asked to the landscapers look at weed clean up and litter patrol on the rooftops as soon as possible.

10. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, June 10, 2020.**

11. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED,** and **CARRIED** to terminate the Strata Council Meeting at 8:43 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4256  
Email: [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

**COMMUNICATION**

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD VIA TELECONFERENCE, BC ON WEDNESDAY, APRIL 8<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Elton Wat – Vice President / Privacy Officer  
Albert Lam – Treasurer  
Tiffany Cheung – Secretary  
Paul Fodchuck – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Michelle Lee – President

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on March 11, 2020. The minutes were **MOVED**, **SECONDED**, and **CARRIED** to be approved as presented.

3. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuck has given the Strata Council a brief update prior to tonight’s meeting, on the recent discussion and changes happening to The Met Amenities area. For further information, please refer to the Met Amenities Committee meeting minutes. In short, due to the Covid-19 pandemic, the Met Amenities area has been closed for the time being.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the period ending February 29, 2020 were reviewed at tonight’s meeting. The Strata Treasurer indicated that there may be some accruals from last year or a miscalculation in the overall general building maintenance year to date as it seems to be higher than it should be. As well, there was discussion with regards to a Contingency Reserve Fund withdrawal for an insurance deductible, which will be

4. **FINANCIAL REPORT – CONT'D**

a) **Financial Statements – Cont'd:**

replenished when the full receivables is received back from the Strata Lot Owner that has been charged as well. Lastly, Rancho Management Services was posed with a question to inquire about the accounts payable year to date and why it was so high.

After no further questions it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements ending on February 29, 2020.

b) **Arrears:**

The Strata Council also reviewed the accounts receivable at tonight's meeting to go over any outstanding fees and fines year to date. It was noted that there are two Owners with outstanding amounts that need to be collected for chargebacks. The Strata Agent was given instruction to follow up and enforce the bylaws through penalties and fines as they should be.

c) **Transit Pass Account:**

The Strata Agent updated the Strata Council with the Transit Pass Fund details which have been invested into long term GIC's (Guaranteed Investment Certificates). Based on the projection of how much reimbursement goes back to the Owners for the Transit Fund each month, the Strata Corporation should have approximately a year's worth of funds left for reimbursement. This would mean that they would need to cash out the GIC's at this time. The Strata Agent was asked to find out what the transactional fee or penalties would be for this withdrawal and to have this done, if necessary.

5. **COMMON PROPERTY WARRANTY**

The 5 year warranty will expire July 4, 2022.

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Concierge Reporting for Strata Lot Entrance for Maintenance:**

The Strata Agent confirmed with CMI Concierge that they have their own online reporting system for any trades that enter Strata Lots to perform maintenance work or for entry into the suite when the Owner is not home and emergency access is required. It was suggested that the Concierge provide that report and document to each Homeowner and to Rancho Management in printed or electronic format within 24 hours of the Strata Lot access. The Strata Agent will have this communicated to CMI Concierge.

b) **Elevator Cab Door Issues:**

The Strata Agent reported that Metro Elevator have returned to investigate the door operator in Elevator Cab #3 and could not find any issues to remedy and could not recreate the problem. All seems to be in good operation and safe for Residents' use.

7. **CORRESPONDENCE**

The Strata Council reviewed the April letter log. After reviewing the log, it was **MOVED, SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

7. **CORRESPONDENCE – CONT'D**

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Concierge Desk:**

There was report to the Council from the Concierge of having people walk behind the Concierge Desk for no reason at all and uninvited. It was recommended that the Concierge staff use the plastic stanchions from the building and surround the desk to block off access.

b) **Noise Memo:**

Due to the Covid-19 pandemic, Residents are at home on a full time basis. Residents are reminded to be courteous to their neighbours with regards to creating excessive noise. Rancho Management will send out a memo to remind everyone in the building to be cognizant of noise transmission and to be respectful and patient with each other as many are working from home during daytime hours and at evening time. This memo is to be delivered to every suite door as some Residents may not use electronic communication or the units may be tenanted.

c) **Elevator Display Buttons on P3:**

It was recently reported that the elevator display buttons on parking level 3 have not been in working order for the last couple of days. The Strata Agent is to follow up to see if there are incoming repairs for this issue.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, May 13, 2020.**

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 7:35 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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Direct Line: (604) 331-4256  
Email: [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council*

## INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (i.e. hardwood floors installed by the Developers are covered by the Strata's insurance policy, but hardwood floors installed by an Owner after the time of purchase are not covered by the Strata's insurance policy). As per the Act, Owners are required to have insurance for their contents, improvements and betterments, liability, and insurance deductible, including water damage. Owners should consult an insurance agent to ensure that they have proper coverage.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, MARCH 11<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Albert Lam – Treasurer  
Tiffany Cheung – Secretary  
Paul Fodchuck – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**GUESTS**

Owner of Strata Lot 210  
Tenants of Strata Lot 176

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUESTS**

a) **Owner of Strata Lot 210:**

i) **Power Factor:**

The Owner of Strata Lot 210 requested to discuss with the Strata Council a few matters concerning the building and Met Amenities. The Owner brought forth a discussion point of the power factor correction in the main electrical room of the building. His suggestion was that the Strata Corporation find out what they have been paying, the access for the power factor surcharges, and also investigate what the cause is rather than installing a capacitor to fix the issue. The Strata Council will take this into consideration.

ii) **Amenities:**

The Owner also discussed the amenities in some of the rooms and made a recommendation for the Committee to bring back to the Met Amenities Committee for waiving the user fee for the dance studio.

iii) **HVAC:**

The Owner also discussed with the Strata Council the services provided by the HVAC mechanical company, as well as ensuring that the scope of work is reviewed from time to time for performance.

2. **GUESTS – CONT'D**

a) **Owner of Strata Lot 210 – Cont'd:**

iv) **Condo Insurance:**

The Owner discussed what was currently in the news regarding the Strata Corporation's insurance increases throughout the province. The Strata's insurance does not renew until later this June, in which should there be a change in deductible, the Strata Council will notify the Ownership in order to have proper coverage. The Owner was then excused from the remainder of the meeting.

b) **Owner of Strata Lot 176:**

The Tenants and their friend, another Resident of the building, attended tonight's meeting to discuss previous fines. The Tenant advised that they did not get the letters until the landlord had presented them with the bylaw infractions. There was a question and answer period regarding the validity of the infractions. The Strata Council answered them as best as they could. They were thanked and excused from the remainder of the meeting. The Strata Council discussed further on what was presented to them to consider as an appeal to the bylaw infractions. The Council's decision was to waive the bylaw fine in September 2019 for balcony smoking but retain the decisions on fines on the other infractions discussed.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on February 10, 2020. The minutes were **MOVED, SECONDED, and CARRIED** to be approved.

4. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Representative, Mr. Paul Fodchuk, provided Council with a summary and report prior to tonight's meeting to review the recent discussion. From this discussion, one of the items that was requested for the Met Amenities Committee to review and to see if there is a possibility they could implement, is to use credit card payment through hardware and software, such as square. The Strata Agent will ask the Met Amenities Representative to investigate further if this is a possibility, even at extra cost to the end user.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the four month period ending January 31, 2020, were reviewed at tonight's meeting. There was some questions regarding the transit funds which have been held in trust. The Strata Council forecasts that within this fiscal year, there is a possibility that the transit funds may be used up in reimbursements in which at that point will conclude any reimbursement for transit funds for Owners. There being no further questions, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements ending on January 31, 2020.

5. **FINANCIAL REPORT CONT'D**

b) **Arrears:**

The Strata Council reviewed the accounts receivable and instructed the Strata Agent to ensure that fines are collected and outstanding amounts are pursued for outstanding strata fees and chargebacks. The Strata Council discussed an outstanding deductible owed by an Owner due to an insurance claim. The Strata insurance, legal coverage through DAS Canada, have confirmed coverage and will be assigning a lawyer to the Strata Corporation at no charge to collect the outstanding amounts.

6. **COMMON PROPERTY WARRANTY**

The 5 year warranty will expire July 4, 2022.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

There was nothing to report.

8. **CORRESPONDENCE**

The Strata Council reviewed the March letter log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

9. **NEW BUSINESS**

a) **Shared Night Security Guard:**

The Strata Corporation was approached by a neighbouring Strata called Park Metrotown to join in to a shared security patrol between the two Strata's. It was suggested and discussed via email and at tonight's meeting the Council decided that they cannot commit to any additional security patrol as it would affect their current budget with their current contract for their 24-hour concierge coverage. At this time, the Strata Council have decided to decline and keep their 24-hour concierge and reserve discussion of this item at their Annual General Meeting in the fall.

b) **Elevator Cab 3:**

There have been reports that elevator cab 3 has been acting up. The door does not open properly on certain levels. There are no current safety concerns regarding the operation; however, the reports will go into Metro Elevator to have this reviewed and corrected as soon as possible.

9. **NEW BUSINESS – CONT'D**

c) **Neighbouring Development:**

The Strata Corporation has been approached by the Developer, Ledingham McAllister, on future development of two properties at the 4900 block of Bennett Street. They are interested in discussing mutual reciprocal agreement for the period during construction in which there will be some legal agreements in place. The Strata Council agreed this is necessary and are open to discuss this further. A suggestion was brought forth that the decision for these agreements should go before the Owners at a Special General Meeting.

10. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, April 8, 2020.**

11. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 9:07 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
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Email: [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## COMMUNICATION WITH STRATA COUNCIL

The Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write to the Strata Council, via Rancho Management Services, at 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, or via email to your Strata Agent, on any Strata Corporation matter. Correspondence received will be presented to and reviewed by the Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON MONDAY, FEBRUARY 10<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President (*Arrived at 6:45 p.m.*)  
Elton Wat – Vice President / Privacy Officer  
Paul Fodchuck – Met Amenities Representative  
Tiffany Cheung – Secretary  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Albert Lam – Treasurer

**GUEST**

Owner of Strata Lot 174

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUEST**

The Owner of Strata Lot 174 requested a hearing tonight with the Strata Council to discuss an ongoing cigarette smoke smell in the common area and in-suite that has been a nuisance. The Concierge and the building staff have been working to try and identify the source of the smell. There was a question to have the mechanical airflow reviewed by the Strata’s mechanical which the Strata Agent will arrange. A Council Member has volunteered to be contacted by the Concierge when the Owner of Strata Lot 174 discovers the smoke smell and reports to the Concierge next time. The Owner then thanked the Council and was excused from the remainder of the meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on January 9, 2020. The minutes were **MOVED, SECONDED, and CARRIED** to be approved.

4. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Representative, Mr. Paul Fodchuk, reported back on a number of items since the last meeting for the Met Amenities Committee. They have been analyzing and reviewing the expenses as well as the revenue to reconcile some of the room bookings to the reporting. In addition, they have revised and passed some rules which have now been published for both The Met and Met 2 Strata. There was discussion of brainstorming of making some of the common area rooms to be able to be used for casual use. The Strata Council will need to discuss this further and to get feedback from The Met before making any final changes.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the four month period ending December 31, 2019, were reviewed at tonight's meeting. There was an overage of expenses for general building repair and maintenance in which the Strata Agent will inquire and report back to the Strata Council subject to that information, there were no further question on the overall expenses year to date to the end of December 2019. It was then **MOVED**, **SECONDED**, and **CARRIED** to be approve the four month financial statements ending on December 31, 2019.

b) **Arrears:**

The accounts receivable was also reviewed at tonight's meeting. It was noted that there was one outstanding deductible chargeback to a Strata Lot Owner for an insurance claim due to a toilet overflow. The Strata Agent was instructed to collect all remaining outstanding fines and chargebacks.

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Garage Gate Sensors and Emergency Shut-Off:**

The work approved for overhead door to install an emergency shut off on the main gate as well as the dual sensors on all three gates have now been completed.

7. **CORRESPONDENCE**

The Strata Council reviewed the February letter log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Quad Logic Meters for EV Charging:**

During construction of the Met 2 building, the Developer, Concord Pacific installed Quad Logic meters in the building's infrastructure to be able to read the usage and the consumption of each of the plug-in ready parking stalls. This would provide to the Strata Corporation a more detailed review of the consumption of each of the EV charging parking stalls. Currently, as there is low usage of plug-in ready parking stalls and the common EV charging station stalls make it not necessary for the Strata to invest into the operation of the Quad Logic meters at this time. Rancho Management Services advised that they have an IT Team Member who is looking into setting this up for future use.

b) **Concierge Inspection and Notice of Entry Form:**

The Strata Council asked the Strata Agent to follow up with CMI Concierge to inquire if a unit access form has been developed by CMI Concierge. The form is to list any particulars and the reason for unit access and it would be left for the Owner to review post access.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, March 11, 2020.**

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:13 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## EMERGENCY PROCEDURES

*(After regular hours)*

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON THURSDAY, JANUARY 9<sup>TH</sup>, 2020 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President (*Arrived at 6:45 p.m.*)  
Elton Wat – Vice President / Privacy Officer  
Albert Lam – Treasurer  
Paul Fodchuck – Met Amenities Representative

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**GUEST**

Nick Tabako – Pacific West Mechanical

**REGRETS**

Tiffany Cheung – Secretary  
Shawn Flintoff – Member at Large

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUEST SPEAKER FROM PACIFIC WEST MECHANICAL**

Pacific West Mechanical was invited to tonight’s meeting to discuss the hydro jetting project which is under way for the lower stack units. This will involve installing clean-outs on the 5<sup>th</sup> floor in order to be able to access and properly jet the main kitchen drainage lines as a preventative measure for any sewer backups. The recommendation is to continue to do the hydro jetting at least once per year. Pacific West Mechanical will be monitoring the building sewer system throughout the year for any anomalies. There was a question and answer period regarding the costs and budget. The Strata Council was given a budget to prepare at least \$40,000 each year for this type of work as preventative maintenance. Mr. Tabako was then thanked and excused from the remainder of the meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on November 13, 2019. The minutes were **MOVED** (by Elton Wat), **SECONDED** (by Albert Lam), and **CARRIED** to be approved.

4. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuk is the Met Amenities Representative and had a recent meeting in December 2019 with the Committee to discuss some of the items remaining from last year's meeting. He went over the financials and had some questions regarding some expenditures as well as future plans this year will be reviewing and establishing the Rules. There were some recommendations from Met 2 such as installing a message board with the Rules in front of each of the amenity spaces which Met 2 will undertake under the Met Amenities budget.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

The 2<sup>nd</sup> and 3<sup>rd</sup> month financial statements ending October 31 and November 30, 2019 were reviewed at tonight's meeting. The first two months show an operating deficit due to the expenses in the first year and the previous year's surplus in the approximate amount of \$71,000 not being carried over in its entirety. This is essentially a false operating deficit at the beginning of the year as throughout the year the expenses will catch up with the surplus. There being no further questions relating to expenditures for these two months of financial statements, it was then **MOVED, SECONDED, and CARRIED** to approve the financial statements ending on October 31 and November 30, 2019 as presented.

b) **Arrears:**

The Strata Council reviewed the accounts receivable and noted that the overall amounts owing in strata fees, fines and chargebacks total approximately \$21,000. The Council gave instruction to the Strata Agent on two (2) units Strata Lot 51 and Strata Lot 226 to proceed with the next of collection in petition for order for sale, as leans have been placed on both of these units' accounts. For the remainder of the arrears, instruction was given to the Strata Agent to collect and to uphold the Bylaws.

6. **COMMON PROPERTY WARRANTY**

The next expiration for the common property warranty is the 5 Years Building Envelope Warranty which expires on July 4<sup>th</sup>, 2022.

7. **CORRESPONDENCE**

The Strata Council reviewed the January letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Overhead Gate Safety Devices:**

As a result of the discussion in the last meeting where there were two vehicle accidents dealing with overhead gates. The Strata Council asked the Strata Agent to provide quotations from Overhead Door to install secondary sensors on all three gates, as well as an emergency power shut off for the main gate. This was provided to the Council for consideration. It was then **MOVED, SECONDED, and CARRIED** to approve the installation of additional sensors for all three gates as well as the emergency shut off.

b) **In-Suite Access for Service and Maintenance:**

The Strata Council discussed the importance of providing access for annual service such as in-suite heat pump maintenance twice a year, fire inspection of safety devices as some that are crucial and are important to prevent any insurance claims in the future. Residents are reminded that as per the Strata's Bylaws, not providing access could result in a fine of up to \$200 as well as a chargeback for the service call of \$150 totaling \$350. The Strata will post a memorandum as a reminder for the next in-suite servicing and access requirement.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Monday, February 10, 2020.**

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:44 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4256  
Email: [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## MYRANCHOSTRATA VERIFICATION

Your online security is important to us, which is why we at Rancho are taking extra steps to prevent any unauthorized activity from your myRanchoStrata account. If you are a registered user, you will or have already received a letter in the mail with your verification code. Please ensure to enter your verification code in 2 weeks from the date of the letter to maintain your online security.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, NOVEMBER 13<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Michelle Lee – President  
Elton Wat – Vice President / Privacy Officer  
Albert Lam – Treasurer  
Tiffany Cheung – Secretary  
Paul Fodchuck – Met Amenities Representative  
Shawn Flintoff – Member at Large

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**GUEST**

Owner of Strata Lot 46

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUESTS**

- a) **Strata Lot 46:**  
The Strata Lot Owner did not show for the guest hearing.

3. **ELECTION OF OFFICER POSITIONS**

The first order of business following an Annual General Meeting is the election of officer positions for the following fiscal year. The following Council Members were then nominated and then elected to the following positions:

*Michelle Lee – President*  
*Elton Wat – Vice President / Privacy Officer*  
*Albert Lam – Treasurer*  
*Tiffany Cheung – Secretary*  
*Paul Fodchuck – Met Amenities Representative*  
*Shawn Flintoff – Member at Large*

4. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on September 11, 2019. There being no errors or omissions, it was **MOVED** (by Elton Wat), **SECONDED** (by Albert Lam), and **CARRIED** to approve the minutes of the September 11, 2019 meeting.

5. **COMMITTEES**

a) **Met Amenities Committee:**

Mr. Paul Fodchuk has volunteered to be the Met Amenities Representative and will be representing Met 2 at the next Met Amenities Committee Meeting. Their next order of business is to review the Met Amenity rules and to ensure that the revisions are agreed upon by both Strata Corporations.

6. **FINANCIAL REPORT**

a) **Financial Statements:**

The first month period financial statements ending September 30, 2019 were reviewed at tonight's meeting. The September statements are based on last year's budget as the Annual General Meeting has not occurred at the end of September. There being no further questions regarding the September financial statements, it was **MOVED**, **SECONDED**, and **CARRIED** the financial statements ending on September 30, 2019.

b) **Arrears:**

The Strata Council also reviewed the accounts receivable and noted a receivable amount of approximately \$18,000 outstanding in fines and chargebacks at the end of October 2019. The Council discussed Strata Lot 121 and its outstanding fines. The Strata Council decided that these fines at this time will be unrecoverable and have agreed to have these fines written off, including any lien charge for strata fees that have already been paid.

c) **2019 Financial Audit:**

A proposal was provided by Dong Russell & Company Inc. to review the 2018/2019 financial statements. Dong Russell & Company have previously finalized the financial review for the first fiscal year. After the Strata Council discussed this matter, it was **MOVED**, **SECONDED**, and **CARRIED** to engage Dong Russell & Company Inc. to complete the 2018/2019 financial statement audit.

7. **COMMON PROPERTY WARRANTY**

The next expiration for the common property warranty is the 5 Years Building Envelope Warranty which expires on July 4<sup>th</sup>, 2022.

There was a question raised from the Council with regards to a previous warranty review under the 15-Month period, to see if there was any way in pursuing comment from the engineers about the parkade membrane being not as thick in some areas as it should be.

8. **CORRESPONDENCE**

The Strata Council reviewed the November log. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

9. **NEW BUSINESS**

a) **Parkade Overhead Gates:**

The Strata Council discussed a recent incident in which a vehicle was damaged by the main overhead gate due to the driver stopping for a period of time underneath the gate. Residents are reminded not to stop directly underneath an overhead gate, as the overhead eye sensors are not at the height of some higher SUV's and these may not trigger the safety sensors. As vehicles pass, the wheels in the front bumper are usually designed to trigger the safety sensors, however, it has been discovered that stopping in the path of a gate will not prevent the electronic eye trigger. There was discussion about adding a secondary sensor and the Strata Agent was asked to get a quotation to have this added.

The Council discussed on the suggested signage 'Do not stop under the gate' and was in the position to believe such a sign may actually confuse other owners. Suggestion from the owner involved in the incident was declined.

The Strata Council would also like to have the Strata Agent inquire further to see if there is an override button option that would engage the gate in case of an emergency.

b) **Electronic Delivery of Correspondence:**

There was some brief discussion at the Annual General Meeting regarding converting the Ownership to electronic correspondence for Annual General Meetings, Special General Meetings and for any general correspondence. The Council decided to **TABLE** this for discussion at the next meeting.

c) **Smoking Issues:**

All Residents are reminded that Met 2 is a smoke free building in which the Owners approved a bylaw making smoking of any tobacco or marijuana products prohibited on any Met 2 limited common property and within strata lots. If Residents are bothered or are subject to a nuisance of someone else smoking, this should then be reported directly to the Strata Agent and the on-site staff.

d) **Report/Notification of Strata Lot Access:**

Upon receiving a complaint to Strata Council from an Owner who had some emergency work done in a suite by a mechanical company. There was concern that proper protocol was not followed by the Concierge Staff in providing notice to gain entry. The Council believes that a checklist or some other medium of communication should be provided to the Strata Lot Owner if their unit is accessed in times of emergency work. The Strata Agent was asked to go back to CMI Concierge to ask them to devise or to produce a

9. **NEW BUSINESS – CONT'D**

- d) **Report/Notification of Strata Lot Access – Cont'd:**  
communication tool, which will list out any type of work/steps that would take into contact the Owner, and any repairs or work that was done inside the unit that the Strata Lot Owner should be aware of.
- e) **Chemical Window Cleaning:**  
The chemical window cleaning has been completed and there has been some positive feedback from the Owners at the Annual General Meeting. There was some discussion that some of the balcony glass railing may not have been completed. The Strata Council Members will check their own units' balconies to provide feedback to the Strata Agent to be passed onto the cleaning company.
- f) **December Holiday Bonuses:**  
The Strata Council discussed providing a thank you holiday bonus to some of the on-site staff. The Council will discuss this matter via email and will provide direction to the Strata Agent.
- g) **Visitor Parking Passes/Temporary Parking Passes:**  
When the Visitor Parking Rules were ratified at the Annual General Meeting, the subject of the temporary passes was approved to increase from a total of 3 to 5 within a 24 hour period, in order to accommodate larger groups of visiting guests. The Strata Council discussed the overall Visitor Parking Rules and will **TABLE** this to the next meeting for further discussion.
- h) **Garbage Room Signs:**  
The Council discussed adding some signage in the garbage room to ensure that Residents are not leaving any trash or unwanted items on the garbage room floor. The sign should state specifically to not leave any unwanted items in the garbage room.
- i) **Cleaning/Maintenance:**  
There was discussion from the Strata Council on the janitorial and maintenance services. There was some constructive feedback regarding some of the cleaning chemicals used while cleaning, which have left an unpleasant odour in the elevator as well as the P1 corridor by the bowling alley. This will be brought to attention to the janitorial/maintenance staff.

11. **NEXT MEETING**

The next meeting will be the Annual General Meeting on **Wednesday, January 8, 2020.**

12. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:51 p.m.

Strata Council Meeting Minutes for Strata Plan EPS4147  
Held on Wednesday November 13, 2019  
Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

**HOLIDAY GREETINGS**

**At this time, Rancho Management Services would like to wish everyone the best of the  
Holiday Season!**

**Please note that during the Christmas Holidays and the New Year period any emergency  
situations can be handled by contacting Rancho's 24 hour emergency number.**

**RANCHO'S CHRISTMAS HOURS**

<b>FRIDAY, DECEMBER 13<sup>TH</sup>, 2019</b>	<b>CLOSED AT 1:00PM</b>
<b>TUESDAY, DECEMBER 24<sup>TH</sup>, 2019</b>	<b>CLOSED AT 3:00PM</b>
<b>WEDNESDAY, DECEMBER 25<sup>TH</sup>, 2019</b>	<b>CLOSED</b>
<b>THURSDAY, DECEMBER 26<sup>TH</sup>, 2019</b>	<b>CLOSED</b>
<b>TUESDAY, DECEMBER 31<sup>ST</sup>, 2019</b>	<b>CLOSED AT 3:00PM</b>
<b>WEDNESDAY, JANUARY 1<sup>ST</sup>, 2020</b>	<b>CLOSED</b>

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE GAMES ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE, BURNABY,  
BC ON WEDNESDAY, SEPTEMBER 11<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer  
Carol Hoi Man Tong (*Arrived at 6:51 p.m.*)  
Elton Wat – Vice President/Privacy Officer

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**GUEST**

Tenants of Strata Lot 193  
Mr. Aubrey Holmes of Park in All  
Owner of Strata Lot 25

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUESTS**

a) **Strata Lot 193:**

Guests from Strata Lot 193 requested a hearing to speak in front of the Strata Council regarding a bylaw infraction. The Council listened to the Tenant’s statement and exchanged a brief period of question and answer. The Tenant was then thanked and excused from the remainder of the meeting. Due to inaccuracy on the information of the contravention, Council decided to remove this infraction.

b) **Mr. Aubrey Holmes from Park in All:**

Mr. Holmes requested to attend the Strata Council Meeting to discuss and present his proposal for a mobile phone based visitor parking pass system. He provided that this would replace the physical visitor pass system that is currently in place. The Strata may need to revise some of their Rules for visitor parking with this change. Mr. Holmes also promised to the Council a video shortly that would better explain the services of this visitor parking pass system for the Residents at Met 2. The Strata Council then thanked Mr. Holmes for his time and excused him from the remainder of the meeting.

c) **Strata Lot 25:**

The Owner of Strata Lot 25 requested a hearing tonight to discuss a couple of matters concerning suite access, the right and the notice of entry for Strata Corporation and a

2. **GUESTS – CONT'D**

c) **Strata Lot 25 – Cont'd:**

proposed amendment of Bylaw 7 and lastly provided some ideas on the water problems in the Met 2 building. The Resident also provided some good insight and some ideas for bylaw revisions for the Strata Council to think about prior to the next Annual General Meeting. The Owner was then thanked, promised for an investigation and excused from the remainder of the meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on August 14<sup>th</sup>, 2019. There being no errors or omissions, it was **MOVED, SECONDED** and **CARRIED** to approve the minutes of the August 14<sup>th</sup>, 2019 meeting.

4. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Strata Agent will be preparing a proposed operating budget for the Met Amenities shortly. Once the proposal has been finalized, the Strata Council will have this approved by both Strata Corporations, before presenting it to their respective Ownerships at the Annual General Meetings.

There was a request for amenity space access. The Met 2 Council received a request from St. John's Ambulance first aid training Burnaby branch looking for a place to host their training sessions. The Strata Council discussed this and as they do not have full authority to grant access because the Met Amenities is shared between the two Strata Corporations, they decided that they would not also permit this as the use of these amenity spaces are for the strata fee paying Owners of Met 1 and Met 2. The Strata Corporation would not be able to accommodate room rental free of charge to this organization at this time.

5. **FINANCIAL REPORT**

a) **Financial Statements:**

Currently the financial statements for July 2019 have been reviewed at tonight's meeting and also at the beginning of the last meeting as the statement was already published. There being no further questions it was **MOVED, SECONDED** and **CARRIED** the 11 month financial statements ending July 31, 2019.

b) **Arrears:**

The Strata Council also reviewed the accounts receivable and noted that there are eleven (11) Strata Lots carrying the load of the arrears balance. The Strata Agent was given the unit numbers to provide a detailed ledger for the amounts that are outstanding for each unit.

c) **Proposed Operating Budget:**

The Strata Agent presented to the Strata Council with the first draft of the proposed operating budget based on the year-end forecast. Currently, there will be a balanced budget due to a surplus being carried over in the current fiscal year. One of the items to note was the insurance which was renewed recently on June 5, 2019. The premium

5. **FINANCIAL REPORT – CONT'D**

- c) **Proposed Operating Budget – Cont'd:**  
on the insurance has significantly increased and is projected to increase again in the year 2020. The Strata Council has decided to increase the budget line for insurance up to \$200,000.00.
- d) **Draft Audited Financial Statements:**  
The final copy of the Dong Russell financial audit for the 2017/2018 fiscal year is now complete. The Strata Council **MOVED, SECONDED, and CARRIED** to approve this and Owners will be able to access the financial audit on myRanchoStrata.

6. **COMMON PROPERTY WARRANTY**

The next expiration for the common property warranty is the 5 Years Building Envelope Warranty which expires on July 4<sup>th</sup>, 2022.

7. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

- a) **Rubber Speed Bumps:**  
The Strata Agent obtained a 3<sup>rd</sup> quotation for rubber speed bumps to be installed, which will include the x-ray and scan before any drilling takes place. The Strata Agent was asked by the Strata Council to expedite this project immediately.
- b) **Exterior Building Acid Wash:**  
Upon discussion at the last meeting, the Strata Agent was to obtain further competitive quotes for the full acid clean of the exterior windows which mostly have a residue or an adhesive film on them due to construction. After reviewing the quotations from Champion Window and Pressure Cleaning Services and from All Star Window & Pressure Cleaning Systems it was **MOVED, SECONDED, and CARRIED** to approve the exterior work to Champion Window and Pressure Cleaning Services.
- c) **Landscape Bollard Light:**  
The Strata Agent reviewed the locations for this landscape bollard light which will be placed in the rear courtyard as it has now arrived via special order.

8. **CORRESPONDENCE**

The Strata Council reviewed the September log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

9. **NEW BUSINESS**

a) **Concierge Services Contract:**

The Strata Council reviewed the proposal from CMI Concierge and their justification for the increase. The Strata Council has some concerns regarding some of the staff turnover as well as the performance in certain shifts. The Council will review this, but at the time being would prefer to go month to month on their contract for 24 hour security.

b) **Annual General Meeting Planning:**

The Annual General Meeting has been scheduled for October 30, 2019, the location of the meeting is to be announced shortly. The Strata Council agreed that the framework of this upcoming Meeting will include the passing of Rules for parcel and for visitor parking, the passing of Bylaws for chargebacks, Depreciation Report deferral as well as a special levy for the Reciprocal Easement Agreement with the Met 1 building.

11. **NEXT MEETING**

The next meeting will be the Annual General Meeting on **Wednesday, October 30<sup>th</sup>, 2019.**

12. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 9:18 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

**STRATA FEES/PRE-AUTHORIZED DEBIT**

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4262. Owners who are not yet on the Pre-Authorized Debit (P.A.D.) Program should contact the same number to obtain a form. The P.A.D. Program is the required payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, AUGUST 14<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer

Carol Hoi Man Tong (*Arrived at 6:37 p.m.*)

Elton Wat – Vice President/Privacy Officer (*Left at 8:39 p.m.*)

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Mei Yu (Tobey) Chow – Secretary/Met Amenities Representative

**GUEST**

Owner of Strata Lot 206

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **STRATA COUNCIL MEMBER RESIGNATION**

Strata Council Member Mei Yu (Tobey) Chow tendered her resignation from the Strata Council. She has recently sold her unit and will no longer be eligible to serve on the Strata Council. The Council thanks Mei Yu (Tobey) Chow for her service and time spent volunteering for the Met 2 Strata Council and wishes her well.

3. **GUEST**

Owner of Strata Lot 206 attended tonight's meeting to discuss a bylaw infraction and to appeal a fine that was given. There was a lengthy question and answer period regarding this incident and advice was also given to the Owner on what to do in future situations regarding the parkade bylaws and parkade gate situations. The Owner was then thanked and excused from the remainder of the meeting.

4. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on July 22<sup>nd</sup>, 2019. There being no errors or omissions, it was **MOVED** by Albert Lam, **SECONDED** by Carol Hoi Man Tong, and **CARRIED** to approve the minutes of the July 22<sup>nd</sup>, 2019 meeting.

5. **COMMITTEES**

a) **Met Amenities Committee:**

There is a Met Amenities Committee scheduled for August 22<sup>nd</sup>, 2019.

6. **FINANCIAL REPORT**

a) **Financial Statements:**

Currently the financial statements for July 2019 have not yet been published, however, at a precursory look the Strata Agent observed that there is an operating surplus and one month remaining until the fiscal year end.

b) **Arrears:**

The Strata Council reviewed the accounts receivables and noted that there Owners outstanding for chargebacks and fines. Instruction was given by the Strata Council to the Strata Agent to continue to pursue where necessary.

Lastly a question arose from the Council President as to the whereabouts of the final draft for the financial audit for the previous year 2018.

7. **COMMON PROPERTY WARRANTY**

The next expiration for the common property warranty is the 5 Years Building Envelope Warranty which expires on July 4<sup>th</sup>, 2022.

8. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

a) **Asphalt Speed Bumps:**

The Strata Agent discussed with the Strata Council the findings from the contractors providing quotes for asphalt speed bumps. It would be more difficult to install this type of speed bumps due to the prolonged period of time necessary for the installation and to redirect the traffic throughout the parkade while the work is being done. The Council discussed again the idea of the rubber speed bumps that would be spiked into the concrete. Quotations that the Strata Council reviewed did include scanning and quarrying of the concrete slab to ensure that there would be no damage to any conduits, electrical or rebar underneath. The Council thought that if this was done properly with the contractors, that this may be the better option to proceed with.

It was **MOVED, SECONDED**, and **CARRIED** to approve the rubber speed bump installation in the ten (10) locations throughout the parkade to reduce the speed of vehicles.

b) **Rancho Management Fee Increase:**

After review at the last meeting and agreement by the Strata Council of the new fee increase of five percent (5 %). The Council asked for the extra wording to be added to the addendum and any changes to be disclosed.

It was **MOVED, SECONDED**, and **CARRIED** to approve the management fee increase.

9. **CORRESPONDENCE**

The Strata Council reviewed the August log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

10. **NEW BUSINESS**

a) **Annual General Meeting Planning:**

The Strata Council discussed the Annual General Meeting and would like to schedule it for Wednesday, October the 30<sup>th</sup>, 2019. The Strata Agent has already been in communication with Concord Pacific in looking at renting out some space in the Burnaby Presentation Centre. The Council went further to discuss some ideas for the proposed operating budget in projects to consider for next year which may include:

- Extra carpet cleaning,
- Deep polishing of the lobby marble floors,
- Increase capacity of the EV charging stations,
- Additional window cleanings for the year,
- Elevator floor tile replacement.

In addition, the other ¾ Resolutions to be considered include passing:

- Chargeback Bylaws,
- A special levy for legal opinion for the Met Amenities,
- A depreciation deferral by three quarter (3/4) vote,
- Ratification of all of the Met 2 Rules including Visitor Parking and Parcel and Packing Rules.

b) **Visitor Parking App Alternative:**

The Strata Agent presented to the Strata Council with a new company Park-In-All providing software that would automate and replace the current visitor parking pass system used. The Strata Agent will further investigate the cost and the setup of this system in the Met 2 building.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, September 11<sup>th</sup>, 2019.**

12. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:45 p.m.

Strata Council Meeting Minutes for Strata Plan EPS4147  
Held on Wednesday August 14<sup>th</sup>, 2019  
Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4256  
Email: [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## EMERGENCY PROCEDURES

*(After regular hours)*

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON MONDAY, JULY 22<sup>ND</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer

Mei Yu (Tobey) Chow – Secretary/Met Amenities Representative

Carol Hoi Man Tong (*Arrived at 6:46 p.m.*)

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Elton Wat – Vice President/Privacy Officer

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:46 p.m.

2. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on Wednesday, June 12<sup>th</sup>, 2019. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the June 12<sup>th</sup>, 2019 meeting.

3. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Committee met recently on July 15<sup>th</sup>, 2019 to review some changes. On the revision of the Met Amenities Rules there was some feedback given at the last meeting to bring back a revised version for each of the Strata Councils to review and approve. From the discussion at tonight’s meeting, the Met 2 Council gave instructions to make changes to a few of the following Rules. These are the notes and points discussed:

- Division 1 Section 15 – Should just be limited to owing of any strata fees or special levies.
- Section 18B – Wording should include proof of identity, sample forms include Form K – Notice of Tenant’s Responsibility or Rental Lease Agreement.
- Section 18G – Met 2 Committee Council agreed to leave as is.
- Operating Hours for the Karaoke Room – the Met 2 Council agreed to leave the closing time back at 10:00 p.m. and will handle any written complaints on a case by case basis. No complaints have been submitted to date.

3. **COMMITTEES – CONT'D**

a) **Met Amenities Committee:**

- Putting Green and Lawn Bowling – Hours are now 9 am till dusk.
- Games Room will remain with the name Games Room not Billiards Room.
- Item 21, Section 3 – Shall become Section 20, any reference to Section 20 will be changed again.
- Division 4, Section 6 – Should read no food or drink allowed except for water or sports drinks.
- Division 9, Section 5 – Should read no food or drink allowed except for water or sports drinks.
- Division 10, Section 5 – Should read no food or drink allowed except for water or sports drinks.
- Division 4, Section 9 – Should read 1 Guest for each Strata Lot and not for each Resident.
- Karaoke, Division 6, Section 2 – The Met 2 Committee are unanimously approving to remove the one (1) booking per day.
- Division 7 – Take out any reference to Grand Dining Room.

The Committee also discussed the Reciprocal Agreement and Met Amenities and are considering on obtaining legal opinion. It is in the Met 2 Council's opinion that there is no belief that there is any grievance or dispute on how Rancho Management is handing the Met Amenities contract. The budget or administrating of the Rules as set out in the Reciprocal Agreement, the Met 2 Council will consider putting this into next year's budget when planning for this, therefore the Met 2 Council at this point does not agree to proceed with the legal opinion of this matter and will need to take it to the Owners for further confirmation.

b) **Bylaws and Rules Committee:**

i) **Visitor Parking Rules:**

The Strata Council discussed the Visitor Parking Rules and agreed that there should be some changes made in response to some of the attempts of Residents to abuse the current Visitor Parking Rules, as well as creating forged parking passes. The first change would be that any wording in the Rules that mentioned vehicle to be changed to read per Strata Lot. Secondly, under Visitor Parking Rule 2, Subsection A – the Council decided a Rule should be passed that deals with any forgeries of visitor parking passes.

It was **MOVED, SECONDED, and CARRIED** to approve the follow Rule:

*“Only valid parking passes issued by the Strata Corporation will be used at any time. Unauthorized parking passes displayed will result in immediate towing without notice.”*

The Council agreed that this Rule for the visitor parking should be published in a memorandum and posted at the Concierge desk as soon as possible.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the period ending May 31 and June 30, 2019 were recently reviewed outside of this meeting. The Strata Council inquired about the sudden increase in janitorial cleaning and maintenance for the month of June. The Strata Agent will advise the Council of this prior to next meeting. In addition the year to date expense for the elevator is higher than what it was budgeted to be. The Strata Agent believes that some of the expense may have been carried over from the first year of 2017/2018 and was expensed recently.

There being no further questions it was **MOVED, SECONDED, and CARRIED** to approve the May and June financial statements as presented.

b) **Arrears:**

The Strata Council reviewed the accounts receivables and noted three units for an update on the collections. They are Strata Lots 246, 290 and 34.

5. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

a) **Asphalt Speed Bumps:**

The Strata Agent promised the Council that he is working on getting quotations for review for Asphalt Speed Bumps in the parkade and not just the rubber ones as quoted. Once these quotes are received, the Strata Council will be able to make a decision based on the comparison of the two.

6. **CORRESPONDENCE**

The Strata Council reviewed the July letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

7. **NEW BUSINESS**

a) **Plastic Bollard Quotes:**

The Strata Council discussed having plastic bollards instead of steel bollards installed near the Garbage Room double doors. The main concern was persons exiting from that Garbage Room door may be too close to main Parking Level 1 turn, located right after the main parking gate entrance. Cause at fault that the turn radius was too small to accommodate any bollards and therefore the project has been **DEFERRED**.

In addition, a new sign should be posted on inside of the double garage doors for the compactor, to direct persons not to use these doors, but to go through the main entrance instead.

7. **NEW BUSINESS – CONT'D**

b) **Rancho Management Fee Increase:**

The Strata Agent presented to the Council a proposal to consider the contract schedule fee increase by five percent (5%). There has not been a fee increase for the first and second year, however, due to rising operating costs for payroll and administration, the cost increase is required to justify the accounting and Strata Management services.

The Strata Council had a few questions regarding some of the changes from the first contract to the next and gave the questions to the Strata Agent to confirm.

c) **Annual General Meeting Venue:**

The Annual General Meeting should be scheduled for some time in late September to early October. Some possible venues for consideration are:

- Burnaby Firefighters Hall
- Concord Pacific Presentation Sales Centre at Metrotown
- Bonsor Recreational Centre
- Hilton Hotel at Metrotown

The date for the meeting is to be determined.

8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, August 14<sup>th</sup>, 2019**.

9. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 9:00 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## EXTENDED ABSENCE

Owners/Residents who are going away for an extended period of time must make arrangements to have someone inspect their suite on a regular basis. The following are suggested steps to be taken when planning on leaving for thirty (30) days or more:

- Notify the Concierge Staff of your absence
- Leave an emergency contact phone number
- Turn off all water supply lines in your suite  
(Concierge Staff can provide you with assistance if required)
- It is advisable that you have your suite checked at least once a week.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

---

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, JUNE 12<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer

Elton Wat – Vice President/Privacy Officer

Mei Yu (Tobey) Chow – Secretary/Met Amenities Representative

Carol Hoi Man Tong (*Arrived at 6:48 p.m.*)

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**GUESTS**

Owner – Strata Lot 25

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:48 p.m.

2. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on Wednesday, May 8<sup>th</sup>, 2019. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the May 8<sup>th</sup>, 2019 meeting.

3. **COMMITTEES**

a) **Met Amenities:**

From the recent Met Amenities Committee Meeting there was discussion regarding the pursuit of a legal opinion on the Reciprocal Agreement. As there was not a consensus between the two parties, the two representative Strata Corporations, it was requested to be brought back to Met 2 for further consideration. As there currently is no budget line for this expense of at least \$2,500, plus taxes, plus disbursements, for this legal opinion, Met 2 did not feel that it would be an appropriate expense on the Met 2 Owners' behalf, as they currently do not feel there is any immediate change needed on dealings with the Reciprocal Agreement and no financial deficit or detriment if the legal opinion is done now or later. Since there is no immediate urgency to have this completed, the Council would rather have the Met 2 Ownership approve this expense line at the budget approval at the 2019 Annual General Meeting.

3. **COMMITTEES – CONT'D**

b) **Shared Mobile Security:**

There is discussion to have a shared mobile security for the Rancho Management properties along Nelson Avenue and potentially other neighbouring South Burnaby Strata Corporations, to pay for a shared security patrol in the evenings. Currently Met 2 is on board and interested in participating and waiting for decisions from Met 1 Strata and The Park Metrotown Strata.

4. **FINANCIAL REPORT**

a) **Financial Statements:**

The financial statements for the period ending April 30<sup>th</sup>, 2019 were reviewed by the Strata Treasurer. There is currently showing an operating surplus for the month of April, as well as an overall surplus for year to date. There were a number of expense items which have not been expensed and the Strata Agent confirmed that the work to be done will be power washing, window cleaning, dryer vent cleaning, which will be expensed before the end of the fiscal year, July 31<sup>st</sup>, 2019.

There being no further questions it was **MOVED, SECONDED, and CARRIED** to approve the April financial statements as presented.

*(At this point, the observer, Owner – Strata Lot 25, had been excused from the meeting to discuss the arrears.)*

b) **Arrears:**

The Strata Council reviewed the accounts receivables and noted four Owners with large amounts outstanding with liens placed and legal proceedings to collect these amounts. The remaining outstanding amounts are fines owed by unit Owners.

5. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

a) **Draft Bylaws:**

As discussed, the Strata Corporation approached Strata lawyer, Elaine McCormick, to draft and review the chargeback and liability bylaws for Council's considerations to present to the Owners at this year's Annual General Meeting. Some of the bylaws that they will further be incorporated are to include accessibility for cleaning of fan coil in-suite, accessibility for moving of motor vehicles during power washing maintenance and lastly, access of units for green room maintenance.

6. **CORRESPONDENCE**

The Strata Council reviewed the June letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

7. **NEW BUSINESS**

a) **Speed Bumps:**

Due to an increasing problem with Residents speeding in the parkade on the straight-away sections of the parking lot, the Council is considering adding speed bumps to slow vehicle traffic. Two quotations were submitted for rubberized speed bumps which would have to be spiked into the concrete. The Council's concern was that these speed bumps, if not properly sealed would penetrate the parkade membrane on the suspended slab and potentially water seepage could affect the concrete and rebar. The alternative that the Council would like to consider is asphalt speedbumps. The Strata Agent was asked to source quotations for asphalt speedbumps, including painting of lines.

b) **Rear Path Lighting:**

The Strata Agent presented a quotation for the electrician to source out the same light bollards in the back area, as there has been discussion about improving safety through adding lighting in the back area. The Strata Corporation did have a special budgets line which the Ownership approved for this and other projects. After further discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with Arc-Tech Services to have this executed.

c) **Lobby Floors:**

The Strata Agent has been in discussion with the janitorial maintenance contractor, Alliance Maintenance, on floor care in the lobby as there have been many areas where stains have set in due to spills. A flooring expert is to be brought in to have this area reviewed so that they are able to look at re-polishing the floors to bring it a new standard.

d) **Visitor Parking Pass System:**

There was discussion in review on the current rules in place for visitor parking and the consideration of changing out the pass system by eliminating it all together. The Council will discuss this further at the next meeting.

e) **Concierge Signage**

There is a request for CMI Concierge to have some more signage at the Concierge desk to show when a shift is either on break or on patrol. A sign such as "we'll be back in 20 minutes," etc. In addition the Council asked for a sign to identify who is on duty, with their name plate in the front desk.

8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Monday, July 22<sup>nd</sup>, 2019.**

9. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:45 p.m.

Strata Council Meeting Minutes for Strata Plan EPS4147  
Held on Wednesday, June 12<sup>th</sup>, 2019

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

### RANCHO'S INTERNET SITE

Please be advised we have launched myRanchoStrata, wherein each Owner now has an individual log-in to view minutes, notices, and other strata-related documents online for the strata at which they own a unit. As such, if you have not registered yet for your individual log-in, please go to [www.ranchovan.com](http://www.ranchovan.com) and click on "Register Now for your new Log-in". Any questions and comments can be forwarded to us by email at: [pmgr@ranchogroup.com](mailto:pmgr@ranchogroup.com) or by calling us at: (604) 684-4508.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, MAY 8<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer (*Arrived at 7:15 p.m.*)  
Elton Wat – Vice President/Privacy Officer  
Carol Hoi Man Tong

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Mei Yu (Tobey) Chow – Secretary/Met Amenities Representative

**GUESTS**

Owner – Strata Lot 210

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:35 p.m.

2. **GUEST SPEAKER**

a) **Strata Lot 210:**

The Owner of Strata Lot 210 requested a hearing to discuss a few matters with the Strata Council. He had some suggestions and offered his knowledge on the power of factor correction, which has surcharged the Strata Corporation on the common Hydro since the turnover of the building. Strata Council will take his suggestion into consideration for retaining an electrical expert to view the building, possibly finding a source that can be remedied rather than installing a variable capacitor to reduce the power of factor correction surcharges. The Owner also then discussed some of the matters regarding the emergency generator and maintenance as well as had some questions regarding the LED retrofit project and the building’s DDC control. Lastly, he presented his usage for his EV charges to Strata Council to consider the repayment of common Hydro. He was then thanked and excused from the remainder of the meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on Wednesday, April 10<sup>th</sup>, 2019. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the April 10<sup>th</sup>, 2019 meeting.

4. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Committee recently met and discussed possibly having a legal opinion on the reciprocal agreement between the two Strata Corporations creating the Met Amenities legal entity. The Met 2 Strata Council discussed this and believe that there is currently no budget in the 2018/2019 budget for this to proceed as the costs would exceed what is allowable under the budget and/or each Strata Corporation would need to bring this to the Ownership at a Special General Meeting for an approval. At this point in time, the Met 2 Strata Council is not in favour of proceeding immediately on this legal opinion.

There was also recent suggestions for rule changes, discussed and proposed to each Strata Corporation for feedback. The Rules that the Met 2 Strata Council agreed to change are as follows:

- The timeliness to return a damage deposit
- The amenity space such as a grand dining room and social lounge should be exclusive use only
- The gym/fitness area to switch opening hours to 6:00 a.m.
- No back-to-back bookings for exclusive use amenity space

The remainder of the Rules for consideration have been rejected.

b) **Deficiencies:**

Some correspondence was received between the Developer and Travelers with regards to the 15-month common area warranty. The Developer is expected to provide the third-party warranty with some definitive answers on items that have been marked as “investigation required”

5. **FINANCIAL REPORT**

The financial statements for the period ending March 31<sup>st</sup>, 2019 were reviewed. There were no unapproved expenditures to note and some line expense items such as waste are under budget year to date while the gas expense is higher than budgeted for. Overall, with no questions or concerns regarding the March 31<sup>st</sup>, 2019 statements, it was **MOVED, SECONDED, and CARRIED** to approve the statements as presented.

5. **FINANCIAL REPORT – CONT'D**

a) **Accounts Receivables:**

The Strata Council reviewed the accounts receivable and specifically the Strata Lots that are in a large amount of arrears which are as follows:

- Strata Lot 228
- Strata Lot 229
- Strata Lot 245
- Strata Lot 290

It was then decided that these should proceed and be pursued by collections through a Strata lawyer. It was **MOVED, SECONDED** and **CARRIED** to go ahead.

6. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

a) **Chargeback Bylaws:**

The Strata Corporation has retained Elaine McCormick as a Strata lawyer to draft up specific chargeback Bylaws, in which they will review at the next Strata Council Meeting.

b) **Sprinkler Head Cage Project:**

The sprinkler head cage project has been moving along without too many issues. There have been a number of suites that were missed and will require a return visit at a later date at the end of the project. From the preliminary notes and report from the technician, they are still noticing that some Residents have been hanging items from the sprinkler head, and subsequently from the sprinkler head cages installed. There are some other alarming discoveries made by the technician, which have been passed on to Strata Council, and in which a memo will be posted.

c) **Maintenance:**

The Strata Council will discuss some of the maintenance items that require attention in the building such as:

- The P1 automatic door still being unrepaired
- The P1 enterphone may have glitches and it is consistently not working
- The Strata Agent was asked to review the recycle totes/blue bins in the garbage room as they seem to be consistently full on a weekly basis. Perhaps additional bins as backup are required
- P1 level wallpaper damage from doors opening

7. **CORRESPONDENCE**

The Strata Council reviewed the May letter log. After reviewing the log, it was **MOVED, SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

7. **CORRESPONDENCE – CONT'D**

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, June 12<sup>th</sup>, 2019**.

9. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:59 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

**COMMUNICATION**

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

---

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, APRIL 10<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer (*Arrived at 7:15 p.m.*)  
Mei Yu (Tobey) Chow – Secretary/Met Amenities Representative  
Elton Wat – Vice President/Privacy Officer  
Carol Hoi Man Tong

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

None

**GUESTS**

Frank Li – CMI Concierge

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m.

2. **GUEST SPEAKER**

a) **CMI Concierge:**

Mr. Frank Li, Senior Area Supervisor, was invited to tonight’s Strata Council Meeting to introduce himself as the new Area Manager for the Concierge staff. Mr. Li comes with experience in the company and also manages other staffing within the Burnaby area. There was a brief question and answer period and then he was thanked and excused from the remainder of the meeting.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on Wednesday, March 13<sup>th</sup>, 2019. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the March 13<sup>th</sup>, 2019 meeting, except for the typo under the ICBC section, which reads *myCPC* and should be read as *ICBC*.

4. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Committee recently met in the month of March and will be meeting again in April to discuss matters pertaining to compliance with the reciprocal agreement as well as the current budget and preparation for the next fiscal year.

b) **Deficiencies:**

The Strata Corporation's 2-year materials and labour warranty will expire on July 4<sup>th</sup>, 2019. Currently, there are a couple pending warranty items which have been reported to the Developer for remedy. In the 15-month warranty period, there were a number of items on the last correspondence that read "further investigation". The Strata Agent was asked to request clarification on these items to mark as warrantable or not warrantable so they can close the remaining file.

5. **FINANCIAL REPORT**

The financial statements for the six month period ending February 28<sup>th</sup>, 2019 were reviewed. There were a few questions regarding some expenses such as "Sunday Receivable Credit". The revenue for move-ins for the month of February and a breakdown of the administration expense line item 7820 was requested. There being no further questions, it was **MOVED, SECONDED, and CARRIED** to approve the February 28<sup>th</sup>, 2019 financial statements as presented.

a) **Accounts Receivables:**

The Strata Council reviewed the accounts receivable for a number of units with outstanding strata fees. The Strata Agent was asked to produce an aging report on items broken down into strata fees and fines to see if there are any close to the 2-year limitation period. For one Strata Lot Owner outstanding in fines, it was decided by the Strata Council to proceed with a Civil Resolution Tribunal action to collect the funds. It was also approved by the Strata Council to allow the Strata President, who will be a representative, to use their own credit card to pay the filing fee for the CRT submission in advance

6. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

a) **Property Management Task List:**

Some of the points of clarification on the task list include:

- i) The number of fobs that were not reported and deactivated as well as how many were reactivated
- ii) The current rental percentage for the building
- iii) Inquiring with the Strata Agent on the confirmation of the insurance refund on the vehicle sold

6. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT (CONT'D)**

b) **Chargeback Bylaws:**

There is discussion regarding a chargeback for services rendered and a chargeback for damages due to a Strata Lot source. It was recommended to contact a Strata lawyer, Ms. Elaine McCormack, to draft Bylaws for the Strata Corporation for such incidents of chargebacks. It was **MOVED, SECONDED, and CARRIED** to proceed.

7. **CORRESPONDENCE**

The Strata Council reviewed the April letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Landscaping**

The Strata Corporation received a proposal for improvements from Holland Landscaping and the amount was just under \$6,000. The Strata Corporation's current budget does allow for these improvements in the landscaping budget, however the Strata Council would like the Strata Agent to go back to look at less expensive options for these improvements.

b) **Power Factor Correction:**

The Strata Corporation's house meter currently is operating in the capacity that they are paying surcharges each month for power factor correction. The Strata Agent will provide Council with the summary of overages however the cost to install a capacitor is beyond what was budgeted this year and will need to be brought to the next Annual General Meeting for a  $\frac{3}{4}$  Vote Resolution.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, May 8<sup>th</sup>, 2019**.

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 9:05 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (i.e. hardwood floors installed by the Developers are covered by the Strata's insurance policy, but hardwood floors installed by an Owner after the time of purchase are not covered by the Strata's insurance policy). As per the Act, Owners are required to have insurance for their contents, improvements and betterments, liability, and insurance deductible, including water damage. Owners should consult an insurance agent to ensure that they have proper coverage.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

**REVISED**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, MARCH 13<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer

Mei Yu (Tobey) Chow – Secretary/Met Amenities Representative

Elton Wat – Vice President/Privacy Officer

Carol Hoi Man Tong

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

None

**GUESTS**

Strata Lot 102

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m. Ms. Hannah Wong has tendered her resignation from Strata Council, effective immediately. The Strata Council thanked her for her service to the Ownership of Met 2 and wishes her well.

2. **GUESTS**

a) **Strata Lot 102:**

Strata Lot 102 attended tonight’s meeting for a hearing to discuss a bylaw infraction. After a question answer period, the Owner was dismissed from the remainder of the meeting. The strata council voted and decided to conclude the matter with a warning.

b) **Strata Lot 225:**

Strata Lot 225 requested a hearing for tonight’s meeting as well as the previous meeting in February 2019 and no showed for both appointments with the strata council.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on Wednesday, February 13<sup>th</sup>, 2019. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the February 13<sup>th</sup>, 2019 meeting, as presented.

#### 4. **COMMITTEES**

a) **Met Amenities Committee:**

The Met Amenities Committee recently met on March 7<sup>th</sup>, 2019 to discuss some matters. They stressed the importance of having the Met Amenities facilities run independently and during the meeting reviewed the financial operations, rules suggestions and potential hours of operation change. For more detailed discussion of the items please refer to the Met Amenities meeting minutes for March 7<sup>th</sup>, 2019.

b) **Deficiencies:**

The Strata Corporation received an update from Travelers Warranty and a copy to Concord Pacific on many of the 15 month items. The Strata Corporation accepts the list provided. Many of the items were cosmetic based and were not warrantable such as scratches on doors, peeling wallpaper etc. The next warranty period shall be expired this summer which is a 2 year warranty on mechanical and labour materials. The Strata Council asked the Strata Agent to ensure that any mechanical warranty is documented, noted and a claim filed should there be any issues that arise. Council is waiting on missing information from the Developer to further comment on items that require investigation.

#### 5. **FINANCIAL REPORT**

The financial statements for the period ending January 31<sup>st</sup>, 2019 were reviewed at tonight's meeting. There were no unapproved expenditures and all expenses seem to be in line with an operating surplus at the end of this period. It was then **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending January 31<sup>st</sup>, 2019.

a) **Accounts Receivables:**

The Strata Council also reviewed the accounts receivable and also were reminded that any outstanding Strata fees owed more than \$2,000 should go straight to collections through a Strata Lawyer. There a number of Owners outstanding in Strata fees and fines in which direction was given to the Strata Agent to pursue and update the Council.

#### 6. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

a) **Property Management Task List:**

Some of the items discussed at the last Council meeting and for tonight's discussion include:

- The Gas BTU Meter in the pool and Jacuzzi area is waiting upon a DDC Controller to install the last remaining equipment to be able to read the data and make it relevant.
- The sprinkler head cage project will begin next week and run for several weeks into June for the entire building's completion.

i) **ICBC Insurance Refund:**

The Strata Agent was asked to follow up as the Strata Corporation has not received any of the refund for ICBC for the cancellation of the insurance.

6. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT – CONT'D**

a) **Property Management Task List – Cont'd:**

ii) **FOB Audit:**

The Strata Agent is to get an update from the Concierge on FOBS remaining that have not been reported and deactivated.

7. **CORRESPONDENCE**

The Strata Council reviewed the March letter log. The Council also received correspondence from an Owner disputing a fine levied to strata lot 82 and presented an argument in writing regarding an illegal move of furniture without booking the elevator. After reviewing the log, it was **MOVED**, **SECONDED**, and **CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho's office at: 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Temporary Visitor Parking Pass:**

The Strata's bylaws allow for temporary Visitor's pass to be obtained for extra vehicles and/or extended extra vehicles when one or more guests are visiting. Strata Council is okay to give the decision making process to Concierge staff who will be the ones issuing the Visitor's pass. Guidelines will be given to the Concierge to follow. It was **MOVED**, **SECONDED**, and **CARRIED** to approve giving Concierge the ability to issue Visitor Parking passes.

b) **Gate Emergency Procedure:**

The Strata Council would like to remind all Owners that in the event that an overhead door is stuck closed they are not to tamper or try to open it themselves as there are great hazards involved in this. The Concierge should also be reminded that they should not be allowing Residents to help with a gate emergency and are better off to wait for the emergency response from the overhead door Company.

c) **LED Review:**

The Council reviewed a summary review from Lumenix on the LED lighting project. Currently based on the 2017/2018 consumption, they are saving some hydro comparably based on the LED product installed. There were some questions the Strata President asked to review, they would like to have the report compared to the original proposal to see how promising the savings is.

8. **NEW BUSINESS – CONT'D**

d) **Strata Lot Chargebacks:**

A Strata Council Member advised the group that the Civil Revolution Tribunal is generally moving from decisions on enforcement of chargebacks when there is an absence of a bylaw. The Strata Council will be looking at proposing resolutions to have specific wording in the bylaws that give the Strata Corporation a right to recover common costs directly caused by individual Strata lot Owners. This will also fall into place for any in suite access which requires second or subsequent visits that will be billable to the Strata lot.

e) **Underground Parkade Signage:**

The Strata Agent was asked to follow up on ordering signs for the garage gates to remind Residents to always stop and wait for the gate to close after them.

f) **Concierge Staffing:**

There was discussion with the Council in regards to the current staffing and management from CMI Concierge. The Council gave instructions to the Strata management to act upon their decisions as discussed previously.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting on **Wednesday, April 10, 2019.**

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED, and CARRIED** to terminate the Strata Council Meeting at 8:59 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## COMMUNICATION WITH STRATA COUNCIL

The Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write to the Strata Council, via Rancho Management Services, at 8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8, or via email to your Strata Agent, on any Strata Corporation matter. Correspondence received will be presented to and reviewed by the Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.

**STRATA CORPORATION EPS4147**  
**“MET 2”**  
**6538 NELSON AVENUE**  
**BURNABY, BC**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN EPS4147, “MET 2”,  
HELD IN THE CARD/MAHJONG ROOM, LOBBY LEVEL AT 6538 NELSON AVENUE,  
BURNABY, BC ON WEDNESDAY, FEBRUARY 13<sup>TH</sup>, 2019 AT 6:30 P.M.**

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**IN ATTENDANCE**

Albert Lam – President/Treasurer

Mei Yu (Tobey) Chow – Secretary/Met Amenities Representative

Elton Wat – Vice President/Privacy Officer

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.**

Francis Yeung, Senior Strata Agent

**REGRETS**

Carol Hoi Man Tong

**GUESTS**

Strata Lot 45

Strata Lot 248

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:30 p.m. Ms. Hannah Wong has tendered her resignation from Strata Council, effective immediately. The Strata Council thanked her for her service to the Ownership of Met 2 and wishes her well.

2. **GUESTS**

a) **Strata Lot 45:**

The Owner request a hearing tonight to discuss a letter of infraction and has some questions to the Strata regarding other matters. There was a question and answer period and he was then thanked for his attendance at the meeting. The Strata Council has decided to reverse the fines for some of the bylaw infractions, but decision remain the same for the other bylaw infractions.

b) **Strata Lot 248:**

Strata Lot 248 attended tonight's meeting to dispute a bylaw infraction from November/December 2018. He was able to explain his reasoning and explanation to the Strata Council. They then thanked him and he was excused from the remainder of the meeting. The Strata Council has decided to reverse the fines.

3. **APPROVAL OF MEETING MINUTES**

The Strata Council reviewed the minutes from the Strata Council Meeting held on Wednesday, January 2<sup>nd</sup>, 2019. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the January 2<sup>nd</sup>, 2019 meeting, as presented.

4. **COMMITTEES**

a) **Met Amenities Committee:**

The Strata Agent for Met 2, Mr. Francis Yeung, is now the representative and Strata Agent for Met Amenities. The only question put forth for the Met Amenities is the data in the reading of the gas meter installed by Met 2 Strata Council and will now be up and running.

5. **FINANCIAL REPORT**

The financial statements for the period ending December 31<sup>st</sup>, 2018 were reviewed at tonight's meeting. There were some points on the financial statements:

- The security and Concierge expense need to be split as there are currently just an expense under Concierge.
- The Strata should be expecting an audit to be done by Luminex regarding the LED retrofit and how it is performing on savings.
- Whether or not the Strata Corporation's EV insurance refund has been included in last year's statement. The Strata Agent will follow-up with ICBC on the insurance refund status.

After no further questions or discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending December 31<sup>st</sup>, 2018.

a) **Accounts Receivables:**

The accounts receivables were reviewed and the Strata Agent gave an update on the large balances outstanding on several accounts. It was then **MOVED, SECONDED, and CARRIED** to give instruction to the management company that any amounts over 120 days and over \$2,000 will trigger automatic legal collections for outstanding strata fees only.

b) **Financial Audit:**

The financial audit for last year's financial statements have been completed by Dong Russell & Company. The Strata Council reviewed this and believe that the review was in order and there are no changes to be made back to the auditor on the first draft. Strata Council will **MOVED, SECONDED, and CARRIED** to approve and instruct the Strata Agent to sign the draft once the final financial statements are published, and they are to be uploaded to the Strata's information website.

6. **BUSINESS ARISING FROM PREVIOUS MEETING / MANAGER REPORT**

a) **Property Management Task List:**

The Strata Council and Strata Agent discussed several of the ongoing projects and items, which are as follows:

i) **Package and Delivery Rules:**

The Strata Council posted a memo regarding the package and delivery rules back in December. The Strata Council had reviewed this and agreed that they will pass these rules of tonight by majority vote. It was **MOVED, SECONDED, and CARRIED.**

ii) **Concierge Service:**

The Strata Council discussed the Concierge service and continuous turnover of staff they have been receiving from CMI. They discussed some options and gave instruction to the Strata Agent to discuss with CMI Management on next steps.

iii) **Stop and Wait for Gate Signage:**

The Strata Council discussed possible areas to put another “Please Stop and Wait for Gate to Close” sign past gate 1, which is the main entrance gate, upon exiting from the parkade. Extra signage may be required on gate 3, which separates visitor and residential parking.

iv) **Parkade Mirrors:**

There are some corners in the parkade which do not have any convex mirrors. The Strata Council recalls seeing an extra supply of convex mirrors in the Strata’s storage room. Instruction was given to review some areas and have these installed by the Building Manager.

v) **HVAC Heat Pump Testing and Filter Cleaning:**

The Strata Agent was asked for a final report for the latest in-suite filter change and inspection of the heat pumps.

vi) **Fob Audit:**

The fob audit was completed and a period of time was given for Owners to register. For those who have not, a memo is to be posted as a last chance to give Residents 7 days otherwise fobs will be deactivated.

7. **CORRESPONDENCE**

The Strata Council reviewed the February letter log. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council’s decision.

Owners are encouraged to write the Strata Council, via Rancho Management Services, on any Strata related matter. Correspondence can be mailed to Rancho’s office at: 8<sup>th</sup> Floor-1125

7. **CORRESPONDENCE – CONT'D**

Howe Street, Vancouver, BC, V6Z 2K8, faxed to Rancho's office at 604-684-1956 or e-mailed to [fyeung@ranchogroup.com](mailto:fyeung@ranchogroup.com).

8. **NEW BUSINESS**

a) **Concierge Security Proposal:**

The Strata Council reviewed the proposal from another company for Concierge and security services and have instructed the Strata Agent to reply that they are not making any changes at this point.

b) **Elevator Contracts:**

The Strata Corporation received a proposal from Richmond Elevator for commencement of a 7 year contract to begin May 2019. The Strata Council is currently with Metro Elevator and will review their contract near the end of their term in April. The Strata Council will not entertain a 7 year term. They may consider a shorter period of 5 years.

c) **Executive Position:**

With the resignation of Hannah Wong, who was the Vice-President of the Strata Corporation, it was **MOVED, SECONDED**, and **CARRIED** to appoint Mr. Elton Wat as the Vice-President of the Strata Corporation.

9. **NEXT MEETING**

The next meeting will be a Strata Council Meeting **determined at a later date**.

10. **TERMINATION OF MEETING**

There being no further discussion, it was **MOVED, SECONDED**, and **CARRIED** to terminate the Strata Council Meeting at 9:40 p.m.

Respectfully submitted,



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Francis Yeung, Senior Strata Agent  
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Agents for Strata Plan EPS4147  
8<sup>th</sup> Floor-1125 Howe Street, Vancouver, BC, V6Z 2K8  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

## EMERGENCY PROCEDURES

*(After regular hours)*

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.