

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

***Held on January 9, 2019
Within the Meeting Room, Grand Central 3, Coquitlam, BC***

COUNCIL IN ATTENDANCE:	Hai Zhou	Vice President
	Ka “Ariel” Lee	Treasurer
	Sophia Tham	Privacy Officer
	David Pais	Member
	John Siddons	Member
STRATA MANAGER:	Marilyn Robidoux	First Service Residential
	Valerie Lindstrom	First Service residential

The meeting was called to order at 7.45 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was minutes of November 28, 2018 were tabled.

BUILDING MANAGER REPORT

The Building Managers Monthly Report (November 2018-January 2019) was tabled.

- **BUILDING MANAGER ACTION PLAN:** Tabled.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month. **CARRIED.**

NOTE: Strata Council reviewed the outstanding balances and requested the Strata Manager review all outstanding balances make any changes to possible additional fines and interest that could have accumulated on some accounts.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the financial statements for November 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **Liens:** Strata Council signed lien documents for all Owners who have not paid their special levy.

5. **2019-2020 Draft Budget:** The Strata Manager presented a draft budget for the Strata Council to begin, preparing a new budget in advance of the AGM to held on March 28, 2019.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- Cage Installation
- Strata Procedures
- Water appropriation
- BCS 3495 Commercial vs. BCS 3495 Strata (John Siddons)

BUSINESS ARISING

1. **Cost Sharing Agreement:** Mr Mendes in response to a request for a quotation to expand the draft cost sharing document and to draft resolutions has presented a per hourly rate. Council will submit some requests to be forwarded to Mr. Mendes at the end of the month. Council discussed the matter and agreed to go forward with a draft agreement, but not the resolutions until such time all Parties can agree to the document.
2. **Condensation and Moisture:** It has been reported to the Strata Council that some units have a moisture and condensation problem that that has been mistakenly been identified as a membrane leak. The Strata Manager will send a document prepared by an engineering firm to all Owners in both English and Chinese to inform Owners on how to reduce the moisture in their units.
3. **Membrane Repair:** Strata Council discussed the start of the membrane repairs to the podium of G3 parkade. Council approved Applied Coating to begin work as soon as possible. The Contractor will work with the engineering firm and the Strata Manger to work out the logistics in completing the work with the least amount of disruption to the Owners.
4. **Painting Tenders:** The engineering Firm I3 will work on scope of work and send the scope to Council for approval before sending the scope out to tender. Council has asked I3 to have the tendering process completed by mid February for Council review and budgeting purposes prior to the AGM.

NEW BUSINESS

1. **Caretaker:** Council hired a new Caretaker Robert Gaffney. Robert will be replacing Tony and can be contacted at 778.952.8010.
2. **Electrical and Mechanical Maintenance:** Strata Council reviewed a proposal from C&C Electrical and Mechanical for the Mechanical Maintenance Program. Council reviewed the document and tabling a motion until next meeting.
3. **Surveillance Upgrades:** The Strata Manager will obtain additional quotations for camera upgrades proposals.
4. **Human Resources:** Strata Council requested the Strata Manager investigate if FirstService Residential supplies any human resource services to their clients and any cost involved. The Strata Manager will report back at the next Council Meeting.

There being no further business, the meeting was terminated at 8.50 p.m.

Next Meeting: Wednesday, February 6, 2019, 7.30 p.m. at GC 3 – Meeting Room.

FirstService Residential BC Ltd.



Marilyn Robidoux
Strata Manager
Per the Owners
Strata Plan BCS 3495S
MR/cn

Email: Marilyn.Robidoux@fsresidential.com
Direct Line: 604.648.6319
General: 604.683.8900 (*24 hours emergencies*)
Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)
www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

***Held on February 6, 2019
Within the Meeting Room, Grand Central 3, Coquitlam, BC***

COUNCIL IN ATTENDANCE:	Ka “Ariel” Lee Sophia Tham David Pais John Siddons	Treasurer Privacy Officer Member Member
REGRETS:	Hai Zhou Shireen Nadim Tiam Alivand	Vice-President Commercial Representative President
STRATA MANAGER:	Marilyn Robidoux	FirstService Residential

The meeting was called to order at 6:00 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The minutes of January 9, 2019 were tabled.

FINANCIAL REPORT

1. **2019-2020 Draft Budget:** The Strata Council had reviewed and worked on a budget at the previous strata council meeting. The council agree at the meeting to hold this special meeting to use the actual year end numbers to finalize the budget. After reviewing the budget line by line with the actual numbers. It was moved and seconded to approve the final draft for presentation to the owners at the AGM.

Approved 4 Opposed 0 Abstain 0 **CARRIED.**

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- Cage Installation
- Strata Procedures
- Water appropriation
- BCS 3495 Commercial vs. BCS 3495 Strata (John Siddons)

BUSINESS ARISING

1. **CRT Decision:** The Strata Council has petitioned the CRT to allow the Strata Corporation to hold the mandated SGM for the vote on the cage 10 days later at the AGM on March 28th. That would be in 50 days from the decision instead of 40 days but would be a substantial savings for the Strata Corporation.

The request was DENIED.

2. **SGM Notice:** The Strata Council after discussion agreed to the following:
 - Hold the meeting in the cage and rent chairs.
 - Add a resolution for dog restriction to lessen the length of the AGM.
3. **AGM Notice:** The Strata Council discussed resolutions for the AGM and agreed on the following:
 - Resolution for against soliciting in the building.
 - Resolution for marijuana use,
 - Resolution for electric vehicle charging spaces.
 - Resolution for a non smoking Strata.
4. **Resolution by Lawyer:** The Strata Council voted to have all the resolutions to be written by a lawyer to be presented to the ownership. It was moved and seconded

Approved 4 Opposed 0 Abstain 0 **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:05 p.m.

Next Meeting: **AGM:** Thursday, March 28, 2019, 7.00 p.m. Douglas College.

FirstService Residential BC Ltd.



Marilyn Robidoux
Strata Manager
Per the Owners
Strata Plan BCS 3495S

General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

*Held on February 21, 2019
Within the Meeting Room, Grand Central 3, Coquitlam, BC*

COUNCIL IN ATTENDANCE:	Hai Zhou Ka “Ariel” Lee Sophia Tham David Pais John Siddons	Vice President Treasurer Privacy Officer Member Member
REGRETS:	Shireen Nadim Tiam Alivand	Commercial Representative President
STRATA MANAGER:	Marilyn Robidoux Xantha Radley	First Service Residential First Service Residential

The meeting was called to order at 6:00 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was agreed to table the minutes of February 6, 2019.

FINANCIAL REPORT

1. **2019-2020 Draft Budget:** The Strata Council had reviewed and worked on a budget at the previous Strata Council meeting. The Council agreed at the meeting to hold this special meeting to use the actual year end numbers to finalize the budget. After reviewing the budget line by line with the actual numbers, it was moved and seconded to approve the final draft for presentation to the Owners at the AGM.

In Favour 4 Opposed 1 Abstentions 0 **CARRIED.**

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- Cage Installation
- Strata Procedures
- Water appropriation
- BCS 3495 Commercial vs. BCS 3495 Strata (John Siddons)

BUSINESS ARISING

1. **CRT Decision:** The Strata Council has petitioned the CRT to allow the Strata Corporation to hold the mandated SGM for the vote on the cage 10 days later at the AGM on March 28th. That would be in 50 days from the decision instead of 40 days but would be a substantial savings for the Corporation.

The request was **DENIED.**

2. **SGM Notice:** The Strata Council after discussion agreed to the following:
 - Hold the meeting in the cage and rent chairs
 - Add a resolution for pet restriction to lessen the length of the AGM
3. **AGM Notice:** Strata Council discussed Resolutions for the AGM and agreed on the following:
 - Resolution regarding against soliciting in the building.
 - Resolution regarding marijuana use
 - Resolution regarding Electric vehicle charging spaces
 - Resolution regarding a non smoking strata
4. **Resolution by Lawyer:** It was Moved and Seconded to have all Resolutions written by a lawyer to be presented to the Ownership.

In Favour 5 Opposed 0 Abstentions 0 **CARRIED.**

There being no further business, the meeting was terminated at 7:00 p.m.

Next Meeting: **SGM:** Monday, March 18, 2019, 7:00 p.m. in the cage
 AGM: Thursday, March 28, 2019, 7.00 p.m. Douglas College

FirstService Residential BC Ltd.



Marilyn Robidoux
Strata Manager
Per the Owners
Strata Plan BCS 3495S

www.fsresidential.com

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

***Held on Thursday, May 30, 2019
Within the Meeting Room, Grand Central 3, Coquitlam, BC***

COUNCIL IN ATTENDANCE:	Alex Barnetson	President
	Elson Qin	Member
	Hai Zhou	Treasurer
	Jason Greene	Staff Supervisor
	Jenny Ye	Privacy Officer
	Peyman Majidi	Member
	Shireen Nadim	Member
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential
REGIONAL DIRECTOR:	Valerie Lindstrom	First Service Residential

The meeting was called to order at 8:10 p.m.

NEW STRATA MANAGER

It was noted that Mikhail Ratchkovski has been assigned as a new Strata Manager.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The minutes of May 16, 2019 were tabled.

BUILDING MANAGER REPORT

The Building Managers Monthly Report was tabled. Jason Green has been appointed by the Council as a staff supervisor and will oversee the building manager and caretaker's duties.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed, and the amounts noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** The Council noted that \$3,000 has been transferred, from the Contingency Reserve Fund to cover the staff payroll expenses. The transfer represents an interfund loan only, the entire amount is expected to be returned back to the CRF by the end of the fiscal year and the transaction is recorded in the financial statements. There are no other unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** The financial statements for January, February, March and April 2019 were tabled.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- Cage Installation
- Strata Procedures
- Water Appropriation

Alex Barnetson and Jason Greene were appointed as CRT and HRT claims representatives on behalf of the Strata.

BUSINESS ARISING

1. **Membrane Repair:** The Strata Council discussed completion of the membrane repairs to the podium of G3 parkade and approved payment of the invoices from Applied Coating for the completed work.
2. **Cost Sharing Agreement:** The issue was tabled, noting that a separate meeting will be held on June 17th with the representative of the commercial section to go over the draft of the proposed cost sharing expenses. The intent of the meeting is to prepare an initial draft for further review by a lawyer. This matter will be further discussed at the next meeting.
3. **10 Year Structural Warranty Review (GC1):** Noting that the structural warranty is expiring at the end of July 2019, the Council decided to hire an engineer from i3 to review and prepare a report in regard of a structural inspection of the GC1 Tower. Notices informing the residents on the dates of the inspection will be posted on site once the date of service has been finalized with the engineer. Report from the engineer will be forwarded to the Strata Council upon receipt.
4. **5 Year Building Envelope Warranty Review (GC3):** Several proposals to undertake a building envelope inspection have been requested from engineering firms and will be discussed at the next meeting. It was noted that the 5 year building envelope warranty for GC3 is expiring at the end of August 2019.
5. **Insurance:** The Council noted that the insurance brokers from CapriCMW, HUB and BFL have been requested to submit their proposals for the renewal of the insurance. The current insurance policy with CapriCMW is expiring on August 1, 2019.

Summary of the coverages documents is available to all Owners in PDF format from The Grand Central BCS3495 Website Portal: <https://bcs3495.connectresident.com/> if you have not yet registered for **FSRConnect™**, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

6. **3202 GC1 Plumbing Leak:** The Council noted that plumbing repairs affecting the unit have been completed and as a result also represent an actual improvement to the common property hot water recirculating line. All failed t-joint of the copper sections have been replaced with an advanced thermal resistant polymer and all new t-joints are no longer susceptible to the same failure as copper.
7. **Annual Fire Inspection:** The Council noted that the annual fire inspection of the common property has been completed.
8. **Microwave Fire in GC3:** The Council noted that all common property fire panel components from floor 7 to 19 affected by water damage resulting from the microwave fire in one of the units have been completed.
9. **Fall Safety Anchors:** The Council noted that as a part of the annual certification of the common property fall safety systems, a contractor from Pro-Bell will be inspecting the property and notices will be posted on site informing the residents on the dates of this service.
10. **Garage Door Repairs:** The Council noted that one of the common property garage doors has been damaged, a hit and run claim has been filed with the ICBC.
11. **Security Contractor:** The Council decided that the existing services provided to the Strata by Altec Security are no longer necessary and terminated the contract with the vendor.

NEW BUSINESS

1. **Windows Cleaning:** Several proposals will be obtained from different vendors for discussion at the next meeting.
2. **Avid Exchange Workshop:** Strata Council will be meeting with FirstService to participate in a training workshop as part of the review and approval of the ongoing common property invoices.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:35 p.m.

Next Meeting: Tuesday, June 25, 2019, 7:00 p.m. at GC 3 – Meeting Room.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S

MR/jh

Email: Mikhail.Ratchkovski@fsresidential.com

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

*Held on Tuesday, June 25, 2019
Within the Meeting Room, Grand Central 3, Coquitlam, BC*

COUNCIL IN ATTENDANCE:	Alex Barnetson	President
	Hai Zhou	Treasurer
	Jason Greene	Staff Supervisor
	Elson Qin	Member
	Peyman Majidi	Member
	Shireen Nadim	Member
REGRETS:	Jenny Ye	Privacy Officer
GUESTS:	Camella Wong	Resident
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:05 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held May 30, 2019, as circulated.

The Council also noted that after September 1, 2019, all minutes will be distributed by email only.

BUILDING MANAGER REPORT

The Building Managers Monthly Report was tabled. Jason Greene has been appointed by the Council as a Staff Supervisor and will oversee the Building Manager and Caretaker's duties.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed, and the amounts noted. All Owners are reminded that Strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata Bylaws. Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** There have been no unapproved expenditures. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statements:*** The financial statements for January, February, March, and April 2019 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- Strata Procedures

Alex Barnetson and Jason Greene were appointed as CRT and HRT claims representatives on behalf of the Strata.

BUSINESS ARISING

1. **Cost Sharing Agreement:** The issue was tabled, noting that a meeting was held on June 17th with the representative of the commercial section to go over the draft of the proposed cost-sharing expenses. Additional meetings will be held to finalize the initial draft for further review by a lawyer. This matter will be further discussed at the next meeting.
2. **FOBs:** The Council noted that the current entry system is based on several different types of fobs creating difficulties for general access to the property and servicing of the existing systems. Considering the substantial cost for the replacement of the key fob system, the issue was tabled and will be discussed in future meetings with the intent to propose a funding option for this capital project at the next Annual General Meeting.
3. **Garage Gate Damage:** The Council noted that an ICBC insurance claim has been filed to offset expenses from the hit and run resulting damages to the gate. The ICBC deductible of \$700 will be paid from the operating account.
4. **10 Year Structural Warranty Review (GC1):** The structural warranty is expiring at the end of July 2019, the Council hired an engineer from i3 for \$7,400 to review and prepare a report regarding a structural inspection of the GC1 Tower. Notices informing the residents on the dates of the inspection and questionnaires to selected units have been distributed as part of the preparation for this project. Report from the engineer will be forward to the Strata Council upon receipt.
5. **5 Year Building Envelope Warranty Review (GC3):** Several proposals to undertake a building envelope inspection have been requested from engineering firms and will be discussed at the next meeting. It was noted that the 5 year building envelope warranty for GC3 is expiring at the end of August of 2019.
6. **Insurance:** The issue was tabled pending proposals from CapriCMW, HUB, and BFL. The current insurance policy with CapriCMW is expiring on August 1, 2019.

Summary of the coverages documents is available to all owners in PDF format from The Grand Central BCS3495 Website Portal: <https://bcs3495.connectresident.com/> if you have not yet registered for FSRConnect™, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

NEW BUSINESS

1. **301-2978 Glen Drive:** An engineer from i3 was hired by the Strata to investigate a water ingress in the unit.
2. **305-2968 Glen Drive Water Leak:** The Council noted that proposed restoration expenses in the unit are below the Strata's insurance deductible of \$25,000 and there will be no insurance claim filed. Considering that the Strata can only spend the funds for the repairs

of common property all restoration work will have to be pursued by the unit owner on their own accord. All Owners are encouraged to maintain personal insurance coverage that would greatly help to avoid such expenses

3. **3203-2968 Glen Drive Water Leak:** The Council reviewed expenses related to a water leak in the unit and an insurance claim will be filed to offset the resulting damage expenses.
4. **Generator Room Water Ingress:** An engineer from i3 was hired by the Strata to investigate a water ingress in the generator room.
5. **Landscaping Contract Renewal:** The Council discussed the upcoming renewal of the landscaping contract and the issue was tabled pending receipt of alternative proposals from different landscaping vendors.
6. **1005-2968 Glen Drive Water Leak:** The Council noted that an invoice for \$3,432.29 incurred by the Strata for the emergency water extraction and drying will be charged back to the unit as the loss resulted from a leak from a private shower and is not related to common property. All Owners are encouraged to maintain personal insurance coverage that would greatly help to avoid such expenses. Considering that the Strata can only spend the funds for the repairs of common property all restoration work will have to be pursued by the unit owner on their own accord.
7. **2804-2978 Glen Drive Lien Dispute:** The Council reviewed a request from an Owner to reverse a lien charge. Noting that it is a responsibility of their respective Strata Lot Owners to make timely payments the Council decided that the lien charges will not be reversed. It was also noted that a lien registration carries an actual cost of approximately \$485.00 and it would be inappropriate to share this expense with all Owners of the property. All absentee Owners are encouraged to please make sure they have informed the First Service Residential on any mailing addresses changes.
8. **Marijuana Smoking Bylaw:** The Council discussed the implementation of a potential Bylaw amendment governing smoking of marijuana anywhere on the Strata's property. The issue was tabled and will be discussed at future meetings.
9. **Caretaker Termination:** The Council discussed a need for a replacement of the Caretaker and it was moved and seconded to terminate the employment with the Caretaker effective immediately. 4 in favour / 1 opposed / 1 abstained. **MOTION CARRIED.**

Temporary Caretaker duties will be handled by Jason Greene. The updated schedule and scope of work for the new position will be discussed at the next meeting.

10. **Fobs System:** The Council discussed the fob system limitation noting that over the years several systems were put in place by the Developer creating a challenge with the interoperability. The integration of all existing fobs into a single system is not possible and the only viable solution is a complete replacement. The issue was tabled and will be discussed in future meetings with the intent to present a viable solution to the Owners for consideration at the next Annual General Meeting.
11. **Parkade Powerwashing:** The issue was tabled and will be further discussed at the next Council meeting.

12. **Windows Cleaning:** The issue was tabled and will be further discussed at the next Council meeting.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10.35 p.m.

Next Meeting: Tuesday, July 30, 2019, 6:00 p.m. at GC 3 – Meeting Room.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S
MR/yl

Email: Mikhail.Ratchkovski@fsresidential.com
General: 604.683.8900 (24 hours emergencies)
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did you
KNOW?



**FS Insurance
Brokers**

Cigarette Disposal

Cigarettes and cigars are a leading cause of residential fires in Canada. In Vancouver in 2015, there were 90 smoking-related fires and in 2017, 120. Since 2001, 1 in 3 fire-related deaths in Vancouver have been attributed to smoking. With the legalization of cannabis, incidents are expected to rise.

Fires caused by residents or guests using flower pots or planters as ashtrays or throwing cigarettes over balconies or patios can cause devastating property and life loss. The soil in planters often contain highly combustible materials like peat moss, and yet they are commonly used as ashtrays. Peat moss is added to potting soil to retain moisture and keep the pot light. Other materials that are found in planters and can fuel flames are vermiculite, Styrofoam and fertilize.

Remember:

- Never toss hot cigarette butts over the balcony or out a window.
- Never toss hot cigarette butts or ashes in the trash or in a planter.
- Use a sturdy ashtray with a wide stable base or a can filled with sand to extinguish smoking materials.
- Do not place ashtrays on chairs or sofas.
- Soak cigarette butts and ashes in water before throwing them away.
- Never smoke in bed.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL (STRATA)**

*Held on Tuesday, July 30, 2019
Within the Meeting Room, Grand Central 3*

COUNCIL IN ATTENDANCE:	Alex Barnetson	President
	Elson Qin	Member
	Jenny Ye	Privacy Officer
	Jason Greene	Staff Supervisor
	Peyman Majidi	Member
	Shireen Nadim	Member
REGRETS:	Hai Zhou	Treasurer
GUESTS:	Camella Wong	Resident
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:08 p.m.

COUNCIL HEARING

An Owner of a Commercial unit presented information regarding the expenses related to the water leak. After review, the Council decided to reimburse the Owner for the incurred expenses in the amount of \$2,441.25 and reverse a chargeback of \$249.64 from the unit's account.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held June 25, 2019, as circulated.

The Council also noted that after September 1, 2019, all minutes will be distributed via email only.

BUILDING MANAGER'S REPORT

The Building Manager's Monthly Report was tabled. Jason Green has been appointed by the Council as a staff supervisor and will oversee the Building Manager and Caretaker's duties.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed and the amounts noted.

Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** The Council noted that the \$25,000 invoice #IN-19059 from Phoenix Restoration representing the deductible for the insurance claim #913160260926 will be expensed from the Contingency Reserve Fund.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** The financial statements for May 2019 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- Strata Procedures

Alex Barnetson and Jason Greene are the CRT and HRT claims Representatives.

BUSINESS ARISING

1. **Cost Sharing Agreement:** This issue was tabled, noting that a meeting was held with the representative of the Commercial section to go over the draft of the proposed cost-sharing expenses. Additional discussions will be held to finalize the initial draft for further review by a lawyer. This matter will be further discussed at the next meeting.
2. **10 Year Structural Warranty Review (GC1):** The structural warranty report been received from the engineer and a claim has been filed the warranty provider Travelers Insurance Company of Canada who is expected to report on this request in the next two weeks.
3. **5 Year Building Envelope Warranty Review (GC3):** Several proposals to undertake a building envelope inspection have been requested from engineering firms and will be discussed at the next meeting. It was noted that the 5-year building envelope warranty for GC3 is expiring on October 6, 2019.
4. **Insurance:** The insurance for the period of August 1, 2019 through July 31, 2020 with the CapriCMW was renewed. The insurance premium is \$537,000. The Council noted that even though multiple vendors were approached; the CapriCMW was the only one able to provide the coverage to the Strata. There have been significant changes in the insurance market in the last year with rates sharply going upward. In addition to the frequency and severity of claims, there are increases to property deductibles for the Water Damage and Sewer Back-Up from \$25,000 to \$100,000 and also All Risk from \$10,000 to \$50,000.

All Owners are encouraged to contact their respective insurance providers and advise of the above changes to ensure they are fully covered, and they have adequate personal insurance for their units.

Summary of the coverages documents is available to all Owners in PDF format from The Grand Central BCS3495 Website Portal: <https://bcs3495.connectresident.com/> if you have not yet registered for FSRConnect™, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

5. **Unit 301-2978 Glen Drive:** An engineer from i3 was hired by the Strata to investigate a water ingress in the unit. This issue is pending receipt of the report from the engineer.
6. **Unit 3203-2968 Glen Drive – Water Leak:** The Council noted that an insurance claim #913160292738 has been filed with the CapriCMW. This issue will be further discussed by the Council once all the repairs in the unit have been completed.
7. **Generator Room Water Ingress:** An engineer from i3 was hired by the Strata to investigate a water ingress in the generator room. This issue is pending receipt of the report from the engineer.
8. **Landscaping Contract Renewal:** The Council ratified a decision to approve the renewal of the annual landscaping contract with the Para Space Landscaping.
9. **Caretaker Replacement:** The Council discussed a need for a replacement of the Caretaker noting that a job description will be finalized and all received applications will be reviewed by Council.
10. **Window Cleaning and Power Washing:** The Council noted that a proposal for the power washing and window cleaning has been approved and the work will commence once a minor amendment to the scope of work has been finalized.
11. **Insurance Deductible Charge Back:** The Council noted that the \$10,000 deductible for the insurance claim #913160272980 related to the kitchen fire, will be charged back to unit 2603-2975 Glen Drive.

The meeting was adjourned at 7:35 p.m. and reconvened at 8:15 p.m.

NEW BUSINESS

1. **Parking Bylaw Amendment:** The issue was tabled, noting that reimbursement of \$175 will be issued to the Commercial Section for the documents filed with Land Title Office.
2. **Water/Sewer:** The Council ratified a decision of June 17, 2019 workshop meeting to reimburse the Commercial Section as per the CRT decision of \$18,000 and \$16,000 related to the water and \$1,500 per month related to the sewer expenses. The Council will be following up with the City and will be challenging the Developer on the assessment and validity of the permits for water and sewer setup that was originally installed at the Strata.
3. **Parking Cage:** The Council will be reviewing options and seek guidance from the Developer on the relocation of the cage. This matter will be further discussed at the next meeting.

4. **Staffing Proposal:** The proposed staffing model was discussed and approved, subject to reallocation and use of funds previously budgeted for staffing and/or contractors, re-allocation of cleaning costs between Residential Section and Strata, which will also be subject in pending Cost Sharing Agreement (to be presented for Owner Approval). The new model proposes hiring a resident/live-in Facility Manager (\$85K - 100K, incl 10K - \$20K live in subsidy) and supplementing the existing Building Manager (\$55K) with 2 janitors (2 x \$40k) hires (subject to Residential Section agreement). The Council appointed Peyman Majidi and Alex Barnetson to finalize and negotiate the terms of 2-year, 90-day probation agreement. The Council also reviewed an internal candidate (resident owner), will post opening and be accepting external applicants.
5. **Discretionary spend limits:** Council approved \$500/month for Building Management and \$1,000 for the Property Manager as allowable limits without Council approval.

Hai Zhou arrived at 9:10 p.m.

The Strata Manager was excused from the meeting at 9:25 p.m.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10.10 p.m.

Next Meeting: TBD

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S

MR/sm

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FSRConnect™ REGISTRATION

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

*Held on Tuesday, September 24, 2019
in the Meeting Room, Grand Central 3
Coquitlam, BC*

COUNCIL IN ATTENDANCE:	Alex Barnetson Elson Qin Jenny Ye Peyman Majidi Shireen Nadim Hai Zhou	President Member Privacy Officer Member Member Treasurer
GUESTS:	Camella Wong Jason Greene	Resident Facility Manager
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:00 p.m.

COUNCIL MEMBER RESIGNATION

Jason Greene resigned from the Strata Council.

COUNCIL HEARING

An Owner from 905-2968 Glen Drive, spoke in front of the Council bringing forward a concern with the marijuana smell emanating from one of the units. After the presentation, the Owner was excused from the meeting and the Council will consider available options on a potential long-term solution.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held July 30, 2019, as circulated.

The Council noted that all minutes are now distributed by email only.

BUILDING MANAGER'S REPORT

The Building Manager's Monthly Report was tabled.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed, and the amounts noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** The Council noted the following insurance deductible expenses that will be paid from the Contingency Reserve Fund.
 - (a) **2303-2978 Sprinkler Leak** (Ins Claim #913160260926 - \$25,000)
 - (b) **3203-2978 Pinhole Leak** (Ins Claim # 913160292738 - \$25,000)
 - (c) **508-2978 Sewage** (Ins Claim #913160271272 - \$25,000)

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** The financial statements for June and July 2019 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

Alex Barnetson and Jason Greene were appointed as CRT and HRT claims representatives on behalf of the Strata.

CRT OPEN CLAIMS:

- Strata Procedures

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge, there is no litigation to report.

BUSINESS ARISING

1. **Cost Sharing Agreement:** The issue was tabled, noting that a meeting was held with the representative of the Commercial section to review the draft of the proposed cost-sharing expenses. Additional discussions will be held to finalize the initial draft for further review by a lawyer. This matter will be further discussed at the next meeting.
2. **10 Year Structural Warranty Review (GC1):** The structural warranty report been received from the engineer and a claim has been filed to the warranty provider Travelers Insurance Company of Canada. The engineer is following up with the warranty provider on some items that require clarification.
3. **5 Year Building Envelope Warranty Review (GC3):** The 5-year building envelope warranty for GC3 will be completed by the engineer from i3 and the report will be filed with the warranty provider upon receipt.
4. **Unit 301-2978 Glen Drive:** An engineer from i3 was hired by the Strata to investigate a water ingress in the unit. This issue is pending receipt of the report from the engineer.

5. **Unit 3203-2968 Glen Drive – Water Leak:** The Council noted that an insurance claim #913160292738 has been filed with the CapriCMW, all repairs in the suite have been completed.
6. **Generator Room Water Ingress:** An engineer from i3 was hired by the Strata to investigate a water ingress in the Generator Room. This issue is pending receipt of the report from the engineer.
7. **Live -In Facility Manager (Caretaker Replacement):** The Council ratified a decision to hire Jason Greene as a Facility Manager. It was noted that before the Council made a final decision on the hiring, over 30 applications were received for this position, the register was then shortlisted to the best nine candidates based on qualification and then five personnel interviews were held with the applicants and a recommendation report was issued to the Council for further review and consideration.
8. **Window Cleaning and Power Washing:** The Council noted that the power washing and window cleaning has been completed and approved payment of the invoice from Seymour Sky Contracting Inc. for \$43,249.50.
9. **Garage Gate Spring Replacement:** The Council noted that the failed garage door spring has been replaced and while the garage door is operational, the aging motor has been also recommended for replacement. This matter will be considered at a later time.

NEW BUSINESS

1. **Parking Bylaw 7.4(8) and 7.4(9):** The Council noted that as per the CRT decision of Feb 1, 2019 (CRT case ST-2017-004203) “The amendments to bylaws 7.4(8) and 7.4(9) filed with the LTO on May 24, 2017 are unenforceable. The versions of bylaws 7.4(8) and 7.4(9) that were in effect immediately prior to April 18, 2017 continue to apply.” While this decision was already enforced by the Strata, for further clarity the existing Strata bylaws documents will be retrograded to reflect the old wording.
2. **Water/Sewer:** The Council ratified a decision of June 17th workshop meeting to reimburse the Commercial Section as per the CRT decision of \$18,000 and \$16,000 related to the water and \$1,500 per month related to the sewer expenses. The Council decided to expense these costs from the Contingency Reserve Fund.
3. **Fall Safety Roof Anchors Inspection:** The Council noted that considering the importance of this annual inspection arrangements have been made with the ProBel Safety Systems to schedule the next annual inspection for June 16, 2020. The inspection of the common property anchors requires the following units providing access to the engineer on June 16, 2019. Owners of respective units are requested to mark their calendars for this important event.

List of Units that Must Provide Access on June 16, 2020

Grand Central Tower 1

2978 Glen Drive - 3101; 3102; 3103; 3104

Grand Central Tower 2

2968 Glen Drive - LPH1; LPH2; LPH3; LPH4 (Lower patios) / UPH2; UPH4 (upper patios)

Grand Central Tower 3

2975 Atlantic - 3601; 3602; 3603; 3604; PH Units 3701; 3702; 3703; 3704 (Access to suites not required but they must unlock their doors leading up to the upper patio areas)

4. ***HVAC Mechanical Plumbing Contract:*** The Council tabled scope of work delivered by the current services contractor and this issue will be discussed at future meetings.
5. ***Building Envelope Maintenance:*** The Council discussed the project noting that the amount of funds raised at the May 24, 2018, Annual General Meeting is not adequate for the Building Envelope Maintenance project. Currently, the Building Envelope Maintenance Reserve has \$148,873.85 available. After review of all six proposals from the contractors, the engineer estimated (in March 2019) the probable order of magnitude project cost to be \$272,821.33. With the completion of the 10-year warranty review inspection, the engineer further advised that an additional \$15,000 should be budgeted for this project. This matter will be further discussed at the budget meeting with the intent of proposing options for additional funding at the next General Meeting of the Strata.
6. ***Security Cameras:*** The proposed Council discussed existing security cameras on the common property of the Strata noting that additional cameras will be considered to be installed at the crossover floors and a Bylaw governing use of the Strata's security cameras will be discussed at the future meetings with the intent of presentation of this matter for funding and Bylaw approval. .

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7.05 p.m.

Next Meeting: Tuesday, October 22, 2019 at 6:00 p.m. within GC 3 – Meeting Room.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S

MR/sm

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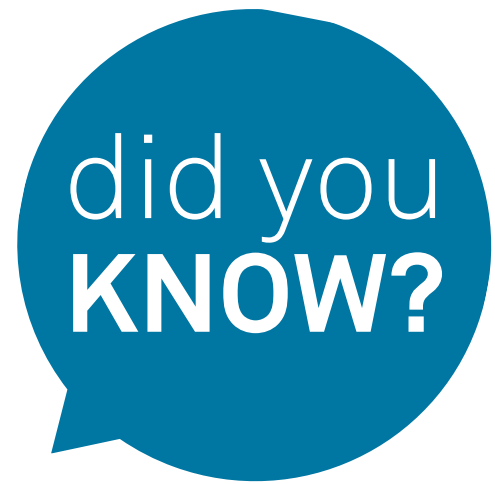
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**FS Insurance
Brokers**



Candle Fire Hazards

Did you know that home fires started by candles can cause property damage, displacement, bodily injury and loss of life. Most candle fires start in the bedroom, and occurring during the months of December and January—especially on Christmas Eve, Christmas Day, and New Year's Day. **On average, 25 home candle fires are reported daily across North America,** causing 115 deaths and \$418 million in property damage every year.

Tips to prevent fires associated with candles:

- ▶ Trim the wick to ¼ inch each time before burning
- ▶ Keep candles at least foot away from flammable items
- ▶ Always burn candles in a well-ventilated room, but avoid drafts, vents or air currents to prevent rapid or uneven burning
- ▶ Do not leave burning candles unattended; blow out candles before leaving a room or going to sleep
- ▶ Do not place burning candles where they can easily be knocked over
- ▶ Never touch or move a burning candle; never move a votive or container candle when the wax is liquefied
- ▶ Use caution if burning candles during a power outage
- ▶ Always follow the manufacturer's recommendations on burn time and proper use



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

*Held on Tuesday, October 22, 2019
Within the Meeting Room, Grand Central 3
Coquitlam, BC*

COUNCIL IN ATTENDANCE:	Alex Barnetson	President
	Elson Qin	Member
	Jenny Ye	Privacy Officer
	Peyman Majidi	Member
	Shireen Nadim	Member
	Hai Zhou	Treasurer
GUESTS:	Camella Wong	Resident
	Jason Greene	Facility Manager
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:05 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held September 24, 2019.

The Council noted that all minutes are now distributed by email only.

BUILDING MANAGER REPORT

The Building Managers Monthly Report was tabled.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed, and the amounts noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statements:*** The financial statements for August and September 2019 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost sharing dispute notice has been received from the Commercial Section.

Alex Barnetson and Jason Greene are appointed as CRT and HRT claims representatives on behalf of the Strata.

BUSINESS ARISING

1. ***Cost Sharing Agreement:*** The issue was tabled, noting that a meeting was held with all Council Members invited [Attended by - Alex, Shireen, Jenny and Camella (Residential Section)] to review the draft of the proposed cost-sharing agreement with legal counsel. Feedback will be reviewed via email and an updated draft will be circulated by legal counsel to Council Members. Legal counsel also indicated that Strata and section bylaws are in need of “modernization” to bring into compliance with the SPA. The draft will be discussed at a future meeting.
2. ***10 Year Structural Warranty Review (GC1):*** The Structural Warranty Report has been received from the engineer and a claim has been filed to the warranty provider, Travelers Insurance Company of Canada. The engineer is following up with the warranty provider on some items that require clarification.
3. ***5 Year Building Envelope Warranty Review (GC3):*** The 5-year building envelope warranty for GC3 has been completed by the engineer from i3 and the report filed with the warranty provider.
4. ***301-2978 Glen Drive:*** An engineer from i3 was hired by the Strata to investigate a water ingress in the unit. This issue is pending a final report from the engineer on the scope of work for the needed repairs.
5. ***3203-2968 Glen Drive Water Leak:*** The Council noted that an insurance claim #913160292738 has been filed with the CapriCMW and all repairs in the suite have been completed.
6. ***Generator Room Water Ingress:*** An engineer from i3 was hired by the Strata to investigate a water ingress in the Generator Room. This engineer advised that a budget of approximately \$7,000-\$12,000 will be required for the needed repairs. This issue will be discussed at the next meeting.
7. ***HVAC Mechanical Plumbing Contract:*** The Council discussed the scope of work delivered by the current services contractor and tabled a quarterly maintenance report outlining the schedule of proposing a number of repairs to the mechanical and plumbing equipment. It was noted that the proposal requires further clarification and this issue will be further discussed at the next meeting.

8. **Council Principles and Policies:** The Council Principles and Policies were tabled to allow for more time to provide feedback/edits, will be reviewed for adoption at next Council Meeting to approve presentation within modernized bylaws amendments at the Annual General Meeting.

NEW BUSINESS

1. **Snow Removal:** The Council noted that the snow removal services will be handled by the site staff. It was noted that snow removal equipment will be purchased by the Strata as part of this project and that in extreme situations contractors may be engaged.
2. **Community Newsletter:** The Council discussed the results of the Fall Community Pulse Check Survey Report and would like to thank all Owners who participated in the survey. The response was appreciated and is greater than the typical attendance at an AGM and is an overall success in terms of participation. It was noted that these responses will greatly help the Council in developing a prioritized plan for improving upon the current status.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7.00 p.m.

Next Meeting: Tuesday, November 26, 2019 at 6:00 p.m. within GC 3 – Meeting Room.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S

MR/sm

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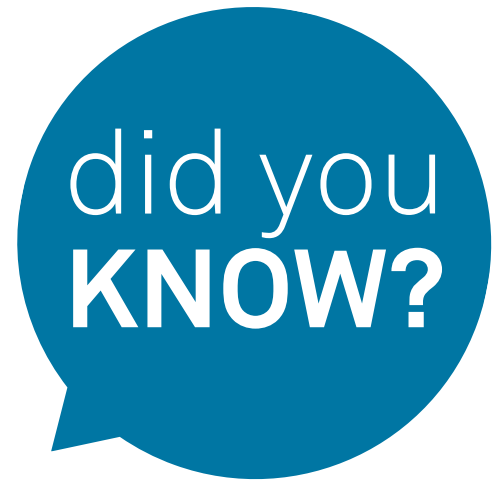
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**FS Insurance
Brokers**



Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

***Held on November 26, 2019
in the Meeting Room, Grand Central 3
Coquitlam, BC***

COUNCIL IN ATTENDANCE:	Alex Barnetson	President
	Elson Qin	Member
	Jenny Ye	Privacy Officer
	Peyman Majidi	Member
	Shireen Nadim	Member
	Hai Zhou	Treasurer
GUESTS:	Camella Wong	Resident
	Jason Greene	Facility Manager
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:05 p.m.

Trotter & Morton presented to the Council an all-inclusive maintenance contract for the Strata's HVAC and Plumbing equipment. The proposed model included repairs and replacement labour, costs for all identified components and parts replacement and all emergency-related costs. It was noted that if adopted the proposed model is expected to prolong the serviceable life of the equipment before the need for a full replacement and will help to adequately budget and plan for the appropriate maintenance of the equipment. After the presentation, the Trotter & Morton representatives were excused from the meeting.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 22, 2019. CARRIED

The Council noted that all minutes are now distributed by email only.

BUILDING MANAGER REPORT

The Building Managers Monthly Report was tabled.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed, and the amounts noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** None.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** the financial statements for October 2019 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost Sharing dispute notice has been received from the Commercial Section and a negotiation on the matter is taking place with the Strata.

Alex Barnettson and Jason Greene are appointed as CRT and HRT claims representatives on behalf of the Strata.

BUSINESS ARISING

1. **Cost Sharing Agreement:** The issue was tabled, noting that a second draft of the proposed cost-sharing agreement has been distributed to the Council members of all sections. Feedback will be reviewed via email and an updated draft will be circulated by legal counsel to councils. Legal counsel also indicated that strata and section by-laws are in need of “modernization” to bring into compliance with the SPA. The draft will be discussed at a future meeting.
2. **10 Year Structural Warranty Review (GC1):** The structural warranty report been received from the engineer and a claim has been filed to the warranty provider Travelers Insurance Company of Canada. The engineer is following up with the warranty provider on some items that require clarification.
3. **5 Year Building Envelope Warranty Review (GC3):** The 5-year building envelope warranty for GC3 has been completed by the engineer from i3 and the report filed with the warranty provider.
4. **301-2978 Glen Drive:** an engineer from i3 completed their investigation recommending a budget of \$10,000 for the needed building envelope repair work. Noting that this work is no longer optional the Council decided to proceed with the repairs as per the engineer’s recommendation to prevent further damage to the property.
5. **Generator Room Water Ingress:** it was noted that the water ingress is now affecting a commercial unit under the generator room. Noting that this work is no longer optional the Council decided to proceed with the repairs as per the engineer’s recommendation with the budget of \$7,000-\$12,000 to prevent further damage to the property.
6. **HVAC Mechanical Plumbing Contract:** The Council discussed delivery of services and noting the absence of the regular inspection reports decided to terminate the contract with the Allied Maintenance for the quarterly inspections of the strata’s HVAC and Plumbing equipment. It was noted that an alternative proposal will be obtained from a different contractor for this service. The Council will also consider the option from the Trotter & Morton for an all-inclusive service.
7. **Council Principles and Policies:** The Council Principles and Policies were tabled noting that after the provided feedback/edits from the Council members it has now been forwarded to a lawyer for further review. The updated version will be reviewed for adoption

by Council with the intent to approve presentation within modernized bylaws amendments at the Annual General Meeting.

NEW BUSINESS

1. **Power Supply Replacement:** The Council noted that Chubb Edwards was hired on an emergency basis to replace power supplies for the common property fire panels. The issue was tabled.
2. **Fire Sprinkler Water Damage:** The Council noted that a private vacuum in 2303-2975 Atlantic caught on fire and activated a fire sprinkler system. While the fire was immediately suppressed, the water from the fire sprinkler caused damage to 10 different units and emergency service from Phoenix Restoration has been dispatched to deal with the water extraction and drying. If the cumulative damage exceeds the strata's insurance deductible of \$50,000 for this type of loss, an insurance claim will be filed with the BFL.

There being no further business, the meeting was terminated at 8:35 p.m.

Next Meeting: Tuesday, January 28, 2020, 6 p.m. at GC 3 – Meeting Room.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS3495S

MR/eb

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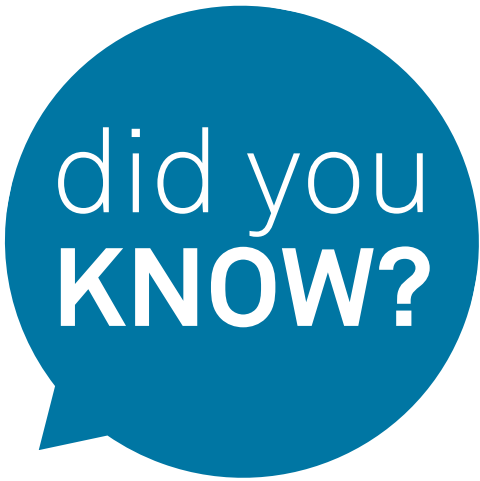
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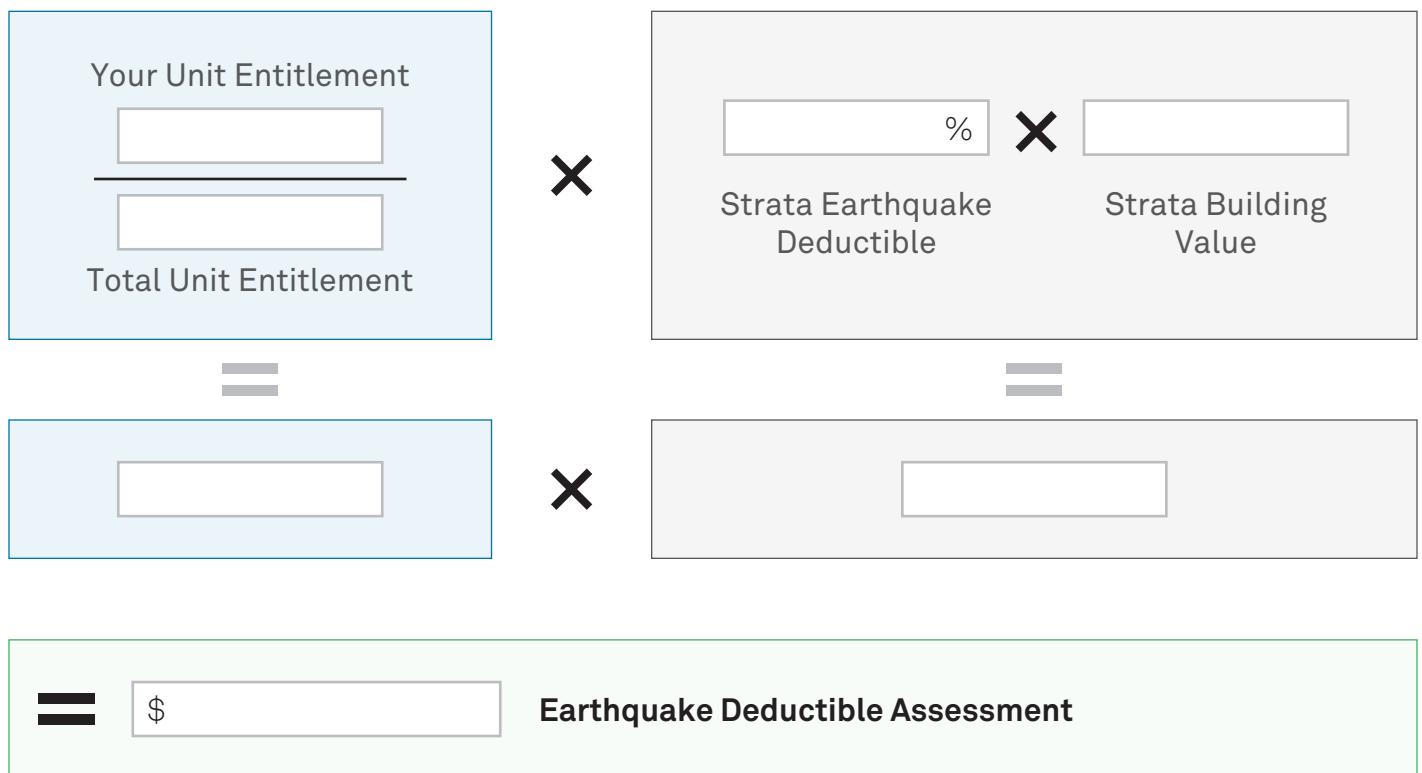
**FS Insurance
Brokers**



Strata Earthquake Deductibles

Did you know, even though your building has earthquake coverage, you still need earthquake insurance under your own personal policy? This will protect your unit and contents, *and* provide funds to cover your special assessment toward the building’s earthquake deductible.

How much Earthquake Deductible Assessment do I need?



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

*Held on January 28, 2020
in the Meeting Room, Grand Central 3
Coquitlam, BC*

COUNCIL IN ATTENDANCE:	Alex Barnetson	President
	Elson Qin	Member
	Jenny Ye	Privacy Officer
	Peyman Majidi	Member
	Shireen Nadim	Member
Regrets:	Hai Zhou	Treasurer
GUESTS:	Camella Wong	Resident
	Jason Greene	Facility Manager
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

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

I3 Engineer presented to the Council information related to the 10-year warranty insurance and a potential claim that may be filed with the underwriter from Travelers Insurance. The engineer recommended for an additional review of the matter by the Manager for Warranty Services at the First Service Residential. The results of the review will be discussed at the next meeting.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 26, 2019. CARRIED

The Council noted that all minutes are now distributed by email only.

BUILDING MANAGER REPORT

The Building Managers Monthly Report was tabled.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The arrears were reviewed, and the amounts noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** None.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** the financial statements for November and December 2019 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account,

clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost Sharing dispute notice has been received from the Commercial Section and a negotiation on the matter is taking place with the Strata.

Alex Barnetson and Jason Greene are appointed as CRT and HRT claims representatives on behalf of the Strata.

BUSINESS ARISING

1. ***Cost Sharing Agreement:*** The issue was tabled, noting that a second draft of the proposed cost-sharing agreement has been distributed to the Council members of all sections. Feedback will be reviewed via email and an updated draft will be circulated by legal counsel to councils. Legal counsel also indicated that strata and section by-laws are in need of “modernization” to bring into compliance with the SPA. The draft will be discussed at a future meeting.
2. ***10 Year Structural Warranty Review (GC1):*** The structural warranty report been received from the engineer and a claim has been filed to the warranty provider Travelers Insurance Company of Canada. The engineer is following up with the warranty provider on some items that require clarification.
3. ***301-2978 Glen Dr. Building Envelope:*** The engineer from i3 completed investigation and the Council approved a proposed budget of \$12,967.50 for the necessary exterior repairs.
4. ***Generator Room Leaks:*** The engineer from i3 completed building envelope investigation and the Council approved a proposed budget of \$17,535.00 for the necessary exterior repairs.
5. ***HVAC Mechanical Plumbing Existing Contract:*** The issue was tabled noting that the new contractor once appointed will be requested to ensure that all residential only section repairs have been identified and billed for separately.
6. ***Council Principles and Policies:*** The Council Principles and Policies were tabled noting that after the provided feedback/edits from the Council members it has now been forwarded to a lawyer for further review. The updated version will be reviewed for adoption by Council with the intent to approve presentation within modernized bylaws amendments at the Annual General Meeting.
7. ***Fire-Water Damage:*** The Council noted that the resulting damage originating from 2303-2975 Atlantic has now exceeded the \$50,000 insurance deductible and the Strata filed an insurance Claim #913160321931. Considering the issue was caused by smoke from a private vacuum cleaner Council noted that the \$50,000 insurance deductible will be chargeback to the owner of 2303-2975 Atlantic.

NEW BUSINESS

1. ***2801-2978 Fine Dispute:*** The Council reviewed a request and the Strata Manager will follow up with the owner regarding the charges.

2. **3207-2968 Water Ingress:** The engineer from i3 discovered the water is coming from the balcony of the PH4 and the Council approved the proposed budget \$4,650.00 for exterior repairs.
3. **Garage Door Loading Bay:** The Council noted that the loading bay door was damaged by a vehicle and an ICBC claim will be filed to offset the costs for the replacement of the door.
4. **Roofs Maintenance:** The Council noted that the roof maintenance inspection was not included in the building envelope project and approved a proposal from Design roofing in the amount of \$11,000.00 for the necessary maintenance of the roofs of all three towers.
5. **Parking Cage Relocation:** The Council noted that the City issued a permit allowing the relocation. This matter will be presented to the owners for a vote at the next General Meeting.
6. **Insurance Premium Shortfall:** The Council noted that a resolution to raise funds for the insurance shortfall will be presented to the owners at the next General Meeting proposing to return the funds into the Contingency Reserve Fund.
7. **Building Envelope Re-Caulking Funding:** The Council discussed a \$290,000 budget that is necessary to undertake the GC1 building envelope project. It was noted that only \$150,000 has been raised and resolution to raise the necessary funds will be presented to the owners at the next General Meeting.

There being no further business, the meeting was terminated at 8:30 p.m.

Next Meeting: Tuesday, February 25, 2020, 6 p.m. at GC 3 – Meeting Room.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S

MR/eb

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Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

After the registration, the Owners will be able to access The Grand Central BCS3495 Website Portal: <https://bcs3495.connectresident.com/>



**FS Insurance
Brokers**

did you
KNOW?

Dishwashers

Did you know that a slow leak may go undetected for years, leading to huge water damage claims? Many leaks are visible, but a good majority are hidden and you should take appropriate action to properly inspect. Water pooling, mold, mildew, and damage to neighbouring units are common results of leaking dishwashers. Use the following tips to help prevent dishwasher related losses:

- Visually inspect the rubber gasket around the inside edge of the door and replace if cracked or worn
- Use steel-braided supply hoses and inspect them often for damage
- Consider installing a water leak detection system for hard-to-reach areas: pumps, valves, etc.
- Only use detergents specifically formulated for dishwashers; avoid detergents that create suds
- Keep the drain basket clean



Always maintain insurance to protect yourself and your contents.

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

***Held on March 3, 2020
in the Meeting Room, Grand Central 3
Coquitlam, BC***

COUNCIL IN ATTENDANCE:	Elson Qin	Member
	Jenny Ye	Privacy Officer
	Hai Zhou	Treasurer
	Peyman Majidi	Member
	Shireen Nadim	Member
Regrets:	Alex Barnetson	President
GUESTS:	Camella Wong	Resident
	Jason Greene	Facility Manager
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:35 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held January 28, 2020. CARRIED

The Council noted that all minutes are now distributed by email only.

BUILDING MANAGER REPORT

The Building Managers Monthly Report was tabled.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed, and the amounts noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** None.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statements:*** the financial statements for January 2020 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS: CRT-2019-005677 – Cost Sharing dispute notice has been received from the Commercial Section and a negotiation on the matter is taking place with the Strata.

Alex Barnetson and Jason Greene are appointed as CRT and HRT claims representatives on behalf of the Strata.

BUSINESS ARISING

1. **Cost Sharing Agreement:** The issue was tabled, noting that a second draft of the proposed cost-sharing agreement has been distributed to the Council members of all sections. Feedback will be reviewed via email and an updated draft will be circulated by legal counsel to councils. Legal counsel also indicated that strata and section by-laws are in need of “modernization” to bring into compliance with the SPA. The draft will be discussed at a future meeting.
2. **10 Year Structural Warranty Review (GC1):** The structural warranty report been received from the engineer and a claim has been filed to the warranty provider Travelers Insurance Company of Canada. The engineer is followed up with the warranty provider on some items that require clarification and the claim has been denied. The Council will consider if any additional actions are available to the Strata.
3. **301-2978 Glen Dr. Building Envelope:** The engineer from i3 is working on the project as per the previously approved budget of \$12,967.
4. **Generator Room Leaks:** The engineer from i3 is working on the project as per the previously approved budget of \$17,535.
5. **3207-2968 Water Ingress:** The engineer from i3 is working on the water ingress remediation from the exterior PH4 area under the approved budgeted cost of \$4,650
6. **Garage Door Loading Bay:** The Council noted that the loading bay door was damaged by a vehicle and a claim BM49156-5 has been filed with the ICBC to offset the gate replacement expenses.
7. **Roofs Maintenance:** The Design roofing contractor advised that they will be scheduling the project weather permitting in the early Spring. The Council noted that work will proceed as per the previously approved proposal with the budget of \$11,000.00 for the necessary maintenance of the roofs of all three towers.
8. **Parking Cage Relocation:** The Council noted that with the City’s approval for the cage relocation, the next step is to present this option to the owners as a ¾ vote resolution at the next General Meeting with a budget of \$35,000 needed for this project.
9. **Insurance Premium Shortfall Deficit:** The Council noted that with the payment of the annual insurance in the amount of \$535,945 the Strata expensed \$261,968 as planned from the operating budget and the remaining amount of \$273,981 has been expensed in a form of an inter-fund loan from the Contingency Reserve Fund. A repayment option of the borrowed amount will be presented at the next General Meeting.
10. **Building Envelope Re-Caulking Funding:** The Council discussed a \$290,000 budget that is necessary to undertake the GC1 building envelope project. Noting that \$145,163 is

already available the remaining funds will be proposed to be raised via special assessment at the next General Meeting.

11. **Council Principles and Policies:** The Council Principles and Policies were tabled noting that after the provided feedback/edits from the Council members it has now been forwarded to a lawyer for further review. The updated version will be reviewed for adoption by Council with the intent to approve presentation within modernized bylaws amendments at the Annual General Meeting.

NEW BUSINESS

1. **RCMP Request:** The Council reviewed a request from the RCMP to permit access to the building and issue a FOB for temporary access to the property. The Council decided to issue access for a period of three months and review further requests if additional time is necessary.
2. **3205-2968 Water Ingress:** The engineer from i3 investigated water ingress in the unit, ruled out condensation as a source and identified a building envelope area in need of repairs. The Council approved a budget of \$2,300 for preparation of the scope of work, noting that the repairs budget will be set at \$15,000 as per the engineer's recommendation.
3. **Electrical Vault Inspection:** The Council discussed maintenance of the electrical vault noting that proposals from specialty electrical contractors have been requested in this regard and will be discussed at the next meeting.

There being no further business, the meeting was terminated at 8:25 p.m.

Next Meeting: Date to be determined.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S
MR/

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www.fsresidential.com

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After the registration, the Owners will be able to access The Grand Central BCS3495 Website Portal: <https://bcs3495.connectresident.com/>

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

***Held on August 12, 2020
in the Meeting Room, Grand Central 3
Coquitlam, BC***

COUNCIL IN ATTENDANCE:	Elson Qin	Member
	Jenny Ye	Vice President
	Hai Zhou	Treasurer
	Peyman Majidi	Member
	Shireen Nadim	Member
GUESTS:	Camella Wong	Resident
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:10 p.m.

COUNCIL MEMBER RESIGNATION

It was noted that Alex Barnetson resigned from the Strata Council.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held March 3, 2020. CARRIED

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The arrears were reviewed, and the amounts noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** None.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statements:*** The financial statements up to and including June 2020 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost Sharing dispute notice has been received from the Commercial Section and a negotiation on the matter is taking place with the Strata.

BUSINESS ARISING

1. **Cost Sharing Agreement:** The Council noted that with the case proceeding to the CRT, there will be no further discussion on the matter until the CRT ruling has been received.
2. **301-2978 Glen Dr. Building Envelope:** The engineer from i3 has completed the project as per the previously approved proposal.
3. **3205-2968 Glen Dr. Building Envelope:** The engineer from i3 is writing a scope of work \$2,300 and \$500 tender to repair the exterior envelope leak. The anticipated process is similar to 301-2978. The anticipated cost of repairs is \$12-15k. The Council noted that building envelope repairs are necessary to maintain the property, and a comprehensive envelope maintenance project will be proposed at the AGM.
4. **Roof Maintenance:** The roof maintenance has been completed by Design Roofing as per the previously approved proposal, and the roof condition report distributed to all owners. Next scheduled maintenance will take place at the end of the summer.
5. **Electrical Vault Inspection:** The Council discussed maintenance of the electrical vault, noting that proposals from specialty electrical contractors have been received, and the project will require a \$20,000 budget for the necessary undertaking. Funding for this project will be included in the next fiscal year for consideration.
6. **AGM AGENDA.**
 - (a) **Depreciation Report Update:** The Council noted that the depreciation report is now three years and as per the requirement of the Strata Property Act is due for renewal at a cost of \$15,592.20. In consideration of other expenses, a 3/4 resolution to defer the depreciation report update (and the expense) until 2021 will be presented at the Annual General Meeting. A Majority vote resolution to fund the depreciation report update from the Contingency Reserve Fund will also be presented as an alternative.
 - (b) **Insurance Premium Shortfall Deficit:** The Council noted that with the payment of the 2019-2020 annual insurance in the amount of \$535,945 the Strata expensed \$261,968 as planned from the operating budget and the remaining amount of \$273,981 has been expensed in a form of an inter-fund loan from the Contingency Reserve Fund. A repayment option of the borrowed amount will be presented at the upcoming Annual General Meeting via special assessment.
 - (c) **Building Envelope Re-Caulking Funding:** The Council discussed a \$290,000 budget that is necessary to undertake the GC1 building envelope project. Noting that \$145,163 is already available, the remaining funds will be proposed to be raised via special assessment at the upcoming Annual General Meeting.

- (d) **Budget 2020-2021:** The Council discussed and finalized anticipated expenses for the 2020-2021 fiscal year, noting a significant increase to the strata fees that will be proposed in the budget. The Council also noted that the increase is mostly due to the substantial increase to the insurance premium
- (e) **Budget Deficit:** Subsequent to the meeting, the Council noted that the funds necessary to eliminate the budget deficit will be proposed to be raised via special assessment at the upcoming Annual General Meeting.

NEW BUSINESS

1. **Mechanical Maintenance:** The Council discussed a contract renewal with C&C Mechanical for quarterly maintenance and noted a significantly more expensive all-inclusive maintenance contract from Trotter and Morton. As per the distributed reports, multiple items identified by the contractors were recommended for repairs and maintenance. The Council decided not to sign any contracts or undertake any repairs at this time.
2. **Landscaping Contract Renewal:** The Council noted there will be no increase in the landscaping costs as the contract with Para Space Landscaping was signed on the same terms for two years until August 31, 2021.
3. **Parkade leak Repairs:** Applied Coating attended to the ground membrane repairs identified as the source of the water leaks into the parkade. Work has been completed as per the previously approved budget of \$2,500.
4. **Fall Safety Inspection:** The annual Fall Safety inspection was completed by ProBel as per the previously approved proposal.
5. **Insurance Renewal 2020-2021:** The insurance for the period of August 1, 2020 through July 31, 2021 with the CapriCMW was renewed. The insurance premium is \$804,631. The Council noted that even though multiple vendors were approached, the CapriCMW was the only one able to provide the coverage to the Strata. There have been significant challenges in the insurance market in the last year, with rates continuing sharply going upward. In addition to the frequency and severity of claims, there are increases to property deductibles for the Water Damage and Sewer Back-Up remain at \$100,000 and All Risk remain at \$50,000. All Losses has been amended to now include Glass and Master Key/Lock & Key. The Earthquake deductible has been increased from 10% to 20% based on the new minimum requirements of the insurers. Current appraised value of the Strata is \$213,454,000.

All Owners are encouraged to contact their respective insurance providers and advise of the above changes to ensure they are fully covered, and they have adequate personal insurance for their units.

Summary of the coverages documents is available to all owners in PDF format from The Grand Central BCS3495 Website Portal: <https://bcs3495.connectresident.com/>. If you have not yet registered for FSRConnect™, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

6. **Annual Fire Inspection:** Following up on the proposals from Bartec, Vanco Fire, Royal City and Chubb Edwards, the Council decided to approve a proposal from Royal City Fire,

who will do the inspection of all three towers concurrently to avoid the over year spread of services. The contractor was signed for a three-year term and will include annual winterization of the sprinkler system in the parkade.

7. **Alteration Request Commercial Patio:** The Council reviewed and approved an alteration request to change the patio from cloth awnings and umbrellas to metal and glass. The Council noted that the approval is subject to the Owner of the unit signing an indemnity agreement limiting the Strata liability from any future expenses that may be derived from this installation.
8. **Window Cleaning and Parkade Cleaning:** Council noted that this project has been completed as per the approved proposal of \$17,262.
9. **Bylaw Amendment:** The Council noted that the following bylaws will be presented for consideration at the upcoming Annual General Meeting.
 - (a) Discrimination, Bullying, Harassment and Sexual Harassment Policy.
 - (b) Councils & Committees – Statement of Principles.
10. **Harassment:** The Council tabled an issue about the ongoing harassment of Council members, and this issue will be further discussed at the next meeting.

There being no further business, the meeting was terminated at 10:15 p.m.

Next Meeting: Annual General Meeting. Due to the pandemic, the AGM will be held by restricted proxy on Monday, September 28, 2020. An information Townhall meeting will be held electronically, on Wednesday, September 9, 2020, at 7:00 p.m.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S
MR/ya

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did you
KNOW?



**FS Insurance
Brokers**

Barbecue and Grilling

Using a barbecue is a fantastic benefit of warmer weather! Abiding by some basic courtesies make it a more pleasant experience for everyone.

Things to consider:

1. Check your by-laws to learn what type of barbecue is allowed, where it can be used and if communal barbecues need to be reserved.
2. Do not use lighter fluid unless explicitly allowed and needed.
3. Keep functioning fire extinguishers (manual or ceiling mounted) close by.
4. If your grill is smoking particularly badly, or the wind is wafting toward your neighbors' open windows, close the lid, turn down the heat or scrape off the grate.
5. As a courtesy to other grillers, avoid grilling foods with a strong aroma (fish, seafood, onions, cruciferous vegetables) on a community grill unless wrapped in heavy-duty aluminum foil or the grill is lined with foil.
6. Clean up after yourself. Use a barbecue brush or balled up aluminum foil ball to scrape the cooking grates. Use paper towels and approved spray cleaner on the entire area, including the counter, the grill knobs and the outside of the grill, especially where raw meat may have touched. Put everything back where it belongs.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION**

*Held on Thursday, September 10, 2020
Electronically Via WebEx*

COUNCIL IN ATTENDANCE:	Jenny Ye Peyman Majidi Shireen Nadim	Vice President Member Member
REGRETS:	Elson Qin Hai Zhou	Member Treasurer
GUESTS:	Camella Wong	Resident
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 6:10 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held August 12, 2020. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The arrears were reviewed, and the amounts were noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** None.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** The financial statements up to and including July 2020 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **Insurance Renewal Financing:** The Council ratified approval of the financing agreement with SNAP Premium Finance for payment of the new insurance premium of \$804,631. Initial down payment of \$136,659.77 will be expensed from the Contingency Reserve Fund on September 16, 2020 via an interfund loan to be repaid back to the CRF, and 10 monthly installments in the amount of \$68,105.18 will be withdrawn on the 1st of each month starting September 1st.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost Sharing dispute with the Commercial Section.
- CRT – ST- 2020-004861 Parking Cage Relocation.

BUSINESS ARISING

1. **Roofs Maintenance:** The roof maintenance is expected to be scheduled at the end of the summer and the results will be discussed at the next meeting.
2. **Electrical Vault Inspection:** The Council discussed maintenance of the electrical vault noting that \$20,000 has been specifically budgeted for this project pending approval of the expenses at the upcoming Annual General Meeting.
3. **Building Envelope Re-Caulking Funding:** The Council discussed a \$290,000 budget that is necessary to undertake the GC1 building envelope project. Noting that \$145,163 is already available the remaining funds are proposed to be raised via special assessment at the upcoming Annual General Meeting.
4. **Mechanical Maintenance:** The Council discussed a contract renewal with C&C Mechanical for quarterly maintenance and noted a significantly more expensive all-inclusive maintenance contract from Trotter and Morton. As per the distributed reports, multiple items identified by the contractors were recommended for repairs and maintenance. After extensive discussion, the Council decided to sign a 3-year contract with C&C Mechanical for better planning and to reduce the long-term cost. As a condition, the contractor reviewing the list of all devices and issuing a report within two months, specifically identifying all equipment that is servicing the Residential Section only. This list will be further discussed at the next meeting.
5. **Annual Fire Inspection:** It was noted that as per the previously approved contract with Royal City Fire the annual inspection will be scheduled in the following weeks and notices will be distributed to all residents informing on the details.

NEW BUSINESS

1. **Door Alteration and Lights Replacement:** The Council review and approved a request from 102-1158 the High Street for replacement of the exterior door to the business from the parkade and installation of exterior LED lights on the exterior of the building above the windows of the business perimeter. It was noted that approval is subject to the Owner signing an indemnity agreement becoming responsible for the future maintenance of the alterations and any damages resulting from or deriving from it.
2. **Emergency Generator Service:** Semi-Annual emergency generator service has been scheduled for September 22nd with Simson Maxwell. On the date of service, there may be potential electrical power fluctuation affecting some of the lights, elevators, and other emergency equipment at the building.
3. **Garbage Trash Bins on the Sidewalk:** The Council decided to remove the trash bin from the common property near the perimeter walkway, noting that it is being filled by strangers and creating an eyesore with the constant needs of maintenance by the Strata and generating an unkempt look of the property. Considering that the garbage bin was

originally installed by the Developer as part of the entire complex, the City of Coquitlam has been contacted regarding this matter and issued no objection to the removal of the bin.

4. **Retaining Wall Repairs:** The Council tabled a proposal from Para Space to repair the sidewalk retaining wall in the amount of \$966.00. Additional proposals will be obtained from different vendors for consideration and this matter will be further discussed at the next meeting.
5. **Privacy Concerns and Council Responsibility:** The Council discussed an issue pertaining to its members. Specifically noting Elson Qin and Hai Zhou have been systematically undermining the Council's decisions and harassing Site Staff. Along with Residential Council member Camella Wong, they posted private information outside of ownership of the property. In the meeting, Camella Wong declared she was unaware of the posting and did not know why her name was on with no further evidence provided. The Council issued a vote of no confidence to these three members and requested suspension of their positions as Council members and will not recommend these three Owners for re-election for the coming year.

Next Meeting: Annual General Meeting. Due to the pandemic, the AGM will be held by a restricted proxy on Monday, September 28, 2020. An information Townhall meeting will be held electronically, on Monday, September 14th as per the distributed AGM notice. The next Council meeting has been scheduled for Tuesday, October 27, 2020 at 6pm.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan BCS 3495S
MR/yl

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www.fsresidential.com

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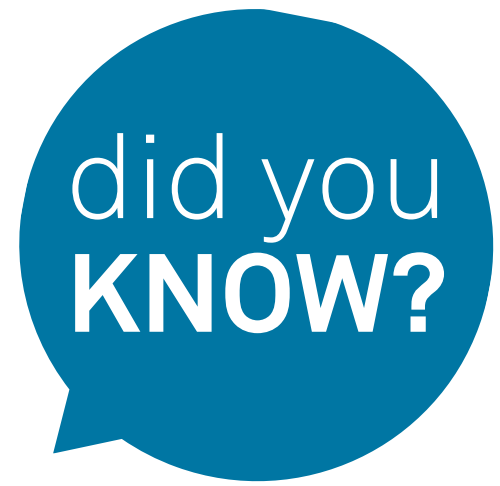
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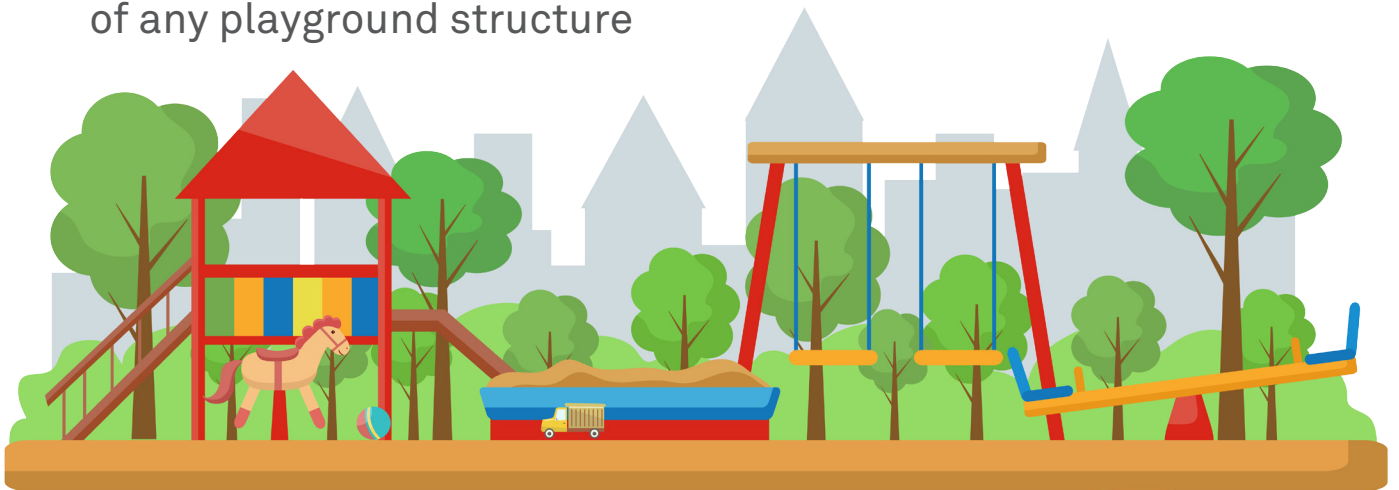
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Playgrounds & Equipment

Did you know that each year more than 200,000 children are treated in the emergency room for playground-related injuries? To help prevent injury, use the tips below for maintaining a safe playground or outdoor play area:

- ▶ Regularly check for all of the following:
 - ▶ Trip hazards such as rocks, roots, stumps, and uneven surfaces
 - ▶ Accessible pinch, crush, or shearing points on equipment
 - ▶ Fraying/damage to any climbing apparatus or cable
 - ▶ Sharp points, corners, edges, or splinters on any components
 - ▶ Hazardous debris or litter
 - ▶ Broken or missing components, protective barriers, steps, guardrails, etc
 - ▶ Damage to benches, fences, or signs
- ▶ Play surfaces and surrounding areas should be clean with a slip-resistant coating applied
- ▶ Signs including all playground rules should be posted and visible
- ▶ Remove skipping ropes or strings that are not a permanent part of any playground structure



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** The financial statements for August 2020 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. <https://bcs3495.connectresident.com/> The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **Fiscal Year Deficit:** The Council noted that with the defeat of the $\frac{3}{4}$ vote resolution proposing to fund the last fiscal year deficit by a special assessment the Strata Section violates the *Strata Property Act* that requires that the deficit must be eliminated during the next fiscal year and a Special General Meeting will be called to present the resolution once again to the owners with the payments due January 1st and February 1st. It was noted that the Council will seek an Administrator appointment if there is a decision not to pay the deficit.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost Sharing dispute with the Commercial Section.
- CRT – ST- 2020-004861 Parking Cage Relocation.

BUSINESS ARISING

1. **Roofs Maintenance:** It was noted that Design Roofing is expected to complete the annual roof maintenance within the next couple of weeks. Report on completion will be distributed to the Council members upon availability.
2. **Electrical Vault Inspection:** The Council discussed maintenance of the electrical vault noting that \$20,000 has been specifically budgeted for this project. This matter will be further discussed at the next meeting.
3. **The resolution E to address the budget deficit was not approved by $\frac{3}{4}$ votes.** This is a significant issue and a legal risk to all of us. While Strata now has an operating budget and a plan to begin rebuilding the contingency reserve fund, many of you have also noticed it is not enough. We have also heard from several owners that they feel we need to bring in an administrator to oversee the financial aspects and get us back on track. Going to the CRT would be the first step and will take months. We are prepared to do this; However, we also recognize that for many owners, having someone come in and direct us to pay a lump sum (amount unknown) per suite will be a hardship given the current environment. Therefore, we will be looking to speak with you to set up a SGM to try and address the outstanding financial issues through incremental fee/levy increases.
4. **Proposed Special Levy Fee Schedule Levy “C”, Building Envelope Repairs” was not approved by $\frac{3}{4}$ votes.** As you may know what just happened to the owners of a Coquitlam Complex that was lack of maintenance. The article “Judge orders owners of Coquitlam Residential Complex to pay \$5.3 Million special Levy” * was posted by Vancouver Sun on 2020-10-01. “The owners of homes at Garden Terrace on Cochrane Avenue, each of whom will be facing bills ranging from \$100,000 to about \$150,000 for

the repairs, were given 60 days to come up with the financing when B.C. Supreme Court Justice Frits Verhoeven handed down his ruling Aug. 20". We believe any of you do not want to see the same happen to our Grand Centre Community. The Council discussed a \$290,000 budget that is necessary to undertake the GC1 building envelope project. Noting that \$145,163 is already available and the $\frac{3}{4}$ vote resolution proposing for the remaining funds was not approved at the Annual General Meeting. The Council noted that not undertaking this project can potentially create significant issues with the building envelope and this type of deferred maintenance will only increase the number of leaks from the exterior. The Council decided to add this item as a $\frac{3}{4}$ vote resolution to the upcoming Special General Meeting and to fund the needed amount by a levy with equal payments scheduled on the 1st day of March, April, May, and June of 2021. It was noted that the Council will seek an Administrator appointment if there is a decision not to approve the levy that is needed to pay for this deferred building envelope maintenance project.

5. **Resolution F was not approved by $\frac{3}{4}$ votes** which asked Councils to sign a respectful workplace policy. The majority of Council members signed this anyway as our commitment to being respectful and transparent in our dealings with all owners and with each other.
6. ***Mechanical Maintenance:*** The Council noted that C&C Mechanical is in the process of undertaking its first quarterly maintenance inspection and their report will be distributed to the Council as soon as it has been distributed by the vendor.
7. ***Annual Fire Inspection:*** It was noted that as per the previously approved contract with Royal City Fire the annual inspection will be scheduled in the following weeks and notices will be distributed to all residents informing of the details.
8. ***Retaining Wall Repairs:*** The Council tabled a proposal from Para Space to repair the sidewalk retaining wall in the amount of \$966.00. Additional proposals will be obtained from different vendors for consideration and this matter will be further discussed at the next meeting.

*Link: <https://vancouver.sun.com/news/judge-orders-owners-of-coquitlam-residential-complex-to-pay-5-3-million-special-levy>

NEW BUSINESS

1. ***Workplace Concern:*** The Council tabled a Staff related concern noting this issue requires further review and will be discussed at the next Council meeting.
2. ***Break-In:*** The discussion focused on the break-in to the Facility Manager's office that occurred on September 22nd. RCMP has been called in to investigate the owners with any information regarding this matter are encouraged to contact the police at 604-945-1550 regarding police file 20-25725. Due to theft of the common property keys, a locksmith was called, and all compromised doors were re-keyed to ensure the integrity of the property. Everyone is reminded not to let any strangers on the property and to report any strange behaviour or crime to the police without delay.
3. ***Depreciation Report:*** The Council noted that with the approval of the funding of the depreciation report from the Contingency Reserve Fund and an updated proposal will be requested from the engineer and this matter will be further discussed at the next Council meeting.

4. **Administrator Appointment:** The Council decided to further review an appointment of the administrator matter will be filing a motion to the Supreme Court if necessary.
5. **Water Bills Payment:** The Council approved payment of Sewer \$6,544.28 and Water \$15,540.32 bills noting that the charges must be paid by the Strata section as per the CRT decision for ST-2018-001847.
6. **Snow Removal and Salting:** The discussion focused on the upcoming winter season noting that the salt reserve is in good condition and an extra order is not necessary at this time. The Council also noted that Jamie Oliynyk Hardiman agreed to provide on-call services to address large snowfalls if they occur.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 p.m.

Next Meeting: Special General Meeting. Due to the pandemic, the SGM will be held by a restricted proxy on Monday, November 16, 2020. An information Townhall meeting will be held electronically, one week earlier, date of the Townhall meeting will be distributed separately. The next Council meeting will be scheduled after the SGM.

FirstService Residential BC Ltd.



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MR/tl

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MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3495S
GRAND CENTRAL – STRATA SECTION

Held on December 2, 2020

Electronically Via WebEx

COUNCIL IN ATTENDANCE: Jenny Ye
Laura Baracaldo
Andrew Natale
Shireen Nadim
Peyman Majidi

GUESTS: Arturo Baracaldo, John Centola, Stephanie Rene

STRATA MANAGER: Mikhail Ratchkovski First Service Residential

The meeting was called to order at 6:00 p.m.

It was moved and seconded to record the video and audio of the meeting.

Motion Defeated.
4 In Favour / 1 opposed

COUNCIL MEMBER RESIGNATION

It was noted the Alex Pizniur resigned from the Strata Council.

NEW COUNCIL MEMBERS

The Council discussed applications from John Centola and Stephanie Rene to join Council in light of the two available seats due to members resignations. John and Stephanie attended the meeting for the questions/answers period where both candidates noted how their qualities and experience may benefit the Council.

After both candidates were excused from the meeting it was moved and seconded to accept John Centola as a new Council member.

Motion Defeated.
2 In Favour / 3 Opposed

It was then moved and seconded to accept Stephanie Rene as a new Council member.

Motion Defeated.
2 In Favour / 3 Opposed

The Council then reviewed a request from Arturo Baracaldo who expressed interest to join the Council subject to the immediate resignation of Laura Baracaldo and it moved and seconded to accept Arturo Baracaldo as a new Council member

Motion Carried.
4 in Favour / 1 Opposed

COUNCIL MEMBER APPOINTMENTS

President - Arturo Baracaldo

Vice President – Andrew Natale

Treasurer – Jenny Ye

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 7, 2020. CARRIED

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The arrears were reviewed, and the amounts were noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** None.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** the financial statements for September and October 2020 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. <https://bcs3495.connectresident.com/> The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **Fiscal Year Deficit:** The Council noted that with the defeat of the ¾ vote resolution proposing to fund the last fiscal year deficit by a special assessment the Strata Section violates the Strata Property Act that requires that the deficit must be eliminated during the next fiscal and this matter will be discussed at the budget meeting.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost Sharing dispute with the Commercial Section.
- CRT – ST- 2020-004861 Parking Cage Relocation.

BUSINESS ARISING

1. **Roofs Maintenance:** It was noted that Design Roofing completed the annual roof maintenance project.

2. **Electrical Vault Inspection:** The Council discussed maintenance of the electrical vault noting that \$20,000 has been specifically budgeted for this project and tabled proposals from the vendors. This matter will be further discussed at the next meeting.
3. **Building Envelope Re-Caulking Project.** The Council noted that with the defeat of the 3/4 vote resolution the necessary funding for this project was not approved. The Council will review the next steps that will be taken to follow up on this project at the upcoming budget meeting.
4. **Mechanical Maintenance:** The Council tabled a quarterly maintenance report received from C&C Mechanical and will discuss with the vendor a priority plan for the ongoing maintenance.
5. **Annual Fire Inspection:** It was noted that as per the previously approved contract with Royal City Fire the annual inspection will commence on December 16th as per the notices distributed to the owners.
6. **Retaining Wall Repairs:** The Council reviewed and approved a proposal from Para Space to repair the sidewalk retaining wall in the amount of \$966.00.
7. **Workplace Concern:** The Council discussed staff related concerns noting that one of the issues was related to the permission privileges and posting of messages on the WhatsApp Group, it was noted that WhatsApp is not controlled by the Council and is private to the respective participants. The Council is not posting any messages on WhatsApp or any other social groups for this matter. The Council also noted that at least 48 hours should be provided to the Facility Manager to attend to non-urgent concerns. The Council also discussed a concern with the Facility Manager's girlfriend volunteering services provided by the Facility Manager. After extensive discussion, it was moved and seconded to instruct the Facility Manager that such volunteer services are not permitted for the Strata.

Motion Carried.
3 In Favour / 2 Opposed

8. **Depreciation Report:** The Council reviewed an updated proposal for the preparation of the Depreciations report, noting that with the AGM approval of the funding of the depreciation report from the Contingency Reserve Fund it was moved to approve a proposal from Strata Engineering in the amount of \$15, 592.50.

Motion Carried.
3 In Favour / 2 Opposed

NEW BUSINESS

1. **Appointment of Representative:** The Council reviewed a proposal from Alex Banneton to represent strata as a volunteer Consultant Facilitator, noting that Alex Burniston was a recent Council member yet had to resign due to the sale of the unit, it was moved and seconded to accept the proposal.
- Motion Carried.
3 In Favour / 2 Opposed
2. **Administrator Appointment:** The Council decided to further review an appointment of the administrator matter will be filing a motion to the Supreme Court if necessary.

3. **Slack/WhatsApp/WeChat:** It was noted that private comments on the social media do not represent formal decisions of the Strata Council and the Council will not be moderating any messages on any of the social groups. All formal Council decisions must be made by the Council majority and referenced in the minutes. The Council also discussed an issue with the Facility Manager utilizing Slack Messaging Platform, noting that the Facility Manager must not post on social media any information that was obtained in the course of his duties. Breach of contract matter was discussed and tabled.
4. **Staff Overtime and Hiring Building Manager:** The Council noted that over the last few months the Facility Manager demanded payment of overtime which was approved by the Council and October is the last month where such approval will be issued. It was noted that while the Council agreed with the Facility Manager's recommendation to terminate the previous building manager, yet it also created a staff shortage leading to this overtime issue and the new staff has not been hired.
5. **FOB Audit:** The Council noted that a fob audit in progress brought forward issue with the privacy of the website used by the Facility Manager that handles the owners submissions. The issue was tabled and will be further discussed at the next meeting.
6. **Parkade Membrane Warranty Review:** The Council decided to hire an engineer from i3 Building Services to review the condition of the parkade membrane and challenge the underwriter (Travelers Insurance) opinion that noted deficiencies to the parkade membrane are not covered under warranty.
7. **Snow Removal and Salting:** The discussion focused on the upcoming winter season noting that the salt reserve is in good condition and an extra order is not necessary at this time. The Council also noted that Jamie Oliynyk Hardiman agreed to provide on-call services to address large snowfalls if they occur.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:50 p.m.

Next Meeting: Thursday, January 28, 2021.

FirstService Residential BC Ltd.



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Strata Plan BCS 3495S

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MINUTES

STRATA COUNCIL MEETING

THE OWNERS STRATA PLAN BCS 3495S

GRAND CENTRAL – STRATA SECTION

*Held on February 6, 2020
Electronically Via WebEx*

COUNCIL IN ATTENDANCE:	John Centola	President
	Peyman Majidi	Vice President
	Shireen Nadim	Commercial Section
	Stephanie Rene	
Regrets:	Abi Centrik	
STRATA MANAGER:	Mikhail Ratchkovski	First Service Residential

The meeting was called to order at 10:00 a.m.

COUNCIL MEMBER RESIGNATIONS AND NEW MEMBERS

It was noted the Jenny Ye, Andrew Natale and Arturo Baracaldo resigned from the Strata Council and the Council ratified decisions to accept John Centola, Stephanie Renee and Abi Centrik as the new members to fill the vacant Council seats.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

Minutes of December 2, 2021 were tabled.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The arrears were reviewed, and the amounts were noted. All Owners are reminded that strata fees are due on the 1st of each month and all delinquent accounts will be charged interest and fines as per the Strata bylaws. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** None.

The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** the financial statements for December 2020 were received.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. <https://bcs3495.connectresident.com/> The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **Fiscal Year Deficit:** The Council noted that with the defeat of the ¾ vote resolution proposing to fund the last fiscal year deficit by a special assessment the Strata Section

violates the Strata Property Act that requires that the deficit must be eliminated during the next fiscal and this matter will be discussed at the next meeting.

5. **Draft Budget:** The Council reviewed the draft budget for the 2021-2022 fiscal year prepared by the Strata Manager, this matter will be further discussed at the next meeting.

REPORT ON LITIGATION

CRT OPEN CLAIMS:

- CRT-2019-005677 – Cost Sharing dispute with the Commercial Section.
- CRT – ST- 2020-004861 Parking Cage Relocation.

BUSINESS ARISING

6. **Electrical Vault Inspection:** The Council discussed maintenance of the electrical vault, noting that this project will require power shut off which will take place during night time to minimize the impact on the property. Notices will be distributed to all owners and posted on site once BCHydro advised on the permitted days for this project and the schedule has been finalized with the service contractor.
7. **Emergency Generator Service:** in preparation for this vault service power shut off, the emergency generator semi-annual load maintenance was scheduled for March 5, 2021.
8. **Building Envelope Re-Caulking Project.** The Council noted that with the defeat of the $\frac{3}{4}$ vote resolution the necessary funding for this project was not approved. The Council noted that while the project is related to the GC1 only the GC2 and GC3 towers also require building envelope maintenance and the Strata Manager will obtain proposals from different engineers for building envelope maintenance review and preparation of report and scope of work.
9. **Mechanical Maintenance:** The Council tabled a quarterly maintenance report received from C&C Mechanical and will discuss with the vendor a priority plan for the ongoing maintenance.
10. **Annual Fire Inspection:** the Council reviewed a report from Royal City Fire for the annual inspection noting that the general deficiencies noted in the report will be addressed as soon as possible.
11. **Depreciation Report.** The Council noted that an updated Depreciations report, from Strata Engineering, will be forwarded to the Council upon receipt from the engineer.
12. **105-2968 Insurance Deductible Fire Loss:** The Council reviewed invoices IN-22212 \$44,145.42 and IN-22955 \$5,854.58 from Phoenix Restoration representing insurance deductible of \$50,000 for the insurance claim originating from 105-2968 due to a kitchen fire. The Council decided to chargeback the invoices to the unit causing this loss.

Motion Carried.
4 In Favour / 0 Opposed

NEW BUSINESS

1. **3104-2978 Ceiling Cracks:** The Council reviewed a concern from the unit where minor cracks formed on the ceiling. The engineer advised that most likely these are typical shrinkage cracks and a full investigation will cost \$600. After discussion, it was moved and seconded to undertake a full review by the engineer to determine the condition of the property.

Motion Carried.
4 In Favour / 0 Opposed
13. **100-2976 Leak Exterior:** The Council noted that an engineer attended to a water leak complaint and identified a building envelope issue. Exterior caulking repairs and drywall patching inside the unit will be undertaken to address this issue.
14. **WCB Compliance:** The Council noted that in response to the WCB complaint the strata Council held a workshop meeting on January 19, 2021 where the following policies were put in place:
 - BCS 3495 has developed a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated;
 - BCS 3495 has developed and implemented adequate procedures for workers to report incidents or complaints of workplace bullying and harassment (including how, when and to whom a worker should report incidents or complaints and addressing how a worker reports if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser);
 - BCS 3495 has developed and implemented adequate procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment (including how and when investigations will be conducted; what will be included in the investigation; roles and responsibilities of employers, supervisors, workers and others; follow-up to the investigation with a description of corrective actions, timeframe, dealing with adverse symptoms, etc. and record keeping requirements);
 - BCS 3495 will annually review the policy statement, reporting and investigation procedures and steps taken to prevent where possible, or otherwise minimize, workplace bullying and harassment and any new employee or volunteer will be included.
15. **Facility Manager:** The Council noted that, as per previous correspondence, the former Facility Manager is no longer employed by the strata effective December 21st, 2020. Five Star Building services have now been engaged to provide building manager staff for the property.
16. **Strata Property Inventory and Expenses:** The Council noted that following the cessation of employment by the former Facility Manager, the master keys, passwords, laptop, and many common property items and assets, including passwords, were not returned to the Strata. This issue necessitated the rekeying of all of the common property doors, the hiring of additional security to oversee the property during the transition and working with different contractors in order to obtain access to the buildings' numerous systems. This

issue has resulted in significant expenditures by the Strata and will be further discussed at the next meeting.

17. ***Building Manager Contract:*** The Council noted that in cooperation with the Residential section the Strata engaged a contract with Five Star to provide building manager and caretaker services. It was noted that the staff will be shared between both sections to minimize expenses and lower the impact on the strata fees.
18. ***Lockbox Installation for FD:*** The Council tabled a request from the Coquitlam Fire Rescue recommending the installation of specialty lockboxes for storage of the emergency keys by the Fire Department. A quote from a locksmith was tabled and this matter will be further discussed at the next meeting.
19. ***Parkade Membrane Warranty Review:*** The Council decided to hire an engineer from i3 Building Services to review the condition of the parkade membrane and challenge the underwriter (Travelers Insurance) opinion that noted deficiencies to the parkade membrane are not covered under warranty.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 2:15 p.m.

Next Meeting: February 25, 2021.

FirstService Residential BC Ltd.



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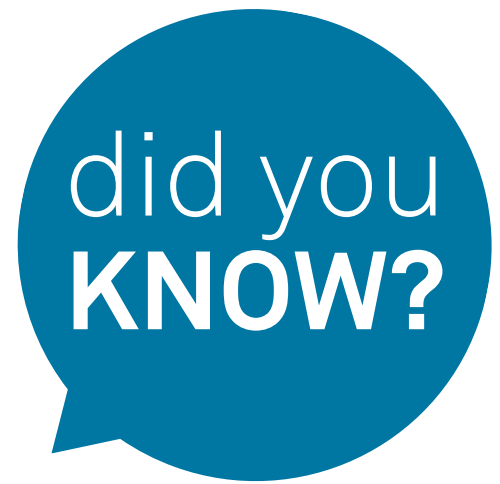
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**FS Insurance
Brokers**



Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

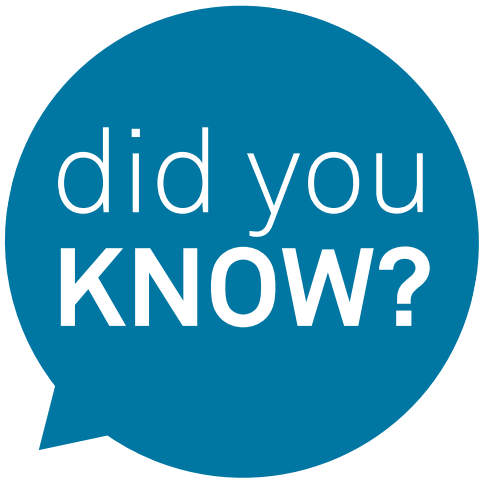
- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property



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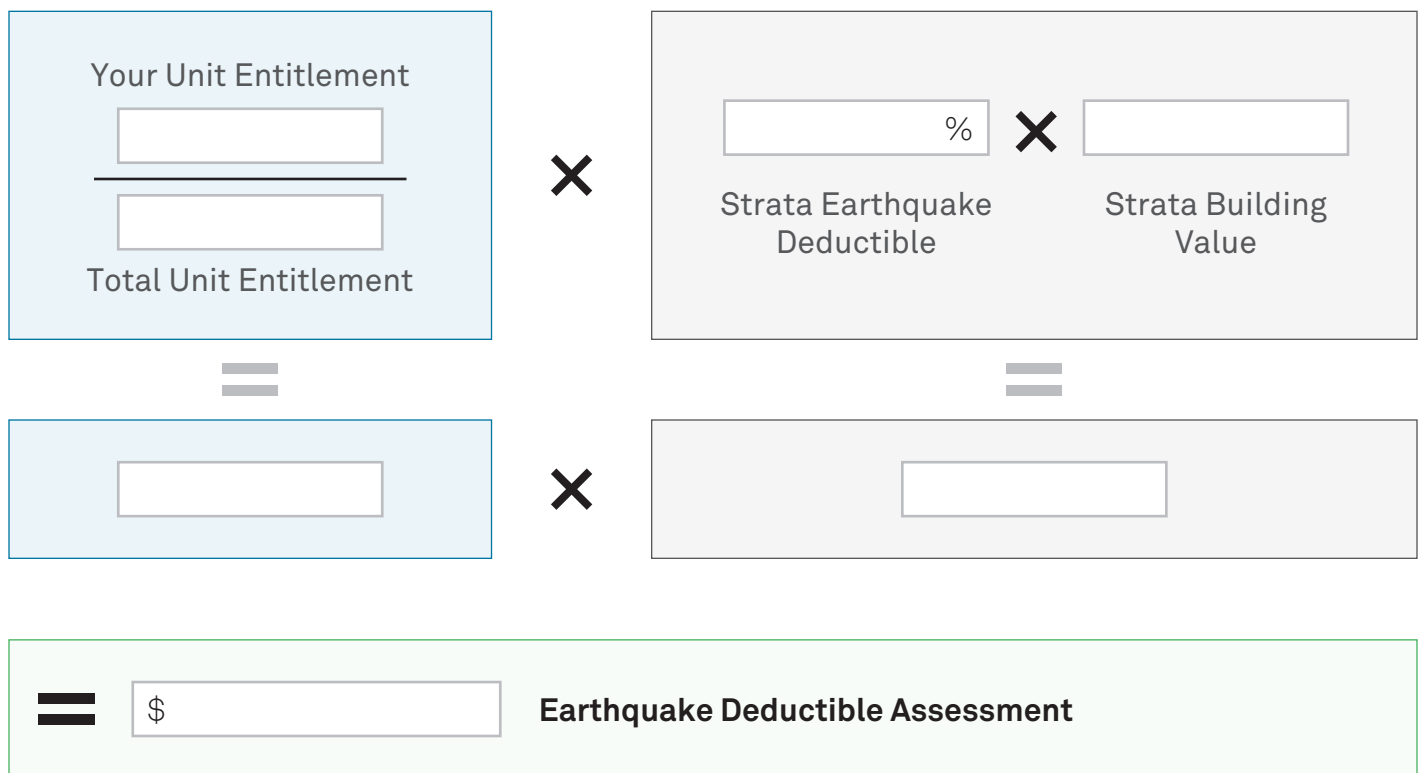
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Brokers**



Strata Earthquake Deductibles

Did you know, even though your building has earthquake coverage, you still need earthquake insurance under your own personal policy? This will protect your unit and contents, *and* provide funds to cover your special assessment toward the building’s earthquake deductible.

How much Earthquake Deductible Assessment do I need?



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