

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW3355
5885 OLIVE AVENUE, BURNABY, BC
THE METROPOLITAN**

Held on Tuesday, March 4, 2025 in the P1 Meeting Room

COUNCIL IN ATTENDANCE:	Zoran Milicevic	President
	Stela Maksimovic	Co-Treasurer
	Rita Pang	Secretary
	Philip Wong	Privacy Officer
	Basil Skodyn	Project
REGRETS:	Terra-Paul Siddoo	Co-Treasurer
	Jayesh Patel	Vice President
SENIOR DIRECTOR STRATA:	Peter Chan	FirstService Residential

A quorum of the Council was present, the meeting was called to order at 6:42 p.m.

APPROVAL OF MINUTES

An amendment was made to the Minutes of the Strata Council Meeting held November 19, 2024, to delete “..a project management addendum will need to be signed. It was noted that as per FirstService Residential agency agreement, there is to be a project fee in place for this project and provided an addendum to the Strata Council. Several questions were answered, and the Strata Council will follow up with FirstService Residential.”

It was then moved and second to approve the Minutes of the Strata Council Meeting held on November 19, 2024, as amended. **CARRIED.**

It was noted that there were no Minutes of Strata Council Meeting held on January 30, 2025 distributed or for approval.

FINANCIAL REPORT

- Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
- 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. Council did review an invoice report for the meeting and approved payment of the invoices.

3. **Monthly Statements:** The financials were deferred.

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 "Forms and Documents", "Financial Document", and selecting the desired file.

4. **2025 Strata Suite Property Assessment:** Council was in receipt of the 2025 Strata Suite Property Assessment valued at \$2.

REPORT ON LITIGATION

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.

BUILDING MANAGER REPORT

The monthly Site Manager Report was submitted via email. There were no comments or concerns by the Strata Council with the report.

BUSINESS ARISING

1. **Elevator Modernization:** The Strata Council all work with the Elevator Modernization Project is completed. It was then moved, second and **CARRIED** to pay for Certificate of Payment #8 which is the Lien Holdback invoice.
2. **Roof Deck Project:** The Strata Council that the roof deck replacement has been progressing slowly. 2 units at the upper level still need stucco work to be done which is weather dependent. There are 4 decks on the lower level have items to address related to technical issues. Estimated completion date remains unknown.
3. **Garage Evaluation:** At this time, 2 proposals for the recommended garage repairs have been received. Strata Council agreed that no garage repair project will be considered until after the Roof Deck Project has been completed.
4. **Fire Testing:** Annual fire testing was completed, and the Shore Fire test report was received at the January meeting. A deficiency quote was reviewed and approved but amended costs on fire extinguisher replacement will be procured rather than testing the fire extinguishers.
5. **Carpet Cleaning:** Annual carpet cleaning was completed.
6. **Front Entrance LED Lights:** Upgrading the front entrance common area lights to LED was completed.

7. **Mechanical:** The Elafon contract was cancelled and Langara contract engaged. The Building Manager will follow up on CO sensors, HW tanks replacement, boiler cleaning, sump pump replacement, PRV repairs, and blower assembly motor for completion.
8. **Gym:** Further to the November Strata Council meeting, the Strata Council made a decision to change equipment and has secured with Fitness Town replacement equipment.

BYLAW INFRACTION

Strata Council reviewed a bylaw infraction with an 18th floor strata lot owner that conducted unapproved alterations to the Strata lot. Strata Council agreed to issue a decision to fine with enforcement of the Strata Plan bylaws and also seek legal opinion on the next options whether having the unit restored or conditions for approving.

CORRESPONDENCE

1. An Owner of a 9th floor unit requested Strata approval to an alteration in the unit by installing a separation wall in the living room. Council was unable to render a decision and requested more information such as whether the wall would be floor to ceiling or a pony wall, whether a door will be installed to create a room or space and what function or purpose would the enclosed space be used.
2. An Owner wrote to Council regarding cameras and privacy policy. Council deferred this to the next meeting.
3. An Owner suggested that the strata consider an EV charging station. Council deferred until completion of an Electrical Planning Report.
4. An 18th floor unit reported water ingress during heavy rain. Investigation was completed and a report is pending on what exterior repairs are needed. The report will also include 4 other units.
5. Council was in receipt of a suggestion from a resident to supply a ping pong table to the amenity room. The good idea was noted but Council deferred the matter.
6. Gym noise complaints was received from two units. Please refer to Business Arising, item 8. Council will be reviewing further measures to address and mitigate gym noise.
7. Council reviewed and approved strata lot renovations to unit 1504. An approval letter will get issued and the unit Owner will need to return a signed Indemnity Agreement back to the Strata Corporation.
8. A 12th floor unit reported a ceiling stain. The Building Manager visited the 14th floor unit above but there has been no confirmation on any further action taken. The Building Manager will be requested to follow up to determine if the 14th floor unit has engaged a plumber to source the water leak issue.

NEW BUSINESS

1. ***Change in Management Company:*** With the Owners approving a 3/4 Vote resolution at a recent Special General Meeting, Strata Council has given notice of terminating management services with FirstService. In discussing the change in management, Korecki Real Estate Services will be assuming the management services effective April 1, 2025.
2. ***Landscaping Contract:*** Council approved renewal of the landscape maintenance contract with Maple Tree Gardening.
3. ***Parkade and Power Washing:*** Council who expressed issues with the last parkade wash was in receipt of feedback from the vendor, Atlas. In addition, a quote was received from Sea to Sky. Council deferred their decision to the next meeting.
4. ***Pest Control:*** A pest control proposal was received from Abell and will be retained for strata records for future consideration.
5. ***Window Cleaning:*** A window cleaning proposal was received from Black Tie. Council agreed to defer window cleaning until the Roof Deck Project is completed and testing of roof anchors is certified.
6. ***Floor and Tile Cleaning:*** Quotes were received from Citrus O and Servus which Council agreed to keep on file.
7. ***Window Seal/Replacement:*** Council was in receipt of results from the survey on units reporting failed window seals.
8. ***Exterior Painting:*** A quote from Prostar on the cost to paint the South and entire building was received and will be kept on file.
9. ***Canopy Glass:*** Council was in receipt of a quote from Accurate Glass to supply and replace the cracked front canopy glass. Council agreed to keep on file.
10. ***Insurance Report:*** As per legislated requirements, a 60-day report on the status of insurance renewal was issued to the strata.
11. ***Annual General Meeting:*** The fiscal year end is April. Council reviewed a draft budget. Additional agenda items will include a resolution to obtain a Depreciation Report Update required every 5 years and a resolution to obtain an Electrical Planning Report.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:00 p.m.

Next Meeting: To be scheduled with new management company

FirstService Residential BC Ltd.

Peter Chan
Senior Director Strata Operations
Per the Owners
Strata Plan NW3355

<u>FSRConnect™</u>	<u>Customer Care</u>	<u>Resident Support Services</u>
A self-serve community portal that offers the following residential services: <ul style="list-style-type: none">• Resident Documents• Amenities• Account Payments Register here: https://portal.connectresident.com/#/registration	Open 24/7 365 days a year with translation services available in 31 different languages. <ul style="list-style-type: none">• Updating contact Information• Account balance inquiries Call Customer Care at 1.855.273.1967.	For online assistance with: <ul style="list-style-type: none">• Accounting questions• FOB/Key requests• Other general inquiries Submit your inquiry: https://bcsupport.fsresidential.com/hc/en-us

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.

ELECTRIC SPACE *Heaters*

**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- ▶ Purchase a heater that automatically shuts off if tipped over
- ▶ Read all manufacturer's instruction for use and care
- ▶ Place the heater on a solid and level surface
- ▶ Regularly inspect for cracked or damaged plugs or connections
- ▶ Never use an extension cord or power strip; plug directly into an outlet
- ▶ Keep heaters at least three feet away from anything that is flammable
- ▶ Clean the heater to prevent dust build-up

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.

Source: National Fire Protection Agency*

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW3355
5885 OLIVE AVENUE, BURNABY, BC
THE METROPOLITAN**

Held on Tuesday, November 19, 2024

COUNCIL IN ATTENDANCE:	Zoran Milicevic	President
	Jayesh Patel	Vice President
	Stela Maksimovic	Co-Treasurer
	Rita Pang	Secretary
	Philip Wong	Privacy Officer
	Basil Skodyn	Project
REGRETS:	Terra-Paul Siddoo	Co-Treasurer
SENIOR STRATA MANAGER:	Steve Maddess	FirstService Residential

A quorum of the Council was present, the meeting was called to order at 6:30 p.m.

APPROVAL OF MINUTES

It was moved and second to approve the Minutes of the Strata Council Meeting held October 7, 2024, as circulated. **CARRIED.**

FINANCIAL REPORT

- Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com. It was moved, second and **CARRIED** to start the force sale of strata lots 50, 62 & 91 for monies owed to the Strata Corporation.
- 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.
- Monthly Statements:** The financials were deferred.

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 "Forms and Documents", "Financial Document", and selecting the desired file.

REPORT ON LITIGATION

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.

BUILDING MANAGER REPORT

1. ***Building Manager Report:*** The monthly Site Manager Report was submitted and reviewed by the Strata Council via email. There are no comments or concerns currently from the reports. The Strata Council reviewed a request for vacation and have approved the request. Notices will be posted with the temporary Building Manager contact information while Philip is away.

BUSINESS ARISING

1. ***Elevator Modernization:*** The Strata Council reviewed the work to date completed. It is noted that both elevators major work is completed, with minor tile and silicone work recently being completed. It was then moved, second and **CARRIED** to pay for invoices via email. It was noted that as per FirstService Residential agency agreement, there is to be a project fee in place for this project and provided an addendum to the Strata Council. Several questions were answered, and the Strata Council will follow up with FSR.
2. ***Roof Deck Project:*** Sense Engineering has been providing the Strata Council with regular construction updates on the roof deck replacement. Estimated completion date is January 2025. It was then moved, second and **CARRIED** to approve the engineers change order number one for roofing insulation and replace existing brick tiles. A leak was detected while remediation was ongoing. Repairs have been completed to the exterior membrane. A CCDC contract has been signed and a project management agreement will need to sign. It was noted that as per FirstService Residential agency agreement, there is to be a project fee in place for this project and provided an addendum to the Strata Council. Several questions were answered, and the Strata Council will follow up with FSR.
3. ***Garage Evaluation:*** The Strata Council reviewed the garage evaluation report from Sense Engineering and have directed the Strata Manager to obtain proposals for the recommended repairs.

NEW BUSINESS

1. ***Mechanical:*** The Strata Manager provided the Strata Council with multiple quotes for parkade CO sensors servicing, replacement of one hot water tank, boiler cleaning servicing, sump pump replacement, PRV repairs, a blower assembly motor in the pool area and quarterly maintenance with a new mechanical contractor.

It was then directed to the Strata Manager to obtain additional proposals from a different contractor. It was moved, second and **CARRIED** via email to have all two of the quotes approved due to the severity of the issue. The Strata Council reviewed the mechanical contractors, and it was moved, second and **CARRIED** to end the services with Elafon mechanical and sign a quarterly servicing contract with Langara mechanical.

A reminder:

Keeping a window open is necessary to remove humidity and reduce condensation.

Exhaust fans in your kitchen and bathroom are also very effective for drawing off moisture while cooking and bathing/showering. It is very important that your fan remains "ON" while bathing/showering and you should leave it on for 1 hour after your bath/shower. Please ensure that exhaust fans are cleaned every 6 months to ensure that they are operating in a safe and effective manner.

Using your clothes dryer also creates a great deal of condensation. After your last dryer load has finished, RUN THE DRYER EMPTY FOR AT LEAST AN ADDITIONAL 15 MINUTES longer. This will dry out the ducts that run from your dryer to the outside vent.

ALWAYS empty the lint screen after using your dryer!!

Please ensure that a hair strainer is used in bathtubs/shower drains to prevent clogs in the common area pipes.

Owners are advised to complete annual maintenance of all fixtures within their strata lots including changing their washing machine hoses to steel braided hoses.

A reminder: Do not pour used cooking oil or grease down the drain as it can clog the pipes and result in expensive repairs.

Ways of properly disposing cooking oil/grease:

- Place the hardened grease in the organics bin. Do not dispose of it in the drains.
- Small amounts of cooking oil, animal fat, gravy, sauces, or salad dressing can be wiped up with paper towels or napkins and placed in the organics bin.

Large amounts of used cooking oil should be brought to the Drop-Off Depot for recycling. Please do not include animal fat, gravy, sauces, or salad dressing.

2. **Fire System Inspection:** The Strata Manager provided the Strata Council with the dry sprinkler report for the parkade, no issues to report.
3. **Carpet Cleaning:** Strata Council reviewed two quotes for carpet cleaning. A request to obtain an additional proposal was made and a Council member has obtained this. After review, it was moved second and **CARRIED** via email to approve the annual carpet cleaning.
4. **Lights:** The Strata Manager provided two proposals to the Strata Council via email for upgrading front entrance common area lights to LED. It was then moved, second and **CARRIED** to complete these common area lights via email.
5. **Gym:** The Strata Manager provided a proposal to the Strata Council for gym machine upgrades. A decision will be deferred though it was noted that many of the weight machines are loud when weights are dropped so are looking for solutions first before

removing these machines. **Please ensure not to drop weights as the vibrations affect many units.**

6. **Maintenance list:** The Strata Council reviewed the upcoming maintenance items due for November and December this year.
7. **Building Manager:** The Strata Council reviewed the Building Managers services and the weekend Janitorial contractors. The Strata Manager was directed to follow up with these contractors.
8. **Holiday Party:** It was moved, second and **CARRIED** to host and fund a holiday party for all of the residents this year.

CORRESPONDENCE

There were four items of correspondence to review at the meeting. The Strata Council reviewed the correspondence and directed the Strata Manager accordingly. After reviewing, it was moved and second by the Strata Council to approve fines for Bylaw and Rule violations. **CARRIED.** Correspondence will be sent to these Owners. The Strata Council reviewed two pieces of correspondence for alterations and after review of the alterations, it was moved, second and **CARRIED** to approve for strata lot # 82 & 91.

'Note to Owners and Residents'

NOTE THAT MANY REQUESTS MADE BY OWNERS TO THE STRATA COUNCIL AND/OR MANAGEMENT REQUIRE COUNCIL'S APPROVAL IN THE FORM OF A MAJORITY VOTE BY ITS MEMBERS. THIS TYPICALLY OCCURS AT COUNCIL MEETINGS THAT ARE HELD QUARTERLY. AS SUCH, PLEASE BE AS PATIENT AS POSSIBLE.

Note to Owners and Residents

Please ensure to have fans on or windows open in order to remove moisture within your unit.

Please ensure that you or your tenants familiarize yourself with the Emergency Fire Procedures for your floor and the location of stairwells, fire pull stations, and fire extinguishers on your floor. Always evacuate the building in the event of a fire alarm.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:47 p.m.

Next Meeting: Thursday, January 30, 2025, 6:30 p.m.

FirstService Residential BC Ltd.

Steve Maddess
Strata Manager
Per the Owners
Strata Plan NW3355

<u>FSRConnect™</u>	<u>Customer Care</u>	<u>Resident Support Services</u>
<p>A self-serve community portal that offers the following residential services:</p> <ul style="list-style-type: none">• Resident Documents• Amenities• Account Payments <p>Register here: https://portal.connectresident.com/#/registration</p>	<p>Open 24/7 365 days a year with translation services available in 31 different languages.</p> <ul style="list-style-type: none">• Updating contact Information• Account balance inquiries <p>Call Customer Care at 1.855.273.1967.</p>	<p>For online assistance with:</p> <ul style="list-style-type: none">• Accounting questions• FOB/Key requests• Other general inquiries <p>Submit your inquiry: https://bcsupport.fsresidential.com/hc/en-us</p>

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW3355
5885 OLIVE AVENUE, BURNABY, BC
THE METROPOLITAN**

Held on Monday, October 7, 2024

COUNCIL IN ATTENDANCE:	Zoran Milicevic	President
	Jayesh Patel	Vice President
	Stela Maksimovic	Co-Treasurer
	Rita Pang	Secretary
	Philip Wong	Privacy Officer
	Basil Skodyn	Project
REGRETS:	Terra-Paul Siddoo	Co-Treasurer
STRATA MANAGER:	Steve Maddess	FirstService Residential

A quorum of the Council was present, the meeting was called to order at 6:30 p.m.

APPROVAL OF MINUTES

It was moved and second to approve the Minutes of the Strata Council Meeting held March 21, 2024, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. It was then moved, second and **CARRIED** to start the lien and force sale to strata lots #50 & 62 for unpaid strata and levy fees.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

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 Treasurers could not make the meeting, late, so the financials were deferred.

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REPORT ON LITIGATION

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.

BUILDING MANAGER REPORT

1. ***Building Manager Report:*** The monthly Site Manager Report was submitted and reviewed by the Strata Council via email. There are no comments or concerns currently from the reports.

BUSINESS ARISING

1. ***Elevator Modernization:*** The Strata Council reviewed the work to date completed. It is noted that both elevators major work is completed, with minor work still needing to be completed. It was then moved, second and **CARRIED** to pay for invoices via email. The Strata Manager reviewed that there is a CCDC (Canadian Construction Documents Committee) contract in place. It was noted that as per FirstService Residential agency agreement there is to be a project fee in place.
2. ***Roof Deck Project:*** Sense Engineering has been providing the Strata Council with regular construction updates on the roof deck replacement. Estimated completion date is January 2025. It was then moved second and **CARRIED** to approve the engineers change order number one for roofing insulation and replace existing brick tiles. A leak was detected while remediation was ongoing. Repairs have been completed to the exterior membrane. A CCDC contract has been signed and a project management agreement will need to be signed.
3. ***Garage Evaluation:*** *The Strata Council reviewed the garage evaluation report from Sense Engineering and have directed the Strata Manager to obtain proposals for the recommended repairs.*
4. ***Spa Tile Repairs:*** *The Strata Council have provided details that all work has now been completed.*

NEW BUSINESS

1. ***Mechanical:*** The Strata Manager provided the Strata Council with multiple quotes for parkade CO sensors servicing, boiler servicing, rooftop air unit and sump pump. It was then directed to the Strata Manager to obtain additional proposals from a different contractor. It was moved, second and **CARRIED** to have the drains cleaned in the parkade.

Please ensure that a hair strainer is used in bathtubs/shower drains to prevent clogs in the common area pipes.

Owners are advised to complete annual maintenance of all fixtures within their strata lots including changing their washing machine hoses to steel braided hoses.

A reminder: Do not pour used cooking oil or grease down the drain as it can clog the pipes and result in expensive repairs.

Ways of properly disposing cooking oil/grease:

- Place the hardened grease in the organics bin. Do not dispose of it in the drains.
- Small amounts of cooking oil, animal fat, gravy, sauces, or salad dressing can be wiped up with paper towels or napkins and placed in the organics bin.

Large amounts of used cooking oil should be brought to the Drop-Off Depot for recycling. Please do not include animal fat, gravy, sauces, or salad dressing

2. **Kitchen stack cleaning:** *The Strata Manager provided proposals for the annual cleanout of the vertical drain lines on the third floor to the Strata Council. After review, it was moved second and **CARRIED** to approve the stack cleaning though Strata Council would like to obtain one additional proposal.*
3. **Generator:** *The Strata Manager provided proposals for the annual and semi-annual testing of the generator to the Strata Council. After review, it was moved second and **CARRIED** to approve the generator testing.*
4. **Depreciation and Electrical Planning Report:** *The Strata Manager reviewed recent legislative changes in BC with the Depreciation Reports. Every five years the Strata Corporations must obtain a depreciation report and Strata's can no longer by a 3/4 vote defer or not complete this.*

The Strata Council then reviewed a proposal by Sense Engineering doing the building envelope remediation. The Depreciation Report is a report of all common area items that are to be addressed by maintenance or replacement over the short and long term over the next thirty years. After reviewing, the Strata Manager noted that the new legislation is five years between reports so do not have to complete until 2026 as the most recent completed Depreciation Report was 2021.

The Strata Council then reviewed a proposal for the recently passed legislation whereupon all Strata's in BC with five or more units must complete a one-time Electrical Planning Report that specifies the process for Strata corporations to approve EV charging and heat pumps which was part of the Sense Engineering proposal. This is to be completed by the end of 2025.

After reviewing, it was then moved and second to approve the Electrical Planning Report from though the Strata Council would like to revie one more proposal. **CARRIED**.

5. **Fire Inspection:** *The Strata Manager provided proposals for the annual fire inspection and fire pump testing to the Strata Council. After review, it was moved second and **CARRIED** to approve the annual fire inspection testing and fire pump repairs.*
6. **Garage Gate:** *The Strata Manager provided a proposal to the Strata Council via email for garage gate damage. It was then moved, second and **CARRIED** to complete these gear box and Jamb deficiencies via email.*
7. **Window Cleaning:** *Strata Council reviewed multiple quotes for window cleaning. A decision was made to defer these maintenance services as there are no roof anchors attached to the roof due to the roof remediation.*
8. **Carpet Cleaning:** *Strata Council reviewed a quote for carpet cleaning. A request to obtain an additional proposal was made and a council member will obtain this.*

9. **Parkade washing:** Strata Council reviewed multiple quotes for parkade cleaning and power washing the parkade. It was then moved, second and **CARRIED** to complete these maintenance services. Notices will be posted once dates are known.
10. **Common area power washing:** Strata Council reviewed multiple quotes power washing the common areas. The Strata Council directed the Strata Manager to review exact areas completed in the past with the building manager and then it was then moved, second and **CARRIED** to complete these maintenance services .
11. **Snow and Ice removal services:** Strata Council reviewed a proposal for snow and ice clearing throughout the winter. After review, it was moved, second and **CARRIED** to complete the snow and ice removal maintenance services. The Strata Council directed the Strata Manager to see if the contractor is based locally.
12. **Glass:** The Strata Manager provided the Strata Council with a proposal for a common area glass pane that has a failed seal. After review, the Strata Council reviewed a larger issue that will need to be looked at building wide for window seals.
13. **Maintenance list:** *The Strata Council reviewed the upcoming maintenance items due for the calendar year.*
14. **Parcel locker:** The Strata Manager reviewed the availability of a parcel locker at no cost. Looking at a potential suitable places to have the storage locker within close proximity to the mailboxes. The Strata Council directed the Strata Manager to have the contractor provide measurements if this will fit within the interior lobby.
15. **Strata Council Positions:** After some discussion, it was moved, second and **CARRIED** to have the Council hold the following positions:

President	Zoran Milicevic
Vice-President	Jayesh Patel
Co-Treasurer	Stela Maksimovic
Co-Treasurer	Terra-Paul Siddoo
Secretary	Rita Pang
Privacy Officer	Philip Wong
Projects	Basil Skodyn
16. **Collecting funds:** The Strata Manager reviewed how funds are collected with the Strata Council. An electronic payment proposal was reviewed for efficiencies and better control of cash. It was then moved, second and **CARRIED** to have a new collection device ordered for the building manager. It was then moved second and **CARRIED** to add a rule:

Rule:

Cash Payment(s)

No cash will be accepted for common area Bylaw and Rule payments. Electronic payment only for these services.
17. **Developer:** A developer has inquired about renting grass space for 12-18 months while a neighbouring building is being built. No decisions were made at this time.

CORRESPONDENCE

There were six items of correspondence to review at the meeting. The Strata Council reviewed the correspondence and directed the Strata Manager accordingly. The Strata Council reviewed one piece of correspondence for alterations and after review of the alterations, it was moved, second and **CARRIED** to approve for strata lot # 39.

'Note to Owners and Residents'

NOTE THAT MANY REQUESTS MADE BY OWNERS TO THE STRATA COUNCIL AND/OR MANAGEMENT REQUIRE COUNCIL'S APPROVAL IN THE FORM OF A MAJORITY VOTE BY ITS MEMBERS. THIS TYPICALLY OCCURS AT COUNCIL MEETINGS THAT ARE HELD QUARTERLY. AS SUCH, PLEASE BE AS PATIENT AS POSSIBLE.

Note to Owners and Residents

Please ensure to have fans on or windows open in order to remove moisture within your unit.

Please ensure that you or your tenants familiarize yourself with the Emergency Fire Procedures for your floor and the location of stairwells, fire pull stations, and fire extinguishers on your floor. Always evacuate the building in the event of a fire alarm.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:45 p.m.

Next Meeting: Wednesday November 27, 2024, 6:30 p.m.

FirstService Residential BC Ltd.

Steve Maddess
Strata Manager
Per the Owners
Strata Plan NW3355

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
604.683.8900 (24/7 emergencies)

<https://fsresidentialbcsupport.zendesk.com>
www.fsresidential.com



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FSRConnect™

A self-serve community portal that offers the following residential services:

- Resident Documents
- Amenities
- Account Payments

Register here:

<https://portal.connectresident.com/#/registration>

Customer Care

Open 24/7 365 days a year with translation services available in 31 different languages.

- Updating contact Information
- Account balance inquiries

Call Customer Care at
1.855.273.1967.

Resident Support Services

For online assistance with:

- Accounting questions
- FOB/Key requests
- Other general inquiries

Submit your inquiry:

<https://bcsupport.fsresidential.com/hc/en-us>

WATER *Damage*



**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Did you know that most units have up to ten or more water connections, including the washing machine, dishwasher, refrigerator/ice maker, bathtub, shower, sprinkler heads, hot water tank, faucets and more? Each of these connections has the potential to leak. ***If your unit is found to be the source of a leak that causes water damage, you may be held responsible.*** Fast action is imperative once a leak occurs in order to prevent damage!

Condo Owners' Coverage provides protection for:

- ▶ Know the location of your in-suite water shut-offs and turn off the water supply if you discover a leak
- ▶ Use a water monitoring system or contract with a monitoring service
- ▶ Winterize hose bibs as needed
- ▶ Replace rubber appliance supply hoses with steel braided hoses
- ▶ Avoid hanging items from sprinkler heads
- ▶ Seal tile grout

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.

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For faster service, our local Resident Support Services team is available to answer your inquiries! Our newly formed team can assist with:

- Account updates
- Payments
- Strata corporation general inquiries
- Maintenance inquiries
- Strata corporation document requests
- Strata lot renovation requests
- Document submission
- and much more!

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES

STRATA COUNCIL MEETING THE OWNERS STRATA PLAN NW3355 5885 OLIVE AVENUE, BURNABY, BC THE METROPOLITAN

*Held on Thursday, March 21, 2024
(Electronic Attendance)*

COUNCIL IN ATTENDANCE:

Zoran Milicevic	Member
Mabel Tam	Member
Graeme Smith	Member
Stela Maksimovic	Member
John Mather	Member
Alice Crestejo	Member
Terra-Paul Siddoo	Member

STRATA MANAGER:

Deb Lanzo	FirstService Residential
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A quorum of the Council was present, the meeting was called to order at 7:04 p.m.

APPROVAL OF MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held January 23 ~~21~~, 2024, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Owners are also reminded that the monthly Roof Deck Special Levy payment began on February 1, 2023, and will continue for 9 months. Bylaw infraction fines and interest for late Strata/levy payment on any Strata Lot in arrears per the Strata Plan Bylaws will apply.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Monthly Statements:** It was moved and seconded to approve the financial statements for January and February 2024 as distributed. **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 "Forms and Documents", "Financial Document", and selecting the desired file.

3. **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.

REPORT ON LITIGATION

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. **Elevator Modernization:** The car turnover was approved, Work has begun on the second elevator. A questionnaire will be sent to the owners to report any issues or deficiencies with car one to the Council to ensure all the problems are addressed.
2. **Roof Deck Project:** Sense Engineering has received the permit and have reached out to Soild Ground to provide a start date for the project.
3. **Window Trial:** Council has postponed the window trial project for further discussion at the Annual General Meeting.
4. **Booster Pump:** Langara Mechanical has received the parts for the booster pump and will schedule the repair.
5. **Garage Evaluation:** Council received the garage evaluation from Sense Engineering and will review it further before deciding on how to proceed with the recommended repairs.
6. **Garage Gate:** ICBC has approved a quote from Valmart Doors.Council directed the Strata Manager approve the quote from Valmart Doors and have the repair scheduled.
7. **Strata Lot 12:** Council ratified a decision to approve a quote from Langara Mechanical to scope and flush the drain line. Langara has completed the scope and flushing of the line.
8. **Spa Tile Repairs:** An additional quote is being provided by Prostar for the tile repairs and drywall repairs. Council will decide on a proposal upon comparing the quotes.
9. **Hedge/Sign Repair:** Para space has completed the repairs to the hedge and reinstalled the sign.
10. **Hydro Vault:** Power Pros has scheduled the load breaker switch repair for April 5, 2024.

BYLAW VIOLATION REPORT

1. **Bylaw Violations:** The Strata Council directs the Strata Manager to issue the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All material is

reviewed in depth by Strata Council at the meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.

2. **Bylaw-chargebacks:** The Strata Council directs the Strata Manager to issue Bylaw violation letters to any Owner/Tenant that may be responsible or deemed responsible for a property damage loss and costs that are incurred by the Strata Corporation to remedy. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.

The Strata Council noted there were no new violations.

CORRESPONDENCE

1. **Renovation Request:** Council approved a request from an owner to change their kitchen cabinets, counter, sink and appliances.

NEW BUSINESS

1. **Window Repairs:** Council approved a quote from Accurate Glass in the amount of \$826.35 to replace a broken window at SL 37. Another quote was requested for a broken window at SL 12. Council directed the Strata Manager to request Accurate Glass schedule the repairs for both windows on the same day to save on the costs of trip charges.
2. **Drywall Repairs:** Council reviewed a quote from Nikls One Call for various drywall repairs. An additional quote from Prostar is in progress. Council will decide on a proposal after comparing the quotes.
3. **Landscaping Contract:** Council reviewed proposals from three landscaping service providers including the current provider, Para Space Landscaping. After completing a careful study of the various quotations and services provided, council agreed to approve the quote from Maple Tree Service to reduce the overall landscaping maintenance expense.
4. **Exercise Room Noise:** Council is investigating solutions to reduce the noise from the exercise machines.
5. **Front Door Signs:** Council agreed to update the security signs at the front door. Council will provide the design details to the Strata Manager to order the signs from Signs BC Illuminated.
6. **Trespassing:** Council agreed to have two new private property/no trespassing signs installed to keep the public from damaging the garden edging and grass when they cut through the property.

7. **Rule Update:** Council agreed to add the following new rules:

BICYCLES

Bicycles are not allowed in the lobby or elevator. They must be stored in the bike room.

SECURITY

All trades persons including food delivery drivers must be met at the front entrance and escorted within the building by the resident using their services. All packages must be left by the mailboxes.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:28 p.m.

Next Meeting: Thursday May 14, 2024, 6:30 p.m. via zoom

FirstService Residential BC Ltd.

Deb Lanzo
Strata Manager
Per the Owners
Strata Plan NW3355

DL/ek

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
604.683.8900 (24/7 emergencies)

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- Payments
- Strata corporation general inquiries
- Maintenance inquiries
- Strata corporation document requests
- Strata lot renovation requests
- Document submission
- and much more!

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Phone: 1.855.273.1967

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ELECTRIC SPACE *Heaters*

**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- ▶ Purchase a heater that automatically shuts off if tipped over
- ▶ Read all manufacturer's instruction for use and care
- ▶ Place the heater on a solid and level surface
- ▶ Regularly inspect for cracked or damaged plugs or connections
- ▶ Never use an extension cord or power strip; plug directly into an outlet
- ▶ Keep heaters at least three feet away from anything that is flammable
- ▶ Clean the heater to prevent dust build-up

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.

Source: National Fire Protection Agency*

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MINUTES

STRATA COUNCIL MEETING THE OWNERS STRATA PLAN NW3355 5885 OLIVE AVENUE, BURNABY, BC THE METROPOLITAN

*Held on Tuesday, January 23, 2024
(Electronic Attendance)*

COUNCIL IN ATTENDANCE:

Zoran Milicevic	Member
Mabel Tam	Member
Graeme Smith	Member
Stela Maksimovic	Member
John Mather	Member

REGRETS:

Terra-Paul Siddoo	Member
Alice Crestejo	Member

STRATA MANAGER:

Deb Lanzo	FirstService Residential
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A quorum of the Council was present, the meeting was called to order at 6:31 p.m.

APPROVAL OF MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 14, 2023, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Owners are also reminded that the monthly Roof Deck Special Levy payment began on February 1, 2023, and will continue for 9 months. Bylaw infraction fines and interest for late Strata/levy payment on any Strata Lot in arrears per the Strata Plan Bylaws will apply.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Monthly Statements:** It was moved and seconded to approve the financial statements for November and December once two questions have been answered by the property accountant. **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 “Forms and Documents”, “Financial Document”, and selecting the desired file.

3. **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.

REPORT ON LITIGATION

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

(Work in progress updates found in either the “Resident Manager/Council Report” above, or herein, under “Business Arising”)

1. **Elevator Modernization:** Gunn provided Council with a new elevator schedule; it will be posted in the building for Owners to review.
2. **Roof Deck Project:** Sense Engineering advised on August 5, 2023, that the roof deck project permit application was under review by the City of Burnaby. The City could not provide a specific timeline for their approval.
3. **Window Trial:** Council investigated alternative options for the window trial project and agreed to proceed with the original proposal. Sense Engineering will have West Coast Windows reschedule the window testing.
4. **Noisy pool Exhaust Fan:** Langara Mechanical completed the repair on the pool exhaust fan.
5. **Booster Pump:** Langara Mechanical has ordered the parts for the booster pump and will schedule the repair when the parts arrive.
6. **Drain Pipe Leak:** Langara Mechanical completed the repair to the cracked pipe in the P2 hallway.
7. **Garage Evaluation:** Council received the garage evaluation from Sense Engineering and will review it further before deciding on how to proceed with the recommended repairs.
8. **Garage Gate:** One more quote is pending to submit to ICBC for the damage to the garage gate.
9. **Graffiti:** The graffiti on the back wall and metal cage by the stairwell has been removed by Goodbye Graffiti.

10. **Strata Lot 12:** Council directed the Strata Manager to follow up with Langara Mechanical to request the report for the drain pipe investigation and to obtain an additional quote for the drywall repairs.

BYLAW VIOLATION REPORT

1. **Bylaw Violations:** The Strata Council directs the Strata Manager to issue the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All material is reviewed in depth by Strata Council at the meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.
2. **Bylaw-chargebacks:** The Strata Council directs the Strata Manager to issue Bylaw violation letters to any Owner/Tenant that may be responsible or deemed responsible for a property damage loss and costs that are incurred by the Strata Corporation to remedy. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.

The Strata Council noted there were no new violations.

CORRESPONDENCE

1. There was no new correspondence.

NEW BUSINESS

1. **Bylaw Reminder:** Council would like to remind Owners of bylaw 44.1.
2. **Spa Repairs:** Council ratified a decision made via email to approve quotes from Imperial Paddock Pools in the amount of \$4,446.20 plus GST to install a new spa filter and flow meter for the spa circulation pump and to install a new flow meter and replumb the suction and returns for the jet pumps as required by BC Health Authority.
3. **Burst Pipe:** Langara Mechanical repaired a burst pipe to the water fountain outside of the pool. Quotes are pending to repair the tiles on the wall and around the spa.
4. **Gym Sprinkler Head:** Community fire repaired a leaking sprinkler head in the gym.
5. **Hedge:** Council ratified a decision made via email to approve quotes from Para Space to repair the hedge and a parking sign in the visitor parking area in the amount of \$656.00 plus GST. The invoices will be charged back to the Owner who damaged the sign and the hedge.
6. **Duct Cleaning:** Quotes have been requested for duct cleaning to be scheduled in the spring.
7. **Hydro Vault:** Council ratified a decision made via email to approve a quote from Power Pros in the amount of \$8,173.93 to repair the load breaker switch in the BC Hydro Vault.

8. **Landscaping Maintenance:** The Council President will obtain quotes for the annual landscaping maintenance to compare to the Para Space quote.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:44 p.m.

Next Meeting: Thursday March 21, 2023, 6:30 p.m. via zoom

FirstService Residential BC Ltd.

Deb Lanzo
Strata Manager
Per the Owners
Strata Plan NW3355

DL/mp

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MINUTES

STRATA COUNCIL MEETING THE OWNERS STRATA PLAN NW3355 5885 OLIVE AVENUE, BURNABY, BC THE METROPOLITAN

*Wednesday, November 15, 2023
(Electronic Attendance)*

COUNCIL IN ATTENDANCE: Zoran Milicevic
Mabel Tam
Graeme Smith
Stela Maksimovic
John Mather
Terra-Paul Siddoo
Alice Crestejo

FIRSTSERVICE RESIDENTIAL: Deb Lanzo, Strata Manager
Sue Matthews, Regional Director

A quorum of the Council was present, the meeting was called to order at 6:35 p.m.

APPROVAL OF MINUTES

10

The Strata Council approved the meeting minutes dated September ~~26~~, 2023.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Owners are also reminded that the monthly Roof Deck Special Levy payment began on February 1, 2023, and will continue for 9 months. Bylaw infraction fines and interest for late Strata/levy payment on any Strata lot in arrears per the Strata Plan Bylaws will apply.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Monthly Statements:** It was moved and seconded to approve the financial statements for August was deferred until a miscellaneous charge can be clarified. **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 "Forms and Documents", "Financial Document", and selecting the desired file.

3. **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.

REPORT ON LITIGATION

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

(Work in progress updates found in either the "Resident Manager/Council Report" above, or herein, under "Business Arising")

1. **Elevator Modernization:** ThyssenKrupp Elevators (TKE) anticipate a October 16, 2023 start date for the elevator modernization project. A notice will be sent to owners advising them of changes to the elevator use while the project is ongoing.
2. **Roof Deck Project:** Sense Engineering advised on August 5, 2023, that the roof deck project permit application was under review by the City of Burnaby. The City could not provide a specific timeline for their approval.
3. **Window Trial:** Coast Windows has advised that the delay in scheduling the window trial will now push the project to the spring as the project can not proceed in the rainy season.
4. **Noisy pool Exhaust Fan:** Council ratified a decision made via email to approve a quote in the amount of \$ 840.00 including GST to replace the pulleys on the pool exhaust fan.
5. **Booster Pump:** Council ratified a decision made via email to approve a quote from Langara Mechanical in the amount of \$10,605.00 including GST, to install two new pressure reducing valves to the booster pump station for the domestic water for the building.
6. **Drain Pipe Leak:** Council ratified a decision made via email to approve a quote in the amount of \$735.00 including GST from Langara Mechanical to repair a cracked pipe leaking into the P2 hallway.
7. **Garage Evaluation:** The garage evaluation was completed by Sense Engineering a preliminary report was sent to council. Council directed the Strata Manager follow up with Sense Engineering to enquire when the final garage report will be completed.
8. **Garage Gate:** The Strata Manager will follow up on the request for quotes to submit to ICBC for the damage to the garage gate.

BYLAW VIOLATION REPORT

1. **Bylaw Violations:** The Strata Council directs the Strata Manager to issue the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All material is reviewed in depth by Strata Council at the meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.
2. **Bylaw-Chargebacks:** The Strata Council directs the Strata Manager to issue Bylaw violation letters to any Owner/Tenant that may be responsible or deemed responsible for a property damage loss and costs that are incurred by the Strata Corporation to remedy. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.

The Strata Council reviewed the Bylaw Violations report and provided direction to the Strata Manager on the next steps.

CORRESPONDENCE

1. **SL129 – Kitchen Renovation:** Council reviewed a request from an owner renovate his kitchen. Council would like the owner to provide more information before approving the request.

NEW BUSINESS

1. **Heat Pump Guidelines:** Council would like advise owners that the Sense Engineering Guidelines are unclear about permits that are required for the installation of heat pumps. Owners should enquire with the City of Burnaby to ensure proper permits are obtained before any request to install a heat pump.
2. **P3 Auto Door:** The auto door opener was not working on the P3 level was not working. Action ISS attended and repaired the door opener.
3. **Lobby Door:** The lobby door was not closing properly Action ISS attended and repaired the door.
4. **Graffiti:** Council approved a quote from Goodbye Graffiti in the amount of \$424.04 including GST to remove graffiti from the back brick wall and from the metal cage at the stairwell on the northwest side of the building.
5. **Drainpipe Blockage:** Council agreed to have Langara Mechanical scope the drain pipe from unit 302 to determine if the drainpipe should be flushed.

There, being no further business, the meeting terminated at 9:04 p.m.

Next Meeting: January 15, 2024, 6:30 pm via zoom

FirstService Residential BC Ltd.

Deb Lanzo
Strata Manager
Per the Owners
Strata Plan NW3355

DL/

Email: info.bc@fsresidential.com

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- and much more!

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Phone: 1.855.273.1967

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Life, simplified.

MINUTES
MEETING OF METROPOLITAN STRATA COUNCIL
SEPTEMBER 10, 2023, 7 PM

PRESENT: Zorin Milisevic
Mabel Tam
Alice Crestijo
John Mather
Graeme Smith

REGRETS: (members who notified Council they would be unable to attend):
Stela Maksimovic
Terra Paul Sidoo

NOTE: In order to proceed both efficiently and democratically, the meeting was conducted in accordance with the guidelines set out in Robert's Rules of Order. A copy of these rules of order can be found online.

Recording Secretary for this meeting: John Mather

AGENDA

PROPOSED AGENDA

1. Discussion of our options regarding the Windows Trial Project
(See the Email from Deb of August 22 with Alana's email, attached, re our options)
2. Vote on which Windows Trial Option we want to adopt
3. Discussion of our procedures, going forward, in contacting FSR and our contractors
4. Discussion of the Gardening Project and our options
5. Discussion of the parking situation in the building
6. Other business

The meeting was asked if there were any suggested items to add to the agenda. Mabel Tam requested that the agenda be amended to include a discussion of the toilets project.

MOTION: A motion was made to adopt the above agenda, as amended.

CARRIED

ITEM 1 on the Agenda

Regarding the first item on the agenda, the following motion was put forward:

“MOVED: That Council approve moving ahead with implementing the original Windows Trial Repairs Project, as already approved by the previous Council and by the owners at the AGM, and as outlined in Option 1 of Alana Frost’s email to Council of August 22.”

BACKGROUND TO THE MOTION:

On Aug 3, 2023 FSR Strata Manager forwarded to Council a document requiring a Strata Council signature, so that West Coast Building Restoration Inc. would be authorized to begin work on the Windows Trial Repairs Project that had been agreed to by the previous Council, and voted on (and passed) by the Owners at the Metropolitan AGM of Jul 11, 2023.

Some members of Council argued that final approval of this project should be delayed until Council had the opportunity to study the Windows Trial Repairs Project in greater detail. More specifically, questions were raised as to whether the proposed approach was in fact the best way to proceed; as to whether there had been any impropriety in the handling of the project to date; and as to whether the company that had been awarded the contract was, in fact, the most qualified company to carry out the work.

Some Council members also suggested that there might be other, better ways to deal with the issue of leaking windows in the building, and requested that these alternatives be studied.

As a result of these concerns, Council voted on Aug 9, 2023 to place final approval of the project on hold, until the above concerns could be looked into.

In response to Council’s request for detailed information regarding the Windows Trial Repairs Project, Sense Engineering held a Zoom meeting with Council, in which they explained in detail the rationale for the project.

In addition, Sense Engineering sent to Council a detailed, 3-page email, in which they explained the four major options that Council had, to deal with the project, and the costs associated with each.

- 1. Proceed with the Trial Window Repairs Contract with West Coast Building Restoration as outlined in bid documents and specifications scope of work.**
- 2. Proceed with Trial Window Repairs with new trial repair locations.**
- 3. Complete window repairs at worst leaking areas and monitor the repairs.**
- 4. Cancel the project and contract with West Coast and re-evaluate how the strata would like to proceed with addressing the window leakage issues.**

DISCUSSION

The following points were made in the discussion of this motion.

1. Options 2 and 3 of the Sense Engineering email to Council of August 22, both require spending additional funds on the Windows Trial Repairs Project, so implementing these options costs the strata

more money, not less. In addition, these additional funds have not been authorized by the Strata Owners. We would need the approval of Owners at an AGM or SGM, in order to spend these additional funds.

2. Over the past month we have not uncovered any impropriety on the part of the consultants for this project, so there is no way to justify to the Owners adding additional costs to the project or delaying further the implementation of the project.

3. Option 4 would cost the strata \$2,600 but involves delaying the project indefinitely. We cannot justify to the Owners deciding to *not* implement a project that they previously authorized, especially if this delay costs \$2,600 – money that we would have nothing to show for.

4. One of the Council members consulted with a previous Council member who had many years of experience in the strata. This Council member advised us that it is not even *legal* for us to ignore a contract commitment made by the previous Council. It is also not legal for us to ignore a decision made by an AGM of the Owners. We are obliged to follow through on the decision made by that AGM.

After a full discussion of the issue, a motion was made to end the discussion and proceed to vote on the motion related to Item 1.

MOVED: That Council proceed to vote on the motion related to the Windows Trial Repairs Project.

CARRIED

The motion related to the Windows Trial Repairs Project was then read out a second time:

“MOVED: That Council approve moving ahead with implementing the original Windows Trial Repairs Project, as already approved by the previous Council and by the owners at the AGM, and as outlined in Option 1 of Alana Frost’s email to Council of August 22.”

CARRIED

STRATA PLAN NW 3355, THE METROPOLITAN
5885 Olive Avenue, Burnaby, BC
MINUTES
STRATA COUNCIL MEETING
Thursday, July 20, 2023, at 6:00 p.m.
(In-person attendance)

PRESENT:	Zoran Milisevic	President
	Mabel Tam	Vice-President
	Alice Crestejo	Privacy Officer
	Stela Maksimovic	Secretary
	Graeme Smith	Treasurer (left meeting at 6:50)
	Terra-Paul Siddoo	Member
	John Mather	Member

The Recording Secretary for this meeting was John Mather

REGRETS: None

CALL TO ORDER

A quorum of Council present, the meeting was called to order at 6:04p.m.

HEARINGS

There were no hearings at this meeting.

BUILDING MANAGER REPORT

No Building Manager Report was submitted to this meeting.

APPROVAL OF MINUTES:

The minutes of the previous Council meeting of July 19, 2023 were not discussed, as there had been insufficient time for Council members to receive and review those minutes.

FINANCIAL REPORT

No financial report was submitted at this meeting.

REPORT ON LITIGATION

In accordance with the *Act*, a Strata Corporation must inform owners as soon as feasible if it is being sued. To the best of our knowledge, there are no outstanding lawsuits brought against the Strata Corporation.

BUSINESS ARISING

1. Generator. Council agreed that fixing the leaking generator constitutes a high priority for the Strata.

Strata Council Decision: Strata Council decided that Council should ask Bev to approve the quote presented by Nikls to repair the leaking generator for the amount of \$4,198 and to ask Nikls to carry out the repair as soon as possible.

2. Electrical Substation

Strata Council Decision: Strata Council decided to ask Bev to approve Exell Power to do the maintenance of the electrical sub-station at their quoted rate of \$2,865 or at their night rate if Exell Power deems that carrying out the work during the day would involve considerable inconvenience to the Owners, if there were a disruption of power to the building of several hours.

3. Charges to the Strata Account

Strata Council Decision: Strata Council decided to ask Graeme and Terra to investigate and report back to Council at the next Council meeting, the payments made per month by the Strata to FSR over the past 12 months. Council also asked Graeme and Terra to report back to Council the amounts of payments made to FSR in relation to the elevator and roof projects, and the plumbing project carried out earlier.

4. Meeting with GUNN

Strata Council Decision: Strata Council decided to ask Bev to set up a meeting with Council and representatives of GUNN, to update Council on the Elevator Project, in particular a review of the cost breakdown, amounts paid so far, amounts owing, and a brief explanation of the HVAC additional charges and the reasons these charges became necessary. The Council Member who previously dealt with this project is no longer on Council, and new members have now joined, so Council feels it needs to have a better grasp of the full scope of the project, the nature of the various costs, and the timetable, going forward.

5. Meeting with Sense Engineering

Strata Council Decision: Similarly, Strata Council decided to ask Bev to ask Sense Engineering to give Council an overview and update on the Roof Replacement Project, with a brief breakdown of costs and the proposed timeline going forward.

6. Brick Wall Repairs

Council received a quote regarding repairs to the brick wall. We were, not sure if the cost of the bricks was included and we decided to check to see if the bricks were included.

In Conclusion, Council agreed that fixing the boiler was the highest *immediate* priority, and that, getting the Elevator Project completed on time and on budget was the very highest priority going forward. The Elevator Project needs to start in the fall and there must be no additional costs to this project, beyond what has already been approved.

TERMINATION OF MEETING

There, being no further business, the meeting adjourned at 7:45 p.m.

Next Meeting: No decision was made regarding the date of the next meeting.

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MINUTES

STRATA COUNCIL MEETING THE OWNERS STRATA PLAN NW3355 5885 OLIVE AVENUE, BURNABY, BC THE METROPOLITAN

***Wednesday, July 19, 2023
(Electronic Attendance)***

COUNCIL IN ATTENDANCE: Alice Crestejo
Stela Maksimovic
John Mather
Zoran Milicevic
Mabel Tam
Graeme Smith

REGRETS: Terra-Paul Siddoo

FIRSTSERVICE RESIDENTIAL: Beverly Kapush and Deb Lanzo, Strata Managers

A quorum of the Council was present, the meeting was called to order at 10:01 a.m.

NEW STRATA MANAGER

After 20-plus years in the business, Beverly Kapush is resigning from strata management services. Effective, August 1, 2023, Deb Lanzo will be the new Strata Manager for Metropolitan.

APPOINT OFFICERS

At the first meeting to follow an Annual General Meeting, the Strata Council must appoint officers. The following persons were appointed officers in the representative capacity set opposite their name:

Zoran Milisevic	President
Mabel Tam	Vice-President
Stela Maksimovic	Secretary
Graeme Smith	Treasurer
Alice Crestejo	Privacy Officer

APPROVAL OF MINUTES

The Strata Council approved the meeting minutes dated May 29, 2023.

RESIDENT MANAGER'S REPORT

The Strata Council reviewed the report submitted in advance of the meeting by Philip Zhang, Resident Manager.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Owners are also reminded that the monthly Roof Deck Special Levy payment began on February 1, 2023, and will continue for 9 months. Bylaw infraction fines and interest for late Strata/levy payment on any Strata lot in arrears per the Strata Plan Bylaws will apply.

It was moved and seconded, to send a 21-day demand letter to any owner in arrears for strata fees and/or, special levies plus interest. Failure to pay will result in the Owner having a lien registered against their strata lot followed by legal collection if no payment is received. The Owner is responsible for the lien charges and, as well, legal fees associated with the collection of outstanding dues. **CARRIED.**

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Monthly Statements:** It was moved and seconded to approve the financial statements for April 2023. **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 "Forms and Documents", "Financial Document", and selecting the desired file.

3. **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.

REPORT ON LITIGATION

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

(Work in progress updates found in either the "Resident Manager/Council Report" above, or herein, under "Business Arising")

1. **Elevator Modernization:** ThyssenKrupp Elevators (TKE) anticipate a September 2023, start date for the elevator modernization project. The delay is due in part to the equipment delivery of the relay from overseas – this is the gearless machines that are built to order.

Also, the project cannot commence until the City of Burnaby provides the final approval. To date, they have approved the fire and electrical permits.

At the Annual General Meeting held on July 11, 2023, the Owners approved the use of contingency reserve funds up to a maximum of \$236,000 for the elevators' HVAC component.

The Strata Council reviewed and approved Progress Draw #2 totaling \$61,332.68 for payment to TKE.

2. **Roof Deck Project:** Sense Engineering advised on May 5, 2023, that the roof deck project permit application was under review by the City of Burnaby. The City could not provide a specific timeline for their approval.

Sense Engineering Ltd. stated that they will follow up with Solid Ground Contracting as to their start date which is contingent on permit approval.

3. **Renovations by a Strata Lot Owner:** The previous Council embarked on a review of the 'Requirements and Indemnity Agreement;' however, were unable to finalize this. It will be incumbent on the new Council should they wish to continue the review.
4. **EV Charging Stations:** The previous Council deferred electrical vehicle charging research to the new Council should they wish to press forward with this project
5. **Window Trial:** At the June 2023, Annual General Meeting, the Owners approved using \$83,000 from the contingency reserve fund for a window trial project. Sense Engineering Ltd. has notified West Coast Building Restoration to prepare the contracts to commence this project.
6. **Heat Pumps:** At the June 2023, Annual General Meeting, the Owners approved a bylaw to include heat pumps; Sense Engineering Ltd. revised specification guidelines were sent to all Owners as an attachment to the AGM minutes.
7. **Window Cleaning:** Black Tie **completed** window cleaning on May 26th.
8. **Emergency Generator Storage Shed:** The Strata Council reviewed and approved a quotation totaling \$4,198.00, plus taxes from Nikl's One Call for generator shed repairs. This work needs to be done to prevent water from damaging the emergency generator.
9. **Vault Maintenance:** The Strata Council deferred approval pending further review of a quotation totaling \$2,865.00 plus taxes and the BC Hydro call-out fee of \$990.00 for the electrical substation maintenance.
10. **Dryer Vent Cleaning:** Power Vac **completed** dryer vent cleaning on June 19, 2023.
11. **Carpet Cleaning:** Aero Carpet Services **completed** carpet cleaning services in June.
12. **Height Clearance Signage:** Signs BC Illuminated submitted a quotation totaling \$1,346.30 for height clearance signage to hang from either side of the front entry drive-thru. The previous Council deferred approval pending review of other signage options. The new Council agreed that the Strata Manager should arrange for alternate options.

13. **Concrete/Brick Repairs:** Nikls One Call submitted a quotation totaling \$12,027.75 (including tax) and Steelhead Contracting – \$4,877.25 for concrete/brick repairs to various locations on the strata property. Nu-Tech Roofing and Waterproofing Ltd. declined to quote noting that they would need a report from a consultant engineer.

The Strata Council deferred approval of this work pending further investigation of the scope and requirements.
14. **Noisy Pool Exhaust Fan:** Elafon Mechanical turned off the pool exhaust fan on May 5th as it was making too much noise for which a repair quote is pending.
15. **12th-Floor Domestic Hot Water:** Elafon Mechanical shut off the 12th-floor domestic hot water on May 5th due to a PRV leak. The PRV was replaced on May 8th.
16. **Spring Clean-up:** The annual spring clean-up by AAA Rubbish Removal was **completed**.

BYLAW VIOLATION REPORT

1. **Bylaw Violations:** The Strata Council directs the Strata Manager to issue the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All material is reviewed in depth by Strata Council at the meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.
2. **Bylaw-chargebacks:** The Strata Council directs the Strata Manager to issue Bylaw violation letters to any Owner/Tenant that may be responsible or deemed responsible for a property damage loss and costs that are incurred by the Strata Corporation to remedy. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.

The Strata Council reviewed the Bylaw Violations report and provided direction to the Strata Manager on the next steps.

CORRESPONDENCE

1. **SL 4 – Renovation Request:** The owner of Strata Lot 4 received Council's approval for them to renovate their bathroom but wished to expand the scope of work to include installing electric heated floors.

The Strata Council approved this request. The Owner will need to sign an Indemnity Agreement for the new scope of work.

2. **SL 118 – Paint Balcony:** The owner of Strata Lot 118 requested to paint their balcony with grey concrete paint.

The Strata Council approved the request for which cost the Owner will be responsible to pay.

NEW BUSINESS

1. **Garage Evaluation:** In response to falling concrete, the previous Council approved via email for Sense Engineering to conduct a garage evaluation as per the quoted fee of \$11,500. Sense Engineering will be on site on Thursday, August 3, 2023, between 9:30 a.m. and 2:30 p.m. to check the construction, and condition of the garage. A report of this investigation will follow.
2. **Heating Boiler Service:** Elafon Mechanical reported that the two rooftop heating boilers are experiencing rough light-offs and require servicing. The Strata Council reviewed and approved a quotation totaling \$6,033.17 to facilitate the necessary maintenance.

TERMINATION OF MEETING

There, being no further business, the meeting terminated at 11:45 a.m.

Next Meeting: Thursday, July 20, 2023, at 6:00 p.m. (in Person)
in the Metropolitan Meeting Room

FirstService Residential BC Ltd.



Beverly Kapush
Senior Strata Manager
Per the Owners
Strata Plan NW3355

BK/bk

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
604.683.8900 (24/7 emergencies)

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW3355
5885 OLIVE AVENUE, BURNABY, BC
THE METROPOLITAN**

***Monday, May 29, 2023, at 6:30 p.m.
(Electronic Attendance)***

COUNCIL IN ATTENDANCE:	Arlene Henry	President and Privacy Officer
	Sharon Straathof	Vice-President
	Graeme Smith	Treasurer
	John Mathers	Secretary
	Zoran Milisevic	(departed 8:20 p.m.)
	Mabel Tam	

REGRETS: Alice Crestejo

SENIOR STRATA MANAGER: Beverly Kapush FirstService Residential

A quorum of the Council was present; the President called the meeting to order at 6:50 p.m.

The purpose of the meeting was to review and discuss items to be presented for Owners' consideration and vote at the upcoming annual general meeting as encapsulated below.

ANNUAL GENERAL MEETING PLANNING

1. ***AGM Date and Location:*** The Strata Council determined that the Annual General Meeting will be on Tuesday, July 11, 2023, in the Metropolitan Lobby at 7:00 pm.
2. ***Proposed Budget 2023-2024:*** The proposed operating budget reflects a 5.31% increase based on current expenditures.

In compliance with the amendments to the *Strata Property Act* increasing the minimum yearly contribution to the contingency reserve fund (CRF) to 10%, the Strata Council has had to increase the budgeted contribution to \$80,000, representing a 60% increase over the prior year's contribution of \$50,000. The goal is to continue increasing the annual contribution to the CRF to meet a threshold needed to cover projected capital expenditures, using a hybrid model of funding one-half from the CRF and one-half via special levies.

3. ***Proposed CRF Expenditures:*** The *Strata Property Act of BC*, Section 96 permits a Contingency Reserve Fund (CRF) expenditure approved first by a majority vote at an annual or special general meeting if the expenditure is related to the repair, maintenance, or replacement as recommended in the most current Depreciation Report for common property, common assets, or the portions of a strata lot for which the strata corporation

has taken responsibility under section 72(3). This includes funding the production of a depreciation report or an update to a depreciation report. The following are proposed projects for which CRF funds will be considered.

- (a) **Majority Vote Resolution – Ratify use of CRF for an Electric Fire Pump Controller \$31,995:** Mircom reported that the fire pump is 'impaired and red-X'd'. To supply, install, and commission a new fire pump controller to replace the existing unit, as the power failure alarm relay has failed, and OEM parts are no longer available. The cost to the Strata is \$31,995. To be compliant, and in the interest of fire safety, the Strata Council approved its immediate replacement with funding from the CRF.
 - (b) **Majority Vote Resolution - Elevator Modernization - \$236,000:** The Strata Council approved awarding the contract for the electrical work and fire alarm upgrade for elevator modernization to Fina Electrical Systems Ltd. This includes the HVAC system for the elevators. The total estimated current project cost, which includes the elevator and electrical contract, contingencies, consulting fees, and GST, totals \$1,019,179.36. The total amount collected from Owners via special levy for the Elevator Modernization is \$784,000. The Strata Council proposes that the balance of \$236,000 be raised from the Contingency Reserve Fund.
 - (c) **Majority Vote Resolution - Window Trial Project - \$83,000:** The Strata Council surveyed in the fall of 2022, on the status of windows and received feedback from approximately 90 of the 132-unit owners. They discovered that many units have leaking windows, that some windows are cracked, and as well there are broken, missing, or non-functioning handles and hinges -- resulting in many of the windows not being able to close (or open) year-round. The Strata Council engaged Sense Engineering to assist them in connecting them with the appropriate contractor to conduct a window trial project. Sense Engineering provided a summary of five bids for the trial window repairs with the lowest bid being \$49,940 and the highest \$150,000. The total cost including set-up, engineering, water testing, and 15% contingency totals \$83,000 for the lowest bid. The Strata Council feels that this project must proceed as it will give the Strata Owners an idea of the scope of work and costs involved to have all windows repairs completed.
 - (d) **Majority Vote Resolution - Depreciation Report Update Funded from the CRF - \$9,000:** Although the Strata Council wishes eventually to obtain an updated Depreciation Report by Section 94 of the *Strata Property Act* [SBC 1998], it feels at this time it would be most beneficial to waive obtaining an updated report and defer the commencement of the Depreciation Report until the current capital projects, including the roof deck, elevator modernization, and the proposed trial window projects, are completed. However, if Owners defeat the 3/4 vote resolution to waive the depreciation report update, then Council proposes it is funded from the CRF.
4. **Bylaw Amendments:** The Strata Council will propose the following 3/4 Vote bylaw amendment for Owners' consideration and vote:
- (a) A correction to bylaw 4.3 which references Bylaw 38 – it should be Bylaw 39,
 - (b) Adding 'heat pump' to the list of alterations requiring Strata Council approval and that such alteration cannot be removed once installed,

- (c) New occupant form to be completed for the onsite records,
 - (d) A flooring bylaw amendment, and
 - (e) Rental restriction bylaws to be struck, in compliance with new legislation amendments.
5. **Information Meeting:** The Strata Council will host two pre-AGM Townhall information meetings, as follows:
- **Wednesday, July 5, 2023, at 7:00 p.m. in Cantonese and Mandarin**
 - **Thursday, July 6, 2023, at 7:00 p.m. in English**
6. **AGM Translation/Interpreter:** The Strata Council agreed that there will be no simultaneous Mandarin/Cantonese interpretation available at the Annual General Meeting. Owners are encouraged to review the AGM meeting material, which will be translated into simple Chinese, in advance of the meeting and to bring any of their questions or concerns to one of the Townhall meetings to be held on July 5, and July 6, 2023.

NEW BUSINESS

1. **Move-in Fee & Damage Deposits:** The Strata Council instructed the Strata Manager to request confirmation from:
- (a) FirstService Residential Accounting Dept. that move-in fees are being received for each new move-in, whether by an owner or a tenant; and
 - (b) the Resident Manager as to whether he:
 - (i) collects or receives any move-in fees from new tenants,
 - (ii) is provided with damage deposits from all owners and tenants when they are moving in, and
 - (iii) has used any damage deposit money to make repairs.
2. **Right of Way (ROW) Maintenance:** The Strata Manager to follow up with a trade that will inspect and maintain the ROW.
3. **New Occupant Form:** The Strata Manager agreed to provide the Strata Council with a new Occupant Form to be completed by all residents, whether owner or tenant and provided to the Caretaker, to be retained in the Strata office.
4. **Pet Form:** In compliance with Part 5 of the Strata Corporation bylaws, all residents will be requested to complete and return a Pet Form. This will also assist in the event of a fire as it will let the Council and Caretaker know in which unit a pet resides.

FINANCIAL REPORT

1. **Accounting Adjustment:** The Strata Manager was instructed by the Strata Council to recode any window cam handles purchased to the Repairs and Maintenance account.

2. **Monthly Statements:** It was moved by the Treasurer and seconded to approve the financial statements for the year ended March 31, 2023. **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 "Forms and Documents", "Financial Document", and selecting the desired file.

TERMINATION OF MEETING

There, being no further business, the meeting terminated at 10:00 p.m.

Next Meeting: Annual General Meeting – Tuesday, July 11, 2023, at 7:00 p.m.
(Separate notice to follow)

FirstService Residential BC Ltd.



Beverly Kapush
Senior Strata Manager
Per the Owners
Strata Plan NW3355

BK/db

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FLAMMABLE & COMBUSTIBLE *Liquids*

**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Many apartments and townhouses contain products suitable for everyday use that, if not stored properly, present a serious risk of fire. Did you know that these common liquids are all flammable?

Spray paint and paint solvents

Liquid pesticides

Aerosol sprays

Hand sanitizer

Antifreeze

Kerosene and propane

Motor oil and diesel fuel

Nail polish and polish remover

Tips for storing and maintaining flammable and combustible liquids:

- ▶ Only keep the minimum amount necessary.
- ▶ Keep a fire extinguisher near your storage location.
- ▶ Pesticides must be stored in their original container.
- ▶ Saturated rags and cloths should be stored in a tightly sealed metal container or properly disposed of after use.
- ▶ Open windows for ventilation of small spills. Fans or other electric devices could provide an ignition source.
- ▶ Evacuate immediately and contact 911 for large spills.
- ▶ Consult your by-laws for any restrictions that prohibit on-site storage of flammables and combustibles, especially on common property.

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알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW3355
5885 OLIVE AVENUE, BURNABY, BC
THE METROPOLITAN**

***Tuesday, May 9, 2023, at 6:30 p.m.
(Electronic Attendance)***

COUNCIL IN ATTENDANCE:	Arlene Henry	President and Privacy Officer
	Sharon Straathof	Vice-President
	John Mathers	Secretary (<i>arrived 6:54 p.m.</i>)
	Zoran Milisevic	
	Abel Tam	
REGRETS:	Graeme Smith	Treasurer
	Alice Crestejo	
SENIOR STRATA MANAGER:	Beverly Kapush	FirstService Residential

A quorum of the Council was present, the President called the meeting to order at 6:36 p.m.

APPROVAL OF MINUTES

The Strata Council approved the meeting minutes dated April 4, 2023.

RESIDENT MANAGER'S REPORT

The Strata Council reviewed the report submitted in advance of the meeting by Philip Zhang, the Resident Manager.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Owners are also reminded that the monthly Roof Deck Special Levy payment began on February 1, 2023, and will continue for 9 months. Bylaw infraction fines and interest for late Strata/levy payment on any Strata lot in arrears per the Strata Plan Bylaws will apply.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Monthly Statements:** In the absence of the Treasurer, the Strata Council determined to defer approval of the financial statements to the next meeting.

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

3. **Report on Unapproved Expenditures:** No unapproved expenditures are to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

REPORT ON LITIGATION

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

BUSINESS ARISING

(Work in progress updates found in either the “Resident Manager/Council Report” above, or herein, under “Business Arising”)

1. **Elevator Modernization:** Strata Council members, the Caretaker, Strata Manager, an Owner, and representatives from ThyssenKrupp Elevators (TKE), and FINA (electrical contractors) attended conference call meeting No. 3, hosted by GUNN Consultants.

TKE advised that they will require a secure building area to store equipment during the elevator modernization. The Strata Council determined to dedicate a minimum of two parking stalls that will be cordoned off for security purposes.

The takeaway from the meeting was that the start date for this project has been pushed back from July to possibly October 2023, due to industry-wide manufacturing delays of the most significant piece of equipment which directly affects delivery timelines.

The next conference call meeting is scheduled for July 11, 2023.

Strata Council has confirmed the selection of the elevator cab interior finishes.

2. **Roof Deck Project Update:** Sense Engineering spoke to the City of Burnaby, and they advised the building permit application is under their review and that they do not have a specific time when the permit will be issued. Sense Engineering will update once they receive further information from the City of Burnaby. They will also follow up with Solid Ground (the Contractor) as to the start date which is, entirely contingent on permit approval.
3. **Renovations by a Strata Lot Owner:** The Strata Council’s update on the renovation forms/documents are on hold due to more pressing concerns taking up the Strata Council’s time.

4. **EV Charging Stations:** The EV Charging Committee deferred continued research and development of a possible electric vehicle charging plan for the next Council to take forward.
5. **Flashing Repair and Drainpipe Inspection/Repair in Pool Area:** The Strata Council reviewed a report and follow-up quotation totaling \$6,468.00 from Wolf & Wolf Roof Services for membrane replacement over the pool area that they approved.
6. **Window Trial:** Sense Engineering Ltd. attended various units at the Metropolitan with contractors on April 19, 2023, to assess window trial repairs for which bids are in the process.
7. **Heat Pumps:** Sense Engineering Ltd. attended on-site on April 14, 2023, to assess a sampling of the various unit floor plans to review heat pump requirements to draft guidelines for homeowners for safe and effective installation of heat pumps (air conditioning) that would minimize the impacts on the building's appearance, electrical consumption, noise factor, envelope and structural intrusion, and cost.
8. **Pool Filter Change:** Imperial Paddock Pool **completed** the installation of a new filter for the pool on March 31, 2023, as was previously approved by the Strata Council.
9. **Pool Service Room:** Imperial Paddock Pool installed a new tank in the pool service room. This work was **completed on** March 31st.
10. **Window Cleaning:** Black Tie Property Services have scheduled window cleaning for May 23rd to 26th.
11. **Generator Storage Shed Repairs:** Nikls One Call requested photos of the storage shed that houses the generator, to assist them with quoting the needed repairs. The Caretaker to provide.
12. **Hydro Vault Maintenance:** BC Hydro safety rules require buildings with dual radial vault (DRV) to perform maintenance on the switches within the vault every 42 months (3.5 years). The Strata Council received quotes from Power Pros, and Exell Power Services Ltd.; S1 Electric declined (they only work on their current buildings) but, did refer the Strata Manager to MDE Electric from which a quote is pending.
13. **Dryer Vent Cleaning:** Power Vac has scheduled the annual dryer vent cleaning for June 19th to 23rd. The Strata Council requested the Strata Manager to follow up on the exact process to be used for exterior cleaning of the dryer vents for the '02 and '05 units, i.e., is access solely from inside the unit, or by bosun chair?
14. **Fire Pump Controller Replacement:** As previously approved by the Strata Council, Mircom **completed** the installation fire-pump controller on May 4th.
15. **Irrigation Start-up – System Assessment Start-up Repairs:** As previously approved by the Strata Council, Para Space Landscaping **completed** critical repairs to the irrigation systems to improve functionality.

16. **Landscaping – Quotes:** The Strata Council reviewed quotations from five landscaping service providers including the current provider, Para Space Landscaping. A Council member prepared a schedule for comparison purposes, after conducting a careful study of the various quotations and the services each provider purported to provide. Due to the services required to maintain the mature nature of the grounds and the fact that the Council did not have any issues with the service being provided by the existing service provider, Council determined to continue services by Para Space. To reduce the overall annual expense, Council members worked hard with Para Space to ascertain which optional services were to be carried out this fiscal year. Council approved the annual maintenance contract plus selected optional services for the 2023/24 contract year, where:

- Some of the optional services were deleted for now.
- Some services were approved for the year with the intent that they recur annually.
- Some services were restricted to a specific budget amount, inclusive of GST.
- Other services as identified are to be placed on an alternating schedule – i.e., odd and even years. The 2023/24 contract would be considered an odd year.

By taking the usual studied approach to analyze the annual optional services, and introducing the alternating of some of the services each year the overall landscaping budget was reduced, while at the same time, continuing to maintain the standard of upkeep and care that the Strata Corporation has become accustomed to maximizing the curb appeal of an otherwise older building.

The Strata Council instructed the Strata Manager to sign the revised contract on behalf of the Strata Corporation.

17. **Carpet Cleaning:** Strata Council approved a quotation from Aero Carpet Services totaling \$4,509.75, for cleaning of the common hallways, lower and upper penthouse hallways, gym, gym hallway and stairs, office, lobby, all matting, and the lobby upholstered chairs. This annual cleaning was not done in 2022 due to the repair work over 10 floors resulting from the toilet tank water damage. This cleaning work is booked for Wednesday, June 7th.
18. **AGM Planning:** The Strata Council is in the process of review of the proposed budget draft for 2023-2024, proposed bylaw amendments; and other proposed resolutions (if any).

BYLAW VIOLATION REPORT

1. **Bylaw Violations:** The Strata Council directs the Strata Manager to issue the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All material is reviewed in depth by Strata Council at the meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.
2. **Bylaw-chargebacks:** The Strata Council directs the Strata Manager to issue Bylaw violation letters to any Owner/Tenant that may be responsible or deemed responsible for a property damage loss and costs that are incurred by the Strata Corporation to remedy. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.

The Strata Council reviewed the Bylaw Violations report and provided direction to the Strata Manager on the next steps.

CORRESPONDENCE

1. **Renovation Request:** The Strata Council reviewed a 2nd-floor Owner's request to install tile on their bathroom floor to which the Strata Council agrees with the proviso, the Owner submits details such as the contractor doing the work, proof of WorkSafe, and insurance, and they will also, need to sign an Indemnity Agreement.
2. **Patio Glass Repair:** Extreme Glass **completed** the replacement of broken patio glass at PH3.
3. **Emergency Leak:** On December 23, 2022, there was water ingress into PH03, PH05, and PH06. Wolf & Wolf temporarily fixed the cracks on the deck isolation layer of patio PH03 and found the drainpipe needed to be repaired on patio PH05. Elafon Mechanical Ltd. later repaired the drainpipe. Belfor Restoration attended to the emergency repairs and recently submitted their invoice totaling \$5,747.53, which is a Strata Corporation cost.

NEW BUSINESS

1. **Height Clearance Signage:** The Strata Council reviewed a quotation from Signs BC Illuminated totaling \$1,346.30, for height clearance signage to be posted on either side of the front entry canopy drive-thru. The canopy has sustained past damages from trucks passing below which have yet to be addressed with the intention that it will be dealt with under future envelope repairs. The Strata Council determined to defer a decision to a later meeting since there was concern about the type of signage and that perhaps alternative options might be a better choice.
2. **Concrete/Brick Repairs:** Exterior concrete and brick areas were pointed out by a Strata Council member as needing attention. The Strata Manager secured a quotation from Nikls One Call totaling \$12,027.75 (including tax) for some of the identified repair work.

Nu-Tech Roofing and Waterproofing Ltd. were also requested to quote. They advised that they need a confirmed scope of work from a consultant with explanations as to why the separations are happening. They wish to be careful when installing or reinstalling brick and landscape in areas that appear to have settlement issues. They requested a report from a consultant engineer before submitting a quote.
3. **Noisy Pool Exhaust Fan:** Elafon Mechanical Ltd, disabled a noisy exhaust fan in the pool room on May 5th in the meantime, while they prepare a quote for its repair.
4. **12th Floor Domestic Hot Water PRV:** Elafon Mechanical shut off a leaking pressure-reducing valve on the hot water boiler located on the 12th floor until repairs can be undertaken.
5. **Spring Clean-up:** The Resident Manager will coordinate for AAA Rubbish Removal to drop off bins in June for Residents to dispose of no longer used items. A separate notice will follow.

6. **Parkade (P3) Ceiling Crack:** A Council member submitted photos of a crack on the ceiling of the Parkade located on P3 near parking stall #115. There are concrete chunks that have fallen onto the parkade floor. The Strata Council requested the Strata Manager to contact Sense Engineering for them to submit a proposal to prepare a report for their review on the general condition of the Parkade.

TERMINATION OF MEETING

There, being no further business, the meeting terminated at 9:47 p.m.

Next Meeting: Annual General Meeting – Tuesday, July 11, 2023, at 7:00 p.m.
(Separate notice to follow)

FirstService Residential BC Ltd.



Beverly Kapush
Senior Strata Manager
Per the Owners
Strata Plan NW3355

BK/jo

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
604.683.8900 (24/7 emergencies)

www.fsresidential.com

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

FSRConnect™ REGISTRATION

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register please visit here: <https://portal.connectresident.com/#/registration> and click on the 'Create Account' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.

FLAMMABLE & COMBUSTIBLE *Liquids*

**DID YOU
KNOW?**
INTERESTING FACT

FS Insurance Brokers

Many apartments and townhouses contain products suitable for everyday use that, if not stored properly, present a serious risk of fire. Did you know that these common liquids are all flammable?

Spray paint and paint solvents

Liquid pesticides

Aerosol sprays

Hand sanitizer

Antifreeze

Kerosene and propane

Motor oil and diesel fuel

Nail polish and polish remover

Tips for storing and maintaining flammable and combustible liquids:

- ▶ Only keep the minimum amount necessary.
- ▶ Keep a fire extinguisher near your storage location.
- ▶ Pesticides must be stored in their original container.
- ▶ Saturated rags and cloths should be stored in a tightly sealed metal container or properly disposed of after use.
- ▶ Open windows for ventilation of small spills. Fans or other electric devices could provide an ignition source.
- ▶ Evacuate immediately and contact 911 for large spills.
- ▶ Consult your by-laws for any restrictions that prohibit on-site storage of flammables and combustibles, especially on common property.

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.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW3355
5885 OLIVE AVENUE, BURNABY, BC
THE METROPOLITAN**

***Thursday, April 4, 2023, at 6:30 p.m.
(Electronic Attendance)***

COUNCIL IN ATTENDANCE:

Arlene Henry	President and Privacy Officer
John Mathers	Secretary
Graeme Smith	Treasurer
Alice Crestejo	
Zoran Milisevic	
Graeme Smith	
Abel Tam	

REGRETS:

Sharon Straathof	Vice-President
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SENIOR STRATA MANAGER:

Beverly Kapush	FirstService Residential
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A quorum of the Council was present, the President called the meeting to order at 6:32 p.m.

GUEST BUSINESS

The Strata Council requested Kevin Carlson of Para Space Landscaping to attend at the commencement of the meeting to address Council questions about both the annual gardening contract and the proposed additional optional services which have been approved by Council for years -- i.e., what is necessary to do to maintain the grounds and what are the elective items not required this year to bring down costs.

The Strata Council is satisfied with the landscaping services provided by Para Space for the last approximately 20 years; they are simply exploring ways to maintain the integrity of the grounds at a reduced cost.

Mr. Carlson prepared a brief written summary for Council explaining the importance of the optional procedures, such as the deep root feeding, sticky banding, dormant oil lime sulfur, and controls for root weevil, chafer, leatherjacket, spanworm, and lawn weed which he reviewed at the meeting.

(a) **Strata Council:** Why the various applications?

Para Space: Mr. Carlson presented a table outlining what the various applications are and what they control to the Strata Council.

- (b) **Strata Council:** Can Para Space spread the applications out over a longer timeline?

Para Space: Yes, any Optional Services that the Strata Council wishes to decline in the current year can be applied in the following year(s).

- (c) **Strata Council:** What happens if the Strata terminates the optional services?

Para Space: It depends on each of the specific Optional Service. European Chafer and Leatherjacket can take hold in the lawns. The Taxus hedging can become infested with Root Weevil. It is hard to predict, but the applications that Para Space offers lower the chances from ever seeing such outbreaks. Irrigation is an absolute must for the flower beds – it has been reduced significantly for the lawns in compliance with the lawn watering restrictions introduced in 2022. All annual plantings show very nicely year in, year out. Para Space recommends soil installation to replenish nutrients in the planted beds.

The Strata Council thanked Mr. Carlson for attending the meeting after which he exited at 7:10 p.m.

The Strata Council is in receipt of quotations from various landscaping service providers that they will review and discuss in detail to determine if Strata will continue with Para Space or hire another landscaping company.

APPROVAL OF MINUTES

The Strata Council approved the meeting minutes dated February 2, 2023.

RESIDENT MANAGER'S REPORT

The Strata Council reviewed the report submitted in advance of the meeting by Philip Zhang, Resident Manager.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Owners are also reminded that the monthly Roof Deck Special Levy payment began on February 1, 2023, and will continue for 9 months. Bylaw infraction fines and interest for late Strata/levy payment on any Strata lot in arrears per the Strata Plan Bylaws will apply.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Monthly Statements:** It was moved and seconded to approve the financial statements for January and February, 2023. **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 "Forms and Documents", "Financial Document", and selecting the desired file.

3. **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.

REPORT ON LITIGATION

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

(Work in progress updates found in either the "Resident Manager/Council Report" above, or herein, under "Business Arising")

1. **Elevator Modernization:** ThyssenKrupp Elevators continue to anticipate a July 2023 start date for the elevator modernization project. The third conference call between GUNN Consultants, ThyssenKrupp Elevators, Member of Council, and the Strata Manager will take place on May 9, 2023, at 11:30 a.m.

The Strata Council is in review and deliberation regarding the elevator cab interior choices.

2. **Roof Deck Project:** The building permit application was completed and submitted to the City of Burnaby in early January. Sense has been providing the City with all additional information as requested. The City has advised that building permit turnaround is backed up and taking 3-5 months to issue. The Project cannot proceed until the building permit is issued. Sense Engineering spoke with Solid Ground about the delayed start of the roof deck project due to the building permit process. Solid Ground will have a crew available to start the work in the fall but does not recommend a fall start as unfavorable weather could result in a slow start to the project and a high potential for it to have to shut down for the winter which would drag the overall project on. Solid Ground understands the building permit delays are out of the strata's control and want to do what it can to accommodate this project and has offered to hold its pricing until next year and start the work next spring if the permit is not issued this spring. However, they will need to check to see if their subs could also hold their prices until next year. Solid Ground has indicated that they are willing to hold its price for the work it would be doing with its own forces.

In the meantime, Sense Engineering has confirmed the final scope for the building permit application and submitted the further requested structural details to keep the building permit application process moving which the City of Burnaby has subsequently accepted.

3. **TELUS Fibre Optic:** TELUS completed the WIFI installation in the Caretaker's Office.
4. **Building Tour:** Strata Council Members accompanied by the Caretaker and Strata Manager conducted a site tour of the property on February 10, 2023. The tour included the various machine rooms within the Building and Parkade.
5. **Renovations by a Strata Lot Owner:** The Strata Council continues to review the renovation requirements and Indemnity Agreement.

6. **EV Charging Stations:** Members of the Strata Council feel that embarking on an electric vehicles study/installation is an unnecessary expense at this moment due to funding needed for more urgent, current, and future building improvements and repairs. Consequently, this project is on the back burner for now.
7. **Window Handles:** Strata purchased additional window replacement cam handles for units which reported needed repairs in the Window Survey. The Strata Council has asked that the Caretaker install the replacement handles on a unit-by-unit basis.
8. **Boiler Repairs:** Elafon Mechanical **completed** the Strata Council's previously approved draining and recharging (3) expansion tanks located in the rooftop mechanical room and replaced the failed boiler makeup water pressure relief valve per the quoted fee of \$1,617.25.
9. **Flashing Repair and Drainpipe Inspection/Repair in Pool Area:** The Strata Manager to follow up with Wolf & Wolf for their report relating to the flashing and drainpipe inspection and repair.
10. **Storm Sump Pump:** Elafon Mechanical **completed** the Strata Council's previously approved replacement of the storm sump on February 27th per the quoted fee of \$4,650.62.
11. **Co Sensors:** Elafon Mechanical **completed** the Strata Council's previously approved upgrading to Honeywell Co sensors per the quoted fee of \$4,268.40.
12. **Window Trial:** Sense Engineering will attend at various suites on April 19th at 1:00 p.m. with various contractors for the purpose of a tender meeting. This will provide the Strata Council the needed information to develop possible options to embark on a window repairs project.
13. **Heat Pumps:** Some Owners have requested permission to install a heat pump that provides air conditioning in summer – a requirement that has become more evident due to increasingly hot summers. Units on the south and west sides of the building are particularly affected by the extreme heat. The Strata Council determined that prior to any owner installing a heat pump, the Strata Corporation must develop specifications and bylaws to ensure compliance with the City's building code, electrical load for building is not affected, appropriate and uniform installation and that the building envelope and structural integrity is not compromised. The Strata Council reviewed and approved a quotation from Sense Engineering for Heat Pump/Air Conditioning Installation Guideline Proposal for The Metropolitan for the sum of \$7,050.00, taxes included.

BYLAW VIOLATION REPORT

1. **Bylaw Violations:** The Strata Council directs the Strata Manager to issue the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All material is reviewed in depth by Strata Council at the meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of Strata Council.
2. **Bylaw-chargebacks:** The Strata Council directs the Strata Manager to issue Bylaw violation letters to any Owner/Tenant that may be responsible or deemed responsible for

a property damage loss and costs that are incurred by the Strata Corporation to remedy. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of the Strata Council.

The Strata Council reviewed the Bylaw Violations report and provided direction to the Strata Manager on the next steps.

CORRESPONDENCE

1. An Owner reported that during a recent water shut-off for renovations in another unit, their toilet broke. They had to buy a new toilet and call a plumber to change it out. They are reporting the incident to see if Strata Corporation can assist with their concern. To date, there is no plumber's report received to substantiate the damage claim. Also, the Strata Corporation is not responsible for an Owner's personal property.

Owners are strongly encouraged to change out any outdated toilets and hoses to protect their property as well as others; particularly with the new water damage deductible increasing to \$100,000.00.

Owners need to ensure that they have adequate insurance to cover the Strata Corporation's various deductibles in the event of a loss for which they are deemed responsible to pay.

Owners leaving for an extended period of time, are recommended to leave a key with a neighbour, family relative or friend for them to allow access to the suite in the event of an emergency. Tenants should inform their Landlord of any extended absences.

Owners should also inform the Resident Caretaker who he should contact in the event of an emergency.

WATER DAMAGE INSURANCE

As an Owner of NW3355 Metropolitan, you should be aware that your Strata Corporation's insurance deductible now has a **\$100,000 deductible for water damage and sewer back up** losses. That means that if there is a water damage or sewer back up below \$100,000 in your strata lot, it will be your responsibility to pay for repairs, and if water damage or sewer back up originates in our strata lot and the total damage is more than \$100,000, you may be responsible to pay the Strata Corporation.

THERE ARE WAYS TO PROTECT YOURSELF

- Make sure that your own Unit Owners insurance will cover the costs.
- Periodically check all possible external and internal sources for water escape.
- Know the location of shut off valves within your unit in case of emergency.
- Check toilet seals for leaks within your bathrooms. If faucets are dripping or shower tub grouting has cracked, conduct repairs immediately.
- Check water seals within your kitchen, dishwashers, garburators, etc., and replace the supply hose to your dishwasher regularly (at least 5 years)

NEW BUSINESS

1. ***Pool Filter Change:*** The Strata Council ratified their email approval of a quotation from Imperial Paddock Pool totaling \$2,148.00.
2. ***Window Cleaning:*** Black Tie have scheduled the window cleaning for May 23-26th.
3. ***Generator Storage Shed Repairs:*** On the February 10th site tour of the building, the Strata Council noted that the generator storage shed requires repairs and painting for which Nikls One Call quote is pending.
4. ***Pool Service Room Tank Replacement:*** On the February 10th site tour of the building, the Strata Council noted that a pool chemical storage tank is patched and requires replacement for which a quote from Imperial Paddock Pool Quote is pending.
5. ***Fire Inspection/Repairs:*** Mircom **completed** the annual fire inspection on March 21st for which their report is pending.
6. ***Hydro Vault Maintenance:*** Quotations requested from Exell Electric, S1 Electric, and Power Pros for the hydro vault maintenance as mandated by BC Hydro. This service is required every 3.5 years.
7. ***Dryer Vent Cleaning:*** The Strata Council reviewed and approved a quotation from Power Vac for dryer vent and hallway ventilation cleaning totaling \$5,930.03.

As the '05 units and PH02 dryer vents were recently cleaned by Power Vac in January 2023, under the "every six months" program, the next cleaning for all vents from the exterior, and the '05 units and PH2 from both inside and out, is scheduled for later in June or early July for which a notice will follow.

8. ***Carpet Cleaning:*** The Strata Manager will arrange for quotes for carpet cleaning from Aero and COIT.
9. ***Fire Pump Repair:*** The Strata Council reviewed and approved Mircom's quote totaling \$31,995.00 plus GST to supply, install, and commission a new fire pump controller to replace the existing unit as the power failure alarm relay has failed and OEM parts are no longer available.
10. ***Irrigation System Assessment Start up Repairs:*** The Strata Council ratified their email approval of a quotation received from Para Space in the amount of \$1,494.00 plus GST to conduct critical repairs to the irrigation system.
11. ***Landscaping Bed Conversion:*** Para Space will be installing soil amender to 1/3rd of the planted beds as part of the approved Optional Service under the current contract.
12. ***Insurance Renewal:*** The Strata Council reviewed and approved the insurance renewal terms provided by BFL Canada. The policy renews on April 30th for an annual premium \$191,085; Sewer Backup and Water Damage deductibles will increase from \$50,000 to

\$100,000 due to frequency and/or severity of losses per the Strata Corporation's claims history.

13. **Underused Housing Tax:** On March 27th, 2023, Canada Revenue Agency (CRA) announced that the application of penalties and interest under the Underused Housing Tax Act for the 2022 year will be waived for any late-filed returns and any late paid UHT taxes provided that the return is filed, or any tax owing is paid by October 31st, 2023. CRA recognizes that there are unique challenges for affected Owners to understand the filing requirements and the coordination of how to accurately file their UHT returns. This waiver allows for affected Owners to file their returns after the filing deadline of April 30th, 2023, without incurring penalties or interest, given that they are complying by October 31st, 2023.

NW3355's strata suite is not common property but rather a unit that the Strata Corporation owns as registered with the land title office.

Currently, by the definition of the UHT legislation, NW3355 is required to file a UHT return for the 2022 year. However, although caretaker suites owned by a strata corporation do not fall into the category of housing that CRA is trying to target with this new tax – there is currently no exemption from the payment of tax. As such we are looking to get further guidance on how strata corporations should be navigating this tax.

14. **AGM Planning:** The Strata Council will commence review of items for the upcoming Annual General Meeting scheduled for Tuesday, July 11, 2023, at 7:00 p.m. Items to date for review and discussion include the 2023-2024 Budget; and bylaw amendments pertaining to rentals (rental restriction no longer allowed) and the installation of heat/pump by owners.

TERMINATION OF MEETING

There, being no further business, the meeting terminated at 10:27 p.m.

Next Meeting: Thursday, May 10, 2023, at 6:30 p.m.

Annual General Meeting: Tuesday, July 11, 2023, at 7:00 p.m.
(Separate notice to follow)

FirstService Residential BC Ltd.



Beverly Kapush
Senior Strata Manager
Per the Owners
Strata Plan NW3355

BK/sm

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

604.683.8900 (24/7 emergencies)

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.

FSR Connect™ REGISTRATION

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register please visit here: <https://portal.connectresident.com/#/registration> and click on the 'Create Account' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.

Risk Control Engineering's regular ongoing bulletin on construction, fire protection, equipment hazards and all things risk management.

WILDFIRE PREPAREDNESS

In recent years, record breaking wildfires have been experienced worldwide. Climate change continues to drive longer hotter summers and overall wildfire risk is anticipated to increase over time. Wildfire exposure is managed through the creation of fuel management steps across the three Interface Priority Zones shown in the figure. Preparing a safe zone up to 100 meters can help reduce potential exposure to flame and radiant heat.¹

Zone 1: 0-10 meters

The first 10 meters around your home are the most critical. A fuel free zone gives firefighters a better chance to save your home from advancing fire.

- Remove all fuel sources (ex. lawn furniture, potted plants, woodpiles, BBQ's, toys).
- Rake leaves, dead limbs and twigs, and clear out all flammable vegetation. Any grass should be kept short and watered as allowed.
- Clean debris from roof and gutters, no trees or vegetation overhanging the roof, keep chimneys clean and maintained. Prune tree branches/shrubs within 15 feet of a stove or chimney outlet.
- Maintain a hose and sprinkler that can reach all areas of home/structure

Zone 2: 10-30 meters

Zone 2 is important to reduce the spread of fire by reducing fuel sources. Tree density is the priority in this zone as fire spreads quickly through the crowns of trees.

- Prune all tree branches within 2 meters of the ground. Remove leaves, twigs, and thick shrubbery that might provide the opportunity for a ground fire to spread into the forest canopy.
- Maintain tree crown spacing of 3-6 meters.
- Coniferous trees (Pine, Spruce, Douglas Fir, Hemlock, etc.) are much more combustible, than deciduous trees, and create an easy fuel source for fires. Reduce or remove coniferous trees in this zone

Zone 3: 30-100 meters

Zone 3 is intended to slow an approaching wildfire allowing additional time for emergency actions.

- Prune tree branches within 2 meters of the ground.
- Maintain tree crown spacing of 3-6 meters.

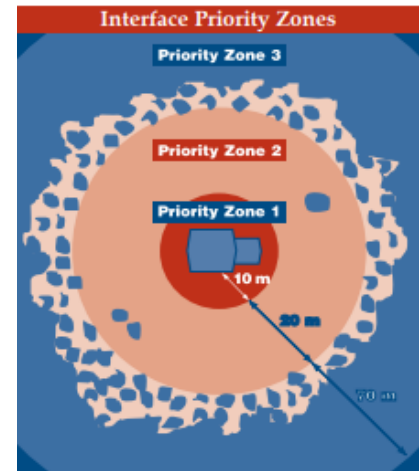


Figure 1: Interface priority zones for wildfire.

The preparation of a three stage interface zone around your property can be an effective way to manage wildfire risk from flaming ignition and radiant heat.

Got a question for a future bulletin? Submit a confidential question to: riskcontrol@bflcanada.ca with the subject line "Ask an Engineer".

¹ British Columbia Ministry of Forestry. *The Home Owner's FireSmart Manual*. <https://homeowners-manual.firesmartbc.ca/>.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES

STRATA COUNCIL MEETING THE OWNERS STRATA PLAN NW3355 5885 OLIVE AVENUE, BURNABY, BC THE METROPOLITAN

*Thursday, February 2, 2023, at 6:30 p.m.
(Electronic Attendance)*

COUNCIL IN ATTENDANCE:

Arlene Henry	President and Privacy Officer
Sharon Straathof	Vice-President
John Mathers	Secretary (<i>arrived at 7:25 p.m.</i>)
Graeme Smith	Treasurer
Alice Crestejo	
Zoran Milisevic	
Graeme Smith	
Mabel Tam	

SENIOR STRATA MANAGER: Beverly Kapush FirstService Residential

A quorum of Council present, the meeting was called to order at 6:39 p.m.

APPROVAL OF MINUTES

Strata Council approved the meeting minutes dated November 3, 2022.

RESIDENT MANAGER REPORT

Strata Council reviewed the report submitted in advance of the meeting by Philip Zhang, Resident Manager.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Owners are also reminded that monthly payment of the Roof Deck Special Levy began on February 1, 2023, and will continue for 9 months. Bylaw infraction fines and interest for late Strata/levy payment on any Strata lot in arrears per the Strata Plan Bylaws, will apply.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

2. **Lien Notification:** Owners who received lien notification and subsequently had their files remitted to legal for collection have since paid the past strata fees due plus the legal fees associated with the collection process.
3. **Monthly Statements:** It was moved and seconded to approve the financial statements for September to December 2022, with the understanding that the discrepancy with the amounts remitted to the contingency reserve fund be corrected, which correction to be reflected in the financial statements for January 2023. **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. **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.

REPORT ON LITIGATION

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.

RENTALS AND SHORT-TERM ACCOMMODATION

1. **Rental Restriction Bylaw Banned:** The Province of British Columbia announced legislative, changes to the *Strata Property Act* (SPA), effective November 24, 2022.

Strata rental restriction bylaws are now no longer permitted under the *Act*. Accordingly, the Strata Corporation's bylaws will need to be amended at the next annual general meeting to reflect this change.

Section 146 of the *Strata Property Act* of British Columbia stipulates that if an Owner within a Strata Corporation wishes to rent or lease his/her unit, the Owner must provide the Strata Corporation with the completed Notice of Tenant's Responsibilities (FORM K), within two (2) weeks of renting.

It is the Owner's responsibility to send in a new FORM K to the management company when a tenancy changes. This is referenced in the Strata Corporation's Bylaws' 45.7 and 45.8.

FAILURE TO SEND IN A FORM K WHERE REQUIRED COULD RESULT IN FINES BEING LEVIED AS APPLICABLE IN THE STRATA CORPORATION'S BYLAWS.

In addition, it is a requirement of the *Act* that the Owner provide their Tenant with the Bylaws governing the Strata Corporation, together with other Rules to ensure that the Tenant is aware of his/her rights and obligations.

2. **Short Term Accommodation is Not Allowed:** The Strata Corporation has a bylaw (Bylaw 4.4) that bans short term accommodation of less than 30 days. This ban will

continue in effect. It is noted that Bylaw 4.4 also, complies with the City's short term accommodation bylaw which is 30 days, or less.

BUSINESS ARISING

(Work in progress updates found in either the "Resident Manager/Council Report" above, or herein, under "Business Arising")

1. **Elevator Modernization:** ThyssenKrupp Elevators (TKE) anticipate a start date in July 2023 for the elevator modernization project.

The next electronic meeting No. 3 is set for May 9, 2023, at 11:30 a.m. at which an appointed member of Council, the Strata Manager, GUNN Consultants and TKE are invited to attend. Elevator Cab choices will be reviewed and discussed by the attendees.

Strata Council reviewed TKE's Progress Draw #1 in the amount of \$61,332.59.

It was moved and seconded, to approve TKE's Progress Draw #1 in the amount of \$61,332.59 to produce shop drawings and for a materials delivery to site. **CARRIED.**

2. **Roof Deck Project:** Solid Ground Contracting are anticipated to commence the roof deck project on March 1, 2023. It will take approximately 24 weeks to complete.
3. **TELUS Fibre Optic:** Caretaker will be requested for an installation update regarding, WIFI access for the Strata Office.
4. **Building Tour:** Council members and Strata Manager will arrange a mutually acceptable date on which to conduct a site tour of the communal areas, grounds, and various machine rooms located within the building.
5. **Door Operators:** Action ISS **completed** wave door closer installation adjustments as required on January 26, 2023. The technician had to replace some buttons, reprogrammed two operations, readjusted two operators, readjusted the range of all the 14 buttons, and maintained all seven operations.
6. **Alterations by a Strata Lot Owner Agreement:** Strata Council is in process of review of the various documents and indemnity needed for when an Owner undertakes an alteration to their strata lot. In the meantime, Owners are required to put their request for an alteration to their strata lot in writing to the Strata Manager and submit along with any supporting documents. If approved by the Strata Council, the Owner will be required to sign and return an indemnity agreement for filing in the Strata Corporation's records.
7. **EV Charging Stations:** Committee did not have an update available. This is a work in progress.
8. **Toilet Replacement Project:** It has come to the Strata Council's attention that incidents of original Crane toilets has repeatedly caused damages to multiple units in the building. These toilets with large rectangular water tanks, made in 1990, will continue to pose unnecessary leakage issues. Under advisement from strata management and our insurance company, Owners were recommended to upgrade their toilets to mitigate further

risk and losses. A local plumbing company was sought for Owners to change out the 30-year-old toilets at a discounted rate at their own cost.

To date, seventeen Owners requested their toilets be replaced. Owners who have not yet upgraded to a new toilet in the last 10-15 years are strongly urged, to do so.

WATER DAMAGE INSURANCE

As an Owner of NW 3355 Metropolitan, you should be aware that your Strata Corporation's insurance deductible now has a **\$50,000 deductible for water damage and sewer back up** losses. That means that if there is a water damage or sewer back up below \$50,000 in your strata lot, it will be your responsibility to pay for repairs, and if water damage or sewer back up originates in our strata lot and the total damage is more than \$50,000, you may be responsible to pay the Strata Corporation.

THERE ARE WAYS TO PROTECT YOURSELF

- Make sure that your own Unit Owners insurance will cover the costs.
- Periodically check all possible external and internal sources for water escape.
- Know the location of shut off valves within your unit in case of emergency.
- Check toilet seals for leaks within your bathrooms. If faucets are dripping or shower tub grouting is cracked, conduct repairs immediately.
- Check water seals within your kitchen, dishwashers, etc. and replace the supply hose to your dishwasher regularly (at least 5 years)
- Ensure external water taps are turned off and hoses removed to prevent freezing and burst lines.

9. **Window Handles:** Strata Council completed an update of the survey on the status of windows – receiving feedback from approximately 90 of the 132 units. It was discovered that there are far too many units which have broken, missing, or non-functioning handles and hinges resulting in many of the windows not being able to close (or open) year-round.

Strata Council determined to purchase the window handles, for the Resident Caretaker to install in units, as required.

10. **Drain Cleaning:** Strata Council previously approved a quotation from Elafon Mechanical in the amount of \$3,395.00, to auger from the cleanouts located at units 303, 304, 306, and in the hallway between 102, 103. They also flushed the 4" sanitary located in the stairwell on lobby level and the sanitary in the garbage room.
11. **Parkade Signage:** Strata Council previously approved the supply and installation of ten, parkade speed limit signs and four convex mirrors. BC Site Service have **completed** these installations.
12. **Garage Gate Maintenance:** Val Mart Door **completed** previously approved garage gate, maintenance and repairs.

13. **Boiler Repairs:** Strata Council ratified email approval, for Elafon Mechanical to drain the expansion tank and recharge the boiler makeup water replacement per the quoted fee of \$1,617.25.

BYLAW VIOLATION REPORT

1. **Bylaw Violations:** The Strata Council directs the Strata Manager to issue the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All materials related to such are reviewed in depth by Strata Council at the meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of Strata Council.
2. **Bylaw-chargebacks:** The Strata Council directs the Strata Manager to issue Bylaw violation letters to any Owner/Tenant that may be responsible or deemed responsible for a property damage loss and costs have been incurred by the Strata Corporation in order to remedy. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of Strata Council.

Strata Council reviewed the Bylaw Violations report and provided direction to the Strata Manager on next steps.

CORRESPONDENCE

1. **Sewage Back-up:** Owner of a 3rd floor unit who has repeated sewage back-ups which has entailed a plumbing technician to attend wants the wall holes caused as a result, to be properly closed and as well, the vinyl floor that was damaged by moving the machines to also, be repaired. They note that each time the plumbers move their washing machine, they apply force to the pipes that supply the machine with the hot and cold water. The Owner's machines are just a year old and all pipes that go with them are new as well. On the last visit, when the plumbers moved the machine back, the Owner noticed that the pipes were damaged, and they needed to replace one of them.

Elafon Mechanical advise that in order to clear the drain, they need to remove the stacked washer dryer to gain access to the plumbing located in behind to open up the drywall and properly run a drain machine to clear the stack.

Elafon Mechanical also pointed out that there is remediation work by a restoration company being carried out and they believe that the holes will be repaired during this work.

Owner further advised that they do not like that anytime the building has the sewage lines cleared, the plumbers must access the 3rd floor units as this is an inconvenience. They would like in future for the repairs to be facilitated from outside of their unit and that the plumbing company make access to the pipes attainable from common property.

Strata Manager to follow up with the plumbing company to advise if the Owners request is possible, and if so, at what cost to the Strata.

PREVENTING SEWAGE BACK UPS

Please do not overload your laundry machine with detergent as this can lead to back ups in lower units. Please use detergent which is designated "HE" as it creates a small amount of suds.

If you intend to change out your washing machine, please consult with the plumbing company to ensure that it is a fit for the existing plumbing pipes. A larger machine adds additional stress on the plumbing pipes that at time of construction were configured for apartment size washers.

2. **Noise Complaints:** Several penthouse Owners have reported noise that they believe may be sourcing from the mechanical room and/or the elevator machine room.

Elafon Mechanical, investigated on December 6, 2022, by accessing the rooftop mechanical rooms and inspected all equipment. They found that the elevator machine room was quite noisy. All appeared well on all equipment that serves the heating and domestic systems.

TKE and Elafon Mechanical attended on February 1, 2023, to conduct a tandem investigation to determine the source of noise for which report is pending.

3. **Heat Pump Installation:** A Strata Council member requested Strata Council's consideration for them to investigate installing a heat pump within their strata lot and including all that that might entail i.e., engagement of an engineer to advise on coring through the membrane, electrical capacity study, and City permit requirements.

Strata Council granted permission for the Strata Council member to proceed with this preliminary investigation as it would serve as the precedent for any others wishing to install a heat pump. Should Strata Council approve the installation once all documentation is in order, the Owner would need to sign an Indemnity Agreement.

NEW BUSINESS

1. **Roof Maintenance:** Wolf & Wolf, under contract, **completed** the annual maintenance of the roof area for a cost of \$1,312.50. They will return in six months for the fall maintenance.
2. **Pool Roof Leak:** Wolf & Wolf were dispatched to address a flashing repair and drainpipe leak into the pool area.
3. **Storm Sump Pump:** Strata Council ratified email approval, of a quotation received from Elafon Mechanical to replace the storm sump pump located on the P3 level per the quoted fee of \$4,650.62.
4. **Co Sensors:** Strata Council ratified email approval of a quotation received from Elafon Mechanical to upgrade the Co sensors to new Honeywell equipment per the quoted fee of \$4,268.40.
5. **Window Trial Project:** The Strata Council requested Sense Engineering to assist in connecting them with the appropriate contractor who could attend to a window trial project.

The window replacement project is likely a year or two or more out and Strata Council need to assist residents in being able to secure their units from the weather elements.

To this end, Sense Engineering submitted draft bid documents, and specifications for the Trial Window Repairs project at The Metropolitan building. They also included a copy of the CCDC 2 stipulated price contract for Strata Council to review.

The bidder's site meeting is to be scheduled once the timing for the project is better known. Sense Engineering plan to invite the following contractors to bid:

- Allstar Waterproofing & Restoration Systems.
- Remdal Painting & Restoration.
- Beckra Contracting Ltd.
- Renewal Construction Inc.
- Dura Seal Ltd.
- West Coast Building Restoration Inc.

The window trial is based on selected windows located at various units based on leakage history, current condition, and location. This will give Council a sense of what the cost would be should the Strata embark on a full-on window replacement/caulking project.

It was moved and seconded to proceed with tendering of the window trial project per Sense Engineering's estimated fee of \$3,000.00 and that the Strata Manager sign the contract for this purpose. **CARRIED.**

TERMINATION OF MEETING

There, being no further business, the meeting terminated at 9:14 p.m.

Next Meeting: Thursday, April 6, 2023, at 6:30 p.m.

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**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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