

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN NW 2036 – “BRENT GARDENS”  
4353, 4363, 4373 HALIFAX STREET, BURNABY BC**

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Held Wednesday, August 13<sup>th</sup>, 2014  
At 7:00 p.m. in the Amenity Room

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**PRESENT:** Morgan Nicholsfigueiredo  
Jonathan Musser  
Terry Richards (arrived at 8:11 p.m.)  
Ann Gloux  
Ivo Georgiev  
Carmela Canino  
Bill Britton

**OBSERVERS/GUESTS:** Diane Peters  
Paul Buikema  
SL221 Owner  
SL61 Owner

**MANAGING AGENT:** Karen Steed-Wiercinski, Strata Agent, Ascent Real Estate Management Corp.

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**CALL TO ORDER**

The meeting was called to order at 7:08 p.m.

**APPROVAL OF AGENDA**

It was **MOVED, SECONDED,** and **CARRIED** to approve the agenda as presented.

**APPROVAL OF PREVIOUS MEETING MINUTES**

It was **MOVED** to approve the minutes of the July 9<sup>th</sup>, 2014 strata council meeting. It was **MOVED, SECONDED,** and **CARRIED** to amend the minutes to reflect the correct spelling of a guest’s name as Paul Buikema. It was **MOVED, SECONDED,** and **CARRIED** to approve the minutes as amended.

**MANAGER’S REPORT**

Maria provided her written report to council and attended a short portion of the meeting to answer questions.

Maria was requested to dispatch the electrician to address the wiring that is hanging from the card loading devices subject to the cost being no greater than \$500.

Maria was cautioned not to expend efforts on door repairs to doors that will be replaced as part of the security upgrade project.

## **COMMITTEE REPORTS**

### **1. Building Committee:**

1.1 **Tower Glazing:** A committee meeting was held and the minutes of the meeting were provided to council. The committee will meet again to finalize its decision on its recommendation to be made to council.

1.2 **Depreciation Report:** A committee meeting will be held in September.

### **2. Landscaping Committee:**

2.1 **Request for Petty Cash Fund:** The committee requests a \$250 petty cash fund. The building manager's petty cash will be increased to \$250 to provide funds to reimburse volunteers for out of pocket expenses. Council authorized increasing the building manager's petty cash fund to \$750 to allow funds for reimbursing landscaping committee members for out of pocket expenses.

2.2 **Irrigation System:** Paul Buikema reported to council, noting the committee has been working on obtaining pricing for the irrigation system. Following a short discussion, it was noted that the strata has only \$35,000 set aside for irrigation and requires an additional \$30,000. The strata agent recommended proposing a ¾ resolution at the next AGM to utilize \$30,000 of CRF funds for the irrigation project. The strata agent will obtain additional pricing using the scope of work set out by University Sprinklers.

The tower does not have a gravel splash bed around the perimeter and the committee recommends council consider installing one. The landscape timbers are rotting and the committee is looking into the matter. The strata agent was directed to write the City regarding the tripping hazard on the sidewalk by the west gate.

3. **Security Committee:** The tendering process is complete. Three bids were received and reviewed by the strata's security consultant (Gage Babcock & Associates) and the Security Committee. Since all three bids were compliant with the project requirements, both the consultant and committee recommended that the contract be awarded to the low bidder, Fusion Security Inc. The amount of the bid was within the budgeted funds already assigned to this project. It was **MOVED, SECONDED, and CARRIED** to award the contract to Fusion. The contract was signed immediately, and the strata agent was instructed to send the signed contract to the consultant.

4. **Social Committee:** The complex barbecue will be held **Saturday, August 16<sup>th</sup>, 2014**. Future events are being planned and will be posted.

## **BUSINESS ARISING**

1. **Legal Review of Low Rise Balcony Restoration Warranty Documents:** The lawyer's review is pending.

2. **Laundry Equipment:** The laundry load cost can be increased to a maximum of \$9.99 per load. Coinamatic will be instructed to implement this on the low-rise machines for loads between 10:00 p.m. and 7:00 a.m. in order to reduce the amount that machines are used at night. Coinamatic will be asked to provide the relevant signage. The smart card loading amounts cannot be changed from the current \$10, \$20, and \$30.

The Pin-Mate option for purchasing laundry machine funds is available via Coinamatic's website where the online purchase can be made and a pin number issued to be used to load the purchased funds onto the loading device. Council declined to implement the Pin-Mate option.

The laundry redecorating allowance is pending from Coinamatic.

The strata agent will follow-up with Phelps, the former laundry machine service provider, on the receipt of the final laundry revenue funds.

3. **Front Signage:** The committee met, provided council with minutes, and made recommendations. It was **MOVED**, **SECONDED**, and **CARRIED** to instruct the Sign Committee to proceed as per their recommendations in the minutes.
4. **Concrete Crack Injection Quotes:** Strokes and Granston did not provide quotes. A quote is pending from another contractor.
5. **Plumbing Repair and Subsequent Drain Damage:** Further to an earlier reported issue with a shower drain pan in a suite, a second opinion was sought from Montalbano Plumbing who reported that to properly assess the drain pan to determine if it is cracked or scratched would require going through the ceiling of the suite below. Following discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to obtain a quote for the replacement of the drain pan if it is found to be cracked and dispatch Latham's to conduct the repair of the drain assembly under warranty.
6. **Website Modifications/Council Email Addresses:** The website modifications were approved and the information provided to the contractor. The setting up of council member specific email addresses is pending. When they are set-up they will initially be used by council for a period of two months before publishing them for use of all owners/residents. Ann passed this matter on to Jonathan.
7. **Lounge Drapery:** Council received a quote for the replacement of the recreation room window coverings. Carmela will conduct further investigation.  
  
*Terry arrived at this point in the meeting.*
8. **Security Breaches:** Maria provided the Security Committee with a list of security breaches throughout the calendar year. The committee will review and report to council.
9. **Theft of Returnable Recyclables & Construction of Bin Cover:** The thefts continue despite the issuing of a bylaw infraction letter. A penalty will be applied to the owner's strata fee account.
10. **Snow Removal Quotes:** AllJobs Contracting provided a quote for snow removal. It was **MOVED**, **SECONDED**, and **CARRIED** to approve the quote as submitted.

11. **Damage to Common Room Sink:** The damaged sink has been replaced and the cost will be charged back to the owner responsible.
12. **Emergency Generator Fuel Tank Replacement:** Simson Maxwell has committed to providing a quote for the tank replacement.
13. **Building Manager Relief:** The weekend cleaner is available to cover the building manager's job on the occasional day; however, cannot commit to doing vacation coverage. The strata agent reported to council that janitorial/building manager contractors can provide their staff for vacation relief. Terry will look into the availability of students at the trade schools.
14. **Parking Lot Line Painting:** Strokes is conducting the re-painting of the lines under warranty. The strata agent will follow up with Strokes on the expected completion date.
15. **4363 Noise Complaint:** As requested at the July council meeting, the strata agent provided council with information regarding the length of time the two parties have resided in the building. The strata agent was directed to issue a bylaw infraction letter to the offending owner.
16. **4353 Noise Complaint:** As requested at the July council meeting, the strata agent provided council with information regarding the length of time the two parties have resided in the building. A council member spoke with the owner accused of causing the disturbances who denies being the source of the noise and gave specific details to the council member seemingly substantiating their denial. Council requested the strata agent write the author of the noise complaint and advise of this information and ask the owner to attempt to source the origin of the noise.
17. **4353 Noise Complaint:** As requested at the July council meeting, the strata agent wrote requesting specific details regarding the owner's noise complaint. No response has been received.
18. **4353 Odour from Kitchen Cabinet:** The strata agent wrote the owner advising that council supports them in their investigation of the source of the odour. The owner is undertaking the investigation independent of the strata corporation.
19. **Low-Rises Glass Awning and Gutter Cleaning Quotes:** Council reviewed three quotes for the cleaning of the awnings and gutters. It was **MOVED, SECONDED**, and **CARRIED** to approve the quote submitted by K & L Windows & Gutters which included a safety plan. As there are not roof anchors mounted on the roofs of the low-rises, the contractor will install a temporary roof anchor system in order to use their safety harnesses. When awarding the contract the strata agent will include a statement indicating that council is not qualified to review the contractor's site safety plan and takes no responsibility for it.
20. **Collection of Owners' Email Addresses:** The strata agent will report to council on the status of the collection of the email addresses for the purpose of distributing minutes and notices.

## **NEW BUSINESS**

1. **Strata Insurance Policy Renewal:** Council was provided with the Summary of Coverages (SOC) for the recently renewed strata corporation insurance. Owners are encouraged to obtain a copy of the Summary of Coverages to provide to their insurers to ensure their homeowners' policies provide sufficient insurance to cover the strata corporation's deductibles in the event of a charge-back. Copies of the SOC can be obtained from the strata agent.
2. **Treasurer's Position and Pending Resignation from Council:** Ann Gloux advised of her resignation from council. Thanks were extended to Ann for her work on council and as Treasurer. Carmella accepted the position of Treasurer subject to the formation of a formal Finance Committee with Diane Peters. The committee members will be requested to sign a non-disclosure statement. Consideration will be given to filling the vacant council position.
3. **Renovations and Disposal of Construction Debris:** Council was advised of an owner whose contractor disposed of some construction debris in the buildings' waste bin. A warning letter was issued to the owner in question.
4. **Cottonwood Trees Seeding on Roofs:** Cottonwood trees are seeding themselves in the gravel ballast of the flat roofs, potentially damaging the membrane below the ballast. Council was provided with Design Roofing's 2013 roof assessment and maintenance quote. It was **MOVED, SECONDED, and CARRIED** to approve the quote submitted by Design Roofing. As the gutter cleaning has been approved, the roofing contractor will be advised this will not be necessary.
5. **4373 Pet Cat:** Council received a report of a pet cat residing in a suite. Council requested the strata agent issue a bylaw infraction letter.
6. **Vehicle Repairs:** Council received a report of an owner conducting vehicle repairs in the parkade. The strata agent was instructed to issue a bylaw infraction letter to the owner. The strata agent will also inquire with the building manager whether the owner has submitted copies of storage insurance for the other two vehicles parked in the parkade.
7. **4353 Unauthorized Renovations:** Council received a report that the owner was installing laminate flooring without the prior written approval of council. The strata agent will issue a bylaw infraction letter to the owner in question.

## **FINANCIAL REPORT**

1. **Financial Statements:** The Treasurer provided council with a written report summarizing the June 2014 financial statement. A copy of the report is attached to these minutes. It was **MOVED, SECONDED, and CARRIED** to approve the June statement as presented.
2. **Accounts Receivable:** Council was provided the accounts receivable listing. Discussion turned to a particular owner's account. The unit is presently under foreclosure proceedings and attempts to contact the owner have been unsuccessful. The owner replaced the common property suite entry door with a door that is not consistent with the balance of doors in the building. The strata agent was directed to issue a 48 hour notice, have it posted to the suite door, and if no response is received from the owner, dispatch a locksmith to open the door to facilitate the door replacement. The cost of the locksmith and contractor, including new door and lock, is to be charged back to the owner.

## **CORRESPONDENCE**

1. **4353 Owner's Residence Status and Strata Fees:** The owner's power of attorney advised of the owner's present residence status, noted the suite will be listed for sale, and strata fees will remain unpaid until the point of sale.
2. **4373 Vehicle Break In and Report of Neighbouring Vehicle Owner Storing Fob in Car:** The owner advised of a vehicle break-in. The owner also reported a fellow resident who is storing their parkade access fob in plain view inside their car. As the owner in question was issued a bylaw infraction letter in May for such an infraction and did not request a hearing with council, the strata agent was instructed to penalize the owner for the infraction.
3. **4373 Noise Complaint:** The strata agent was directed to issue a bylaw infraction letter to the owner responsible for a loud outdoor party hosted June 30<sup>th</sup> which carried on into the early morning hours.

## **NEXT MEETING DATE**

The next meeting will be held September 10<sup>th</sup>, 2014.

## **ADJOURNMENT**

The meeting adjourned at 9:04 p.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of the Owners' Strata Plan NW 2036

Karen Steed-Wiercinski  
Strata Agent  
KSW/an

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