

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

Held on May 10, 2017
At 7:00 p.m. in the Amenity Room

PRESENT:	Carmela Canino	President
	Paul Buikema	Vice-President
	Ross Taylor	Treasurer
	Belinda Oxley	Secretary
	Paul Oster	Member at Large
	Shawn Watson	Member at Large
REGRET:	Morgan Nicholsfigueiredo	Privacy Officer
BUILDING MANAGER:	Maria Garcia	
MANAGING AGENT:	Ann Benoit, <i>Strata Manager, Ascent Real Estate Management Corporation</i>	

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

BUILDING MANAGER'S REPORT

Council was provided with a written report of the activities and trades in the buildings. Please note the following:

Hazardous Material Testing: ACM Environmental has provided the hazardous materials testing report and the Building Committee will review.

Extra Parkade Crack Injections: Collins and Sons has completed the repairs in the parkade ceiling - P1 below the back flow preventer pipeline.

LED Lighting Project: Relight has commenced replacing the exit light fixtures at 4363 and 4373. A meeting is scheduled for Thursday this week (05/11/2017) to discuss deficiencies observed with the contractor.

New Enterphone System - 4373: Full Spectrum has installed and programmed the new Intercom. Job has been done accordingly.

Annual Inspection to the Safety Roof Anchor System at 4353: The inspection has been performed and no deficiencies found as per technician from Atlas Anchor System.

Sprinkler System: Spring Maintenance Service has been done by University Sprinklers.

ThyssenKrupp Elevator: Safety Testing to both Elevators in the Tower has been completed, to address any safety issues that were in "non - compliance". The report will be sent to the Safety Authority.

4353 Roof: Continental Roofing has completed the repairs to the canopy roof at the main entrance of the Tower.

Fire Inspection: The Fire Prevention Department has performed a routine inspection to the property and the Fire Inspector has ordered to keep the common amenity room door closed at all times as per fire regulations.

Parking Line Painting: Council has requested another quote with respect to the line painting for the underground parking lot.

APPROVAL OF PREVIOUS MEETING MINUTES

It was **MOVED, SECONDED, and CARRIED** to approve the April 5, 2017 strata council meeting minutes as previously distributed.

FINANCIAL REPORT

1. **Financials:** It was **MOVED, SECONDED and CARRIED** to defer approval of the financials as one general ledger item requires changing.
2. **Accounts Receivables:** It was **MOVED, SECONDED and CARRIED** to send reminder letters to owners who have missed payments, to demand letter those who are over three months and to register liens where applicable.

An application was made to the Civil Rights Tribunal (CRT) in relation to a chargeback that one owner has not yet remitted full payment.

COMMITTEE REPORTS

1. **Building Committee:** The Building Committee will be overseeing the following items:
 - **Electric Vehicles:** This item has been deferred.
 - **LED Lighting Upgrades:** The lighting upgrade project is underway and notices have been posted to advise all owners.
 - **Tower Window Project:** An owner meeting with RDH Engineering will be scheduled. When a date is known all owners will be provided notice. This is an information meeting concerning the tower window project, no voting will occur at this meeting.
2. **Finance Committee:** The finance committee met and forwarded correspondence to Ascent that has been addressed.
3. **Landscaping Committee:** Members of Council will be looking into the most cost-effective way of removal and disposal of the tree debris near the community garden plots.

BUSINESS ARISING

1. **Bylaw Amendments:** The Bylaw Committee will be meeting to review the suggested changes made by Council.
2. **24th Floor Water Ingress Issue/4353 Building:** RDH Engineering has completed the inspection of required units. Council reviewed the report and a quote for noted repair has been requested.
3. **Laundry Rooms:** The hazardous material testing has been completed and council will now be proceeding with three quotes for the laundry room upgrades including separate quotes for asbestos abatement.
4. **Brent Gardens Front Sign:** This item was deferred.
5. **New Runners and Carpets:** The new runners and carpets for the lobby and parkade areas have been ordered.
6. **Irrigation System:** A date is pending from University Sprinklers for the previously approved final phase of the irrigation installation.
7. **Generator Repair:** A date from the contractor is pending for repairs to the radiator core/upper tank leak. Council was also provided with a budget price for future planning for when the generator requires replacement. Please note that it does not require replacement at this time.
8. **Hearing:** The hearing with an owner was held and a response was forwarded by the strata corporation's lawyer to the owner within the required timeframe.

NEW BUSINESS

1. **Bylaw Reminder:** Council will be placing a bylaw reminder in every set of council minutes. Council would like to remind all owners of the following bylaw:
 - "5.2 *A resident or visitor must not cause damage, other than reasonable wear and tear, to the to the common property, common assets or those parts of a strata lot which the Strata Corporation must repair and maintain under these Bylaws or insure under section 149 of the Act."*
 - "5.13 *An owner shall indemnify and save harmless the Strata Corporation from the expense rendered necessary for any maintenance, repair or replacement to the common property, the limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness, or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the owner."*

2. **Carpet Stain:** A stain is present on the common area hallway carpet that is related to garbage being brought out of a unit. Correspondence has been forwarded to the alleged offending unit advising them that they will be responsible for the cleaning costs and replacement if necessary.

All owners are reminded that store bags purposely contain holes due to the risk of suffocation and are not to be used for garbage as oils and liquids will drip out and onto the carpet. Please use proper garbage bags when bringing your garbage down to the garbage containers.

3. **4373 Water Tanks:** Repairs have been facilitated, but replacement is eventually required. Council is hoping that the replacement will not be required until next year so that it may be incorporated into the budget. The current models are obsolete.
4. **Tennis Courts:** The landscape provider will be cleaning the tennis courts now that the weather is improving.
5. **Illegal Move Out:** Recently an illegal move out occurred, the owner has been forwarded correspondence concerning this bylaw infraction.
6. **Amenity Room Noise:** Recently an owner held a gathering in the amenity room and the noise levels were not in accordance with the bylaws and complaints were received. It was **MOVED, SECONDED** and **CARRIED** to fine the owner.
7. **Amenity Room Blind Damage:** A blind in the amenity room was damaged and it was **MOVED, SECONDED** and **CARRIED** to charge the owner the repair cost.
8. **Disposal of Items:** Recently an owner disposed of furniture in the garbage area. Prior to the meeting it was **MOVED, SECONDED** and **CARRIED** to levy a fine. All owners are reminded that household items such as furniture are never to be left in the garbage area. Please call the City of Burnaby Sanitation Department to arrange a free pick-up.

CORRESPONDENCE

Correspondence was received from an owner concerning a noise complaint; it was **MOVED, SECONDED** and **CARRIED** prior to the meeting to levy a fine.

Correspondence was received from an owner concerning cigarette butts being thrown off balconies. A bylaw infraction letter was sent to the alleged offending unit.

All residents are reminded that cigarette butts are never to be thrown off any balconies as they pose a significant fire risk. In the past one was thrown and a fire occurred.

Correspondence was received from an owner concerning a pest concern within the strata lot. As a reminder, pest concerns within a strata lot are owner responsibility.

Correspondence was received from an owner concerning an illegal move.

Correspondence was received from an owner concerning a vehicle in the parkade that requires repair. The owner has been notified.

TERMINATION

There being no further business to transact, the meeting was terminated at 9:17 p.m.

NEXT MEETING DATE

The next council meeting is June 7, 2017.

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



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AB/cvb

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Residents, please contact the RCMP if noise is excessive during late night or early morning hours as per the **City of Burnaby noise abatement bylaws (between 10:00 p.m. – 7:00 a.m.)**. Council would like to remind all residents that after 10:00 p.m. and until 7:00 a.m., any television, music or sound equipment, or loud voices etc. should be lowered, so that all residents can enjoy their strata lots. Owners are asked to be mindful of other residents, especially when entertaining in the evening. Noise will travel and is audible throughout the structures from floor to floor. Thank you for your cooperation.