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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, APRIL 16TH, 2025**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Wednesday, April 16th, 2025. The meeting was held at Centrepoint, in the amenity meeting room.

A. CALL TO ORDER

The meeting was called to order at 6:05 pm by the Strata Council President, Nick Canosa.

B. CALLING OF THE ROLL

The Strata Council Members present were Nick Canosa, Alan Shea, Kevin Lam and Jason Kelders, with regrets from Jeffrey Leung, Mehran (Michael) Shekahi and Jason Wang. Geoffrey Rosen represented Management. The Building Manager, Juan Lara was in attendance.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Jason Kelders and SECONDED by Kevin Lam, it was RESOLVED that the agenda, as presented, be APPROVED for use at this meeting.

D. APPROVAL OF THE MINUTES OF THE PREVIOUS STRATA COUNCIL MEETING

Upon a MOTION duly made by Jason Kelders and SECONDED by Kevin Lam, it was RESOLVED that the minutes from the previous Strata Council meeting held on January 7th, 2025, be APPROVED as distributed.

E. RESIDENT MANAGER REPORT

Manager's Report

April 16th, 2025

Duties Performed:

- January 02nd, 2025: The Christmas decorations were removed from the lobby and other areas with great support from Sofia.
- January 06th, 2025: A call was received and attended to about a water leak on a 12th-floor unit on the bedroom roof; after review, was noticed that it was caused by the lack of cleaning of the dryer duct, which led to moisture accumulation and subsequent leakage.
- January 24th, 2025: An issue with the fire panel was reported due to a heat trace problem.
- January 27th, 2025: Replaced the bulbs at the lobby's main entrance and the outside wall.

- January 30th, 2025: The Burnaby Fire Department conducted a scheduled inspection of the building.
- February 04th, 2025: After a small snowstorm, the entire perimeter of the building was cleaned, including the walkways and the entrance ramp to the parkade.
- February 05th, 2025: The glass door handle at the main entrance lobby was repaired. Also, the mailroom door was adjusted.
- February 11th, 2025: The hose and nozzle were repaired in the car wash area.
- February 18th, 2025: The annual general meeting was held in the P3 level of the parkade with success.
- February 23rd, 2025: On Sunday, an issue with Gate #1, the entrance to the parkade on Hazel St, was reported. Requested the support of High Volt Electric to make the necessary repairs.
- March 13th, 2025: Repair a small issue with one of the locks in the garbage room.
- March 18th, 2025: A report of a leak was received in a second-floor unit, it was inspected, and assistance from Hunter Roofing was requested.

Contractors:

505 Junk

- January 14th, 2025: Onsite to remove all the garbage and items left in the storage rooms by current and former residents.

A1 Fire

- February 04th, 2025: Onsite to review and update the tags on the fire equipment and the main water room.
- March 26th to March 28th, 2025: Onsite to perform the annual fire inspection according to the schedule on each day, including all bells, in-suite devices, and smoke alarms.

AIR-Vac Services Ltd.

- January 28th, 2025: Onsite to review and repair issues with the dryer exhaust ducts in two units on the second floor and 28th floor; the problems were solved.

Better Lock Group

- February 26th, 2025: Onsite to replace the door lock at the emergency exit in the loading bay area at direction of the Fire Department.
- March 06th, 2025: Onsite to replace the hinges on the emergency exit door on the 3rd floor towards the staircase and replace a broken hole cover in the fountain area.

Calysta Consulting (Paul)

- March 25th, 2025: Onsite to perform an inspection and review the top roof for any potential damage that may need repair, if necessary, and prepare a quote.

Garaventa Lift

- January 02nd, 2025: Onsite to perform scheduled maintenance to the lift in the garbage stairway area.
- March 24th, 2025: Onsite to perform scheduled maintenance to the lift in the garbage stairway area.

Haakon Industries

- January 31st, 2025: Onsite to perform scheduled maintenance to the air filters and pumps in the building.
- February 05th, 2025: Onsite to perform maintenance, review, and fix pump #1 in the main water room due to a leak.

High Volt Electric

- January 20th, 2025: Onsite to install sensors to turn the lights on and off in the gym.
- January 27th, 2025: Onsite to repair the issue in the main water room caused by the heat tracer failure, which created an alarm on the fire panel; the problem was resolved.
- January 30th, 2025: Onsite to replace the light fixtures located in the ceiling of the main entrance and the emergency exit on Hazel St.
- February 23rd, 2025: Onsite to perform the required repairs at Gate #1, which is the entrance to the parkade on Hazel St.
- March 18th, 2025: Onsite to install an on/off switch in the alarm in the emergency exit located in the loading bay area.

Hunter Roofing Ltd.

- March 17th, 2025: Onsite to perform an inspection and review the top roof for any potential damage that may need repair if necessary.
- March 19th, 2025: Onsite to inspect the second-floor unit due to a report of a water leak in the main bathroom, the source was found, and the issue was solved.

ORKIN Pest Control

- January 16th, 2025: Onsite to perform scheduled maintenance in the traps at the building.
- February 07th, 2025: Onsite to perform scheduled maintenance in the traps at the building and check one of the townhouses due to reports of small rodents in that area.

Pacifico Cleaning Services

- January 23rd, 2025: Onsite to perform polish on the Lobby and mail room floors.
- February 24th, 2025: Onsite to perform polish on the Lobby and mail room floors.
- March 25th, 2025: Onsite to perform polishing and waxing on the Lobby and mail room floors.

Pumphouse Fitness

- January 30th, 2025: Onsite to perform scheduled maintenance to the Gym equipment.
- February 11th, 2025: Onsite to perform scheduled maintenance on the Gym equipment and repair one of the treadmills.

Prism Security System Ltd.

- March 17th, 2025: Onsite to install an alarm in the emergency exit located in the loading bay area.

Rich-Tek Industries

- March 04th, 2025: Onsite to perform maintenance on the fire pump in the main water room.
- March 24th, 2025: Onsite to review and update one component of the fire pump in the main water room.

Sunrise Window Cleaning

- March 10th to March 20th, 2024: Onsite to perform the Window Cleaning on all the exterior and inaccessible windows in the Building.

TKE ThyssenKrupp Elevators

- February 26th, 2025: Onsite to perform scheduled maintenance to the elevators.

Ultimate Glass Ltd.

- February 05th, 2025: Onsite to check and repair the balcony door of one unit on floor 32nd due to failures to open and close it.

Vancouver Pacific Plumbing (Morris)

- January 03rd, 2025: Onsite to fix the clogged drain in the kitchen sink on the 33rd floor, they performed a deep cleaning using hydro-jetting pressure to clean the drain.
- March 18th, 2025: Onsite to make repairs in the twelve-floor unit due to a report of a water leak in the bathroom, and in the fifteen-floor unit due to an issue in the laundry room.

F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS

The strata council tabled the review of the Strata budget to date.

Arrears:

Management reported that four (4) owners are in arrears for their Strata Fees. On behalf of the Strata Corporation, Management sent letters to the Owners asking for timely payment of their Strata Fees on the first of the month, as per the Strata Property Act of B.C. and the Strata Corporation's by-laws. Owners who do not pay their Strata Fees on time are fined \$100.00 per month plus interest per the Strata Corporation by-laws.

G. REPORTS

1. Management

Management reported as follows:

- The building's irrigation sprinkler system will be turned on April 21, 2025.
- Fire inspection occurred in March - management is waiting for the inspection report. 2nd inspection will be scheduled in May, tentatively, to complete the inspection of the missed units.

- Parkade cleaning occurred on April 14-16, many residents did not move their vehicles, the Strata Council is considering a bylaw that will result in bylaw violations for unmoved vehicles.
- Federal and Provincial Election acts allow registered candidates to have access to condo buildings for door knocking.
- Treadmill had its bearings replaced at a cost of \$700.00.
- Fire Department did an inspection of the building in February; they requested that as per the City of Burnaby fire code, that the fire plan be updated as required every 10 years. Elite fire is working on revising the fire plan.
- The building insurable replacement value is now \$112,000,000.00 (land excluded).
- Snow removal contract was approved with snow pros, only one day of removal required.

2. Security

- Management reported there have been no break-in issues since the last Council meeting.
- There were six parkade incidents in January and six in February, as residents did not wait for the gate to close. The Strata Corporation approved sending violation letters.

Reminder to Residents

Always wait for the parkade **gates to close** when entering or exiting the building's parking areas.

Gate #3 (Resident gate) is left open during peak weekday hours to reduce wear and tear on the gate and save on maintenance costs.

3. Project Reports

- No projects to report on at this time.

4. Correspondence and Appeals

- Six owners who had received parkade gate bylaw violation letters wrote back appeal submissions. The Residents who had never received bylaw violations in the past, for not waiting for the gate to close, received bylaw warnings.
- An owner was charged the cost of a restoration invoice for the damage they caused to the common property from a minor water loss that emanated in their unit, as per the Strata Property Act of B.C.
- Since the last Council meeting the Strata, Corporation has issued three letters for noise violations to different residents.

- A buyer's agent asked for an exemption from the pet bylaw, to allow potential buyers to have two pets in their strata lot. The Council declined to give an exemption, as the bylaw does not allow more than one residential pet per suite.

H. UNFINISHED BUSINESS

1. Electric Vehicle (E.V.) Charging Stations

- The four EV Charging stations have been installed in long-term visitor parking and are operational.
- The Strata Corporation has a 4-hour maximum for the use of the EV Charging stations, signage is posted.

2. Insurance renewal 2025/2026

- Management reported that when the building's insurance was renewed on **April 19th, 2025**. The deductibles remained unchanged from the previous year and are as follows:

All loss (fire) Deductible: **\$10,000.00**

Vacant Units All Loss Deductible: **\$100,000.00**

Water Damage Deductible: **\$100,000.00**

As the owner of your suite, please remember that you are responsible for any loss dollars less than the deductible amount if the loss emanates from your suite, as per the Strata Corporation's By-laws and the Strata Property Act of B.C.

The Strata Corporation highly recommends that all owners contact their insurance broker/insurance company and have them adjust their condominium insurance policy to provide coverage for the deductibles.

A copy of the new insurance summary was emailed out to owners in April. Owners can request a copy from the management company via email – vancouver@quaypacific.com

3. A/C / Heat pump installation

- Owners can contact Broadway Mechanical or Airstream Mechanical if they want an a/c unit or heat pump installed in their unit. Other vendors can be used; however, their proposals must be reviewed by the Strata Council before approval can be given.

Owners must submit an indemnity agreement with the full scope of work included, before the installation, and have it approved by the Strata Corporation.

4. Landscaping – Silent Gardner

- The Strata Council is happy with the new landscape vendor Silent gardener.
- Replacement plants were planted at the northeast corner of the building to beautify that portion of the grounds.

I. NEW BUSINESS

1. Annual Security Audit – 2024

- The 2024 annual security audit was completed on October 31, 2024. There were some issues with the Google forms.
- At the time of this meeting 1 owners had not submitted their audit.

2. Rooftop Wall Painting project – AGM 2025

- The rooftop wall painting project approved by the Owners at the Annual General meeting has been award to Ledon painting. The project is scheduled to proceed in May at a cost of \$5600.00.

J. NEXT MEETING

The next meeting of the Strata Council will be held:

Tuesday, July 8th, 2025, 6:00 pm.

Lobby Amenity Room

K. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 7:00 p.m.

The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes. Please retain these Minutes provided to you for future reference, as replacement copies are subject to a fee.

Minutes Prepared by:



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