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**THE OWNERS, STRATA PLAN BCS 3037  
STRATA COUNCIL MEETING MINUTES  
TUESDAY, JANUARY 7<sup>TH</sup>, 2025**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday, January 7<sup>th</sup>, 2025. The meeting was held at Centrepoint, in the amenity meeting room.

**A. CALL TO ORDER**

The meeting was called to order at 6:07 pm by the Strata Council President, Nick Canosa.

**B. CALLING OF THE ROLL**

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

**C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Kevin Lam and SECONDED by Jason Wang, 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 Wang and SECONDED by Kevin Lam, it was RESOLVED that the minutes from the previous Strata Council meeting held on November 5<sup>th</sup>, 2024, be APPROVED as distributed.

**E. RESIDENT MANAGER REPORT**

**Manager's Report**

January 7<sup>TH</sup>, 2025

**Duties Performed:**

- November 04<sup>th</sup>, 2024: A problem was identified in the fire panel because Elite Fire left a device unrepaired in the main water room after conducting inspection and winterization work in the sprinkler pipes for the commercial area. We requested assistance from the commercial area manager, and contractors were dispatched to address the issue.
- November 15<sup>th</sup>, 2024: Repairs were performed to the car wash area hose, and the nozzle was replaced.
- November 19<sup>th</sup>, 2024: Preventive maintenance was given to the snow plow tractor to leave it ready for the winter season.

- November 20<sup>th</sup>, 2024: Installed speed limit signals (10 km) in the parkade on P3 and P4 areas.
- November 21<sup>st</sup>, 2024: A call was received from unit 20<sup>th</sup> floor, which reported a minor water leak originating from the unit. Fortunately, neither unit sustained significant damage. We helped unit #2003 limit any potential damage.
- November 25<sup>th</sup> to 28<sup>th</sup>, 2024: We started the decoration work for the Christmas season in the lobby area with Sofia's great help in the installation and design.
- December 03<sup>rd</sup>, 2024: Two storage areas experienced damage due to a water leak in the commercial sector. The manager responsible for that area was informed, and we undertook the necessary measures to clean the impacted storage facilities.
- December 11<sup>th</sup> and 12<sup>th</sup>, 2024: Notices were prepared and distributed regarding the repair works for the cracks located on the floor of level P5 in the parkade.
- December 19<sup>th</sup>, 2024: Problems were reported with elevator car #4. The button to access ground level "G" was stuck, and car #3 was making creaking noises. Support from TKE Elevators was requested.
- December 19<sup>th</sup>, 2024: Problems with the boilers were reported at midnight; there was no hot water until I reset them; they worked for a few hours and failed again. Haakon's support was requested.
- December 20<sup>th</sup>, 2024: We asked Waste Control Services to change the recyclable containers (Mixed Blue Containers) to clean ones. The company came and was changed.
- December 21<sup>st</sup>, 2024: On Saturday a call was attended from units #23<sup>rd</sup> floor regarding a drain back-up in the kitchen sink. We requested assistance from Vancouver Pacific Plumbing.
- December 24<sup>th</sup>, 2024: The emergency exit sign on floor #23 was repaired.
- December 25<sup>th</sup>, 2024: On Christmas day, working attending a call reporting a water leak in the kitchen of unit #609 coming from unit #709 due to an issue with the kitchen faucet; the problem was solved by the owner of #709.
- December 25<sup>th</sup>, 2024: A homeless person was reported camping at the emergency exit in Hazel St who started a fire to keep warm and burned the wall. I asked him to leave, and we had to clean up the area.
- December 25<sup>th</sup>, 2024: The fire panel emitted an alarm due to a problem with the heat trace in the main water room. It couldn't be repaired by resetting, so we requested the support of High Volt Electric.
- December 26<sup>th</sup>, 2024: Supporting High Volt Electric to provide access to repair the anomaly in the main water room due to the heat tracer failure.

## **Contractors**

### A1 Fire

- November 28<sup>th</sup>, 2024: Onsite to winterize the sprinkler pipes in the building parkade during the winter season.

### Better Lock Group

- November 15<sup>th</sup>, 2024: Onsite to install protections on the frames of the parking gates on P3 as a security reinforcement and improvements.

- December 18th, 2024: Onsite to check and repair the balcony door of two units due to failures to open and close them.

#### Haakon Industries

- November 04th, 2024: Onsite to work in the boiler room to replace the motor contactors for pumps that serve the Domestic Hot Water boilers.
- December 20th, 2024: Onsite inspection and repair of the boilers were conducted due to a malfunction in both units, which resulted in the absence of hot water. The issue has been successfully resolved.

#### High Volt Electric

- December 02nd, 2024: Onsite to perform repairs in the detection hose on Gate #2 exit due to failures and damages.
- December 09th, 2024: Onsite to perform scheduled maintenance to the parkade gates and review another area to correct malfunctions.
- December 26th, 2024: Onsite to repair the anomaly in the main water room caused by the heat tracer failure, which created an alarm on the fire panel; the problem was resolved.

#### Hypercharge Networks Corp.

- November 19th, 2024: Onsite to replace the wire and the charger gun (adaptor) in station #4265 in stall #39 in the EV charging area on the parkade P3 due to a failure.

#### ORKIN Pest Control

- November 21st, 2024: Onsite to perform scheduled maintenance in the traps at the building.
- December 20th, 2024: Onsite to perform scheduled maintenance in the traps at the building

#### Pacifico Cleaning Services

- November 18th, 2024: Onsite to perform polish on the Lobby and mail room floors.

#### TKE ThyssenKrupp Elevators

- November 29th, 2024: Onsite to perform scheduled maintenance to the elevators.
- December 19th, 2024: Onsite to perform repairs to the elevators with car #4, the button to access ground level "G" was stuck, and car #3 was making creaking noises.

#### Ultimate Glass Ltd.

- December 18th, 2024: Onsite to check and repair the balcony door of two units due to failures to open and close them.

#### Vancouver Pacific Plumbing (Morris)

- December 23rd, 2024: Onsite to fix the clogged drain in the kitchen sink of unit 23rd floor. After inspecting the unit, they performed a deep cleaning. The plumber used hydro-jetting pressure to clean the drain.

WCBR West Coast Building Restoration Inc.

- December 16th to 20th, 2024: Onsite to perform the repair works for the cracks located on the floor of level P5 in the parkade.

## **F. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS AND ARREARS**

The Draft budget for 2025 was reviewed by Council. The proposed budget for 2025 has a 2% increase in strata fees to account for inflationary costs for the upcoming budget.

### ***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 emergency generator requires repairs at a cost of \$6477.00, which includes replacing the coolant system, radiator hoses, alternating belts and refilling the coolant.
- The accessibility elevator for the garbage area was scheduled for annual service on January 2, 2025.
- The Strata is investigating repairs to the two sofas in the entrance lobby, as they are original, and they are becoming worn out. The estimated cost of replacement is approximately \$9000, the replacements will be red in color.
- Management arranged for a glass vendor to attend and repair two owners sliding doors, that were having issues opening and closing.
- The damaged EV Charger has been repaired and holsters have been installed to prevent the chargers from hitting the ground.
- The commercial side of the building turned off the building's power by mistake on November 19, 2024, in the morning when they installed their EV Chargers, fortunately, no equipment was damaged.
- Management purchased a wet shop vacuum and a small air dryer for use around the building.
- The building anchors received their annual inspection in October and all anchors passed inspection.

### **2. Security**

- Management reported there have been no break-in issues since the last Council meeting. However, an owner's car was repossessed by a recovery agent for a financial institution, who was able to sneak into the parkade and remove the vehicle.

- The metal panels on the visitor parking gate were installed as approved by the Strata Council.
- There were nine parkade incidents in November, 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**

- Seven 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 issued a bylaw violation for failing to submit their tenant Form K and booking the move as per the bylaws.
- An owner sent a letter to the management company to clarify the procedure at the parkade gates and how long one has to wait in the event another vehicle arrives behind a vehicle waiting for the gate to close. When leaving the visitor gate the last vehicle through must wait for the gate to fully close before departing. When entering the parkade each vehicle must wait for the gate to close, if the gate starts to close and re-opens then that means the next vehicle entering has a fob and the first driver is clear to proceed. On exiting the building, the last vehicle entering the visitor parkade gate must wait for the gate to fully close before proceeding. Please note this protocol applies after-hours to the outer gates on Hazel and MacMurray.
- 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.
- In November, the Strata Corporation issued three letters for noise violations to different residents.

## **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 2024/2025

- Management reported that when the building's insurance was renewed on **April 19<sup>th</sup>, 2024**. The deductibles remained unchanged from the previous year and are as follows:

<u>All loss (fire) Deductible:</u>	<b><u>\$10,000.00</u></b>
<u>Vacant Units All Loss Deductible:</u>	<b><u>\$100,000.00</u></b>
<u>Water Damage Deductible:</u>	<b><u>\$100,000.00</u></b>

**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](mailto: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

- No update.

## 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 4 owners had not submitted their audits.

## 2. Annual General Meeting 2025

- **The Strata Council discussed the Annual General Meeting for 2025.**

The special resolutions will be: Confirmation of carpet color, insurance premium loan from the CRF, Roof inspection, and Painting the rooftop walls of the top of the building.

## J. NEXT MEETING

### Annual General Meeting 2025

Tuesday, February 18<sup>th</sup>, 2025, 6:00 pm.

**P1 long term visitor Parking**

## K. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 6:55 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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