

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
THURSDAY, JULY 22, 2021**

**LOCATION:**

5:30 p.m. In the Amenity Room  
at 295 Guildford Way  
Port Moody

**STRATA COUNCIL**

**PRESIDENT**  
Doug B.

**VICE PRESIDENT**  
Eve K.

**TREASURER**  
Doug M.

**COUNCIL MEMBER**  
Janice W.

**COUNCIL MEMBER**  
Gord M.

**COUNCIL MEMBER**  
Lilian Z.

**STRATA MANAGER**  
Don Cook  
E-Mail: don@crpm.ca

**CROSSROADS MANAGEMENT**

**CROSSROADS CONTACT  
& 24 HOUR SERVICE**

Call - 778-578-4445

**ATTENDANCE**

Doug M., Janice W., Doug B., Lilian Z.

**REGRETS:** Eve K & Gord M

**PROPERTY MANAGER**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 5:40 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held June 2, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the May 2021 financials.

There were a number of expense items that needed to be reallocated. These re-allocations will be done by Crossroads and will be reflected in the June financials. **CARRIED**

**Reserve Fund – Exterior Maintenance**

The Council discussed establishing another designated Balance Sheet Reserve Fund for Exterior Building Maintenance Capital projects. This item will be included in next year's AGM & Budget discussion.

**Interest Rates – Update**

The Strata Manager advised the Council of the current GIC investment interest rates. It was decided to keep the Contingency Reserve fund balance in the current trust account earning 0.95%

**ARREARS REPORT**

Nothing to report.

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

**Additional Door Work**

Two additional Fire Doors have been installed replacing old ones that had failed.

**Balcony and Underside Deck Damage**

The peeling away of exterior surface paint on the underside of the deck is currently being investigated in a couple of units. The Council approved the comprehensive assessment and repair of the source issue.

Once completed, the information gathered will be used to establish a cycle of exterior building inspections to include balcony coatings and waterproofing.

### **Alteration Requests for Air Conditioning Units**

The recent heat wave has renewed interest by some owners in having the newer AC units installed. These units sit on the balcony and need to have piping come through the building envelope. New technology now allows for these penetration points to be through a sealed sleeve installed in a window eliminating the need to completely replace the window. The Council will be looking into this procedure further in regards to any future approval requiring an AGM Resolution and or a Bylaw change. Certainly any future Council approval would minimally entail an owner signing an indemnity agreement and having the scope of work and contractor being approved.

### **Elevator Bookings**

Owners please be advised that we are receiving an increase in units moving this summer. For instance there are 4 moves already scheduled for the last 3 days of this month. We ask for your patience during these moves, as they will increase elevator wait times.

### **Mechanical Maintenance**

The Council acknowledges owner reports of isolated water pressure and hot water fluctuations. Citywide has been working on these issues. They are onsite to inspect and test all water control systems within the building to determine the causes of issues owners are experiencing.

## **(4) CORRESPONDENCE**

Issues, concerns or complaints that an owner would like to bring to the Council's attention should be sent by letter or email [don@crpm.ca](mailto:don@crpm.ca) to the attention of the Strata Manager, Mr. Don Cook at Crossroads Management. Following this procedure will ensure the correspondence is appropriately documented and distributed to all Council members. All written correspondence received in this manner will be reviewed and discussed by the full Council at the next scheduled meeting.

Issues discussed at this meeting included; Owner interest in AC unit installation, residents and pet issues, exterior maintenance issues, and a water damage charge back to an owner.

## **(5) NEW BUSINESS**

### **(A) Owner Responsibilities related to plumbing within units**

All residents are reminded that the building is now 14 years old. We strongly recommend that if you have never had a plumber in to provide a risk assessment of potential water leak issues, this inspection be scheduled asap. All plumbing lines and fixtures that supply water to just your unit, is your responsibility to maintain and repair Including all faucets, water lines under the sinks, dishwashers, toilets and supply lines, washer connections and your unit's main water shut offs.

A proactive inspection and identification of potential leak concerns could save you thousands if a leak were to occur within your unit. If a water leak does originate in your unit and affects any other unit below, in accordance with the Bylaws, you will also be responsible for that unit's damage. Proactive maintenance is strongly recommended.

Currently, there is a group of owners that is organizing to have some internal piping replaced proactively before waiting for it to fail and to qualify for a group discount.

For more information please contact the Strata Manager Don Cook [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445

**(C) Hydro Vault Cleaning**

The building's two electrical rooms will be scheduled for cleaning later in August. This servicing will entail a controlled Hydro shut down of the building for about 6 hours. The generator would be supplying emergency power during this work.

**(D) Owner Responsibility Reminders**

**Lint Screens**

Besides the lint screen on the door of the unit's dryer, there is a secondary lint screen located near the dryer closet's vent booster pump. If this secondary screen is not regularly cleaned, eventually the booster pump will be damaged or broken. Repair or replacement of the booster pump is an owner responsibility.

**Dryers**

As a further note to the above paragraph, the dryers should be run on high a good five minutes after removing each load of clothes from the dryer. This procedure will allow additional hot air to pass through the venting and should remove any residual moisture in the duct. Failure to follow this procedure may result in water damage to the unit.

**Bathroom Fans**

The bathroom fans also play a major factor in lowering the humidity levels within the unit and preventing damage. These fans should be used during, and left on after, showering until the humidity levels have been significantly reduced.

Kitchen fans also reduce the steam and cooking humidity levels. Damage resulting from high humidity levels in the unit is normally the responsibility of the owner.

**Recycling**

Mara spends almost an hour each morning, breaking down cardboard boxes, removing trash from the Blue bins and moving around recycling products. Please help Mara by being more responsible when depositing waste and recycling materials in the garbage room.

**Smoking**

All residents are reminded that the USE of PROPERTY BYLAW 4.2 (g) STATES:

An owner, tenant, occupant or visitor must not; smoke in, or on common property areas, including limited common property patios and decks.

**(6) ADJOURNMENT**

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

NEXT MEETING DATE – Has not been determined.

**On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445

Senior Strata Manager  
CrossRoads Management Ltd.