

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 30, 2021**

LOCATION:

VIA ZOOM

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. & Gord M.

REGRETS: Eve K.

PROPERTY MANAGER

Don Cook, CrossRoads Management

(1) CALL TO ORDER & APPROVAL OF MINUTES

It was **MOVED/SECONDED** to call the meeting to order at 5:35 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held July 22, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: bentleyportmoody.ca.

(2) FINANCIALS

It was **MOVED/SECONDED** to approve the June, July & August 2021 financials as amended by the Treasurer, Doug M. **CARRIED**

CRA – CORPORATE TAX FILING

The Strata manager explained that the Strata Corporation is required to file an annual tax return (T2) with the CRA. Another CRA requirement pertains to any Strata that has over \$200,000 in its Contingency Reserve Fund (CRF). Currently, the Bentley's CRF is about \$813,000. Therefore, in addition to the T2 annual filing, the Strata is required to file an annual T1044. Crossroads has obtained an accounting firm to prepare these T2 & T1044 corporation returns on an ongoing basis at an annual cost of \$375 for both. The same firm will also prepare T1044 returns for the last five years for \$475 in accordance with CRA requirements.

(3) BUSINESS ARISING FROM PREVIOUS BUSINESS

Bemco Inspections Report

The Strata recently had Bemco on site conducting another exterior building and balcony condition assessment. Their report will identify existing repair and maintenance issues. Prior to having them schedule this comprehensive assessment, there were about 5 owners that had reported balcony surface maintenance issues. At that time, it was deemed prudent to have the entire building inspected.

Non-Emergency Manifold Replacements – Update

In prior minutes, Strata reported that it intended to schedule a non-emergency plumbing project for interested owners. The purpose of this project is the proactive replacement of one or both of a unit's water manifolds as a number of these manifolds have developed leaks resulting in expensive damage. The location of these manifolds is such that any damage resulting from such leaks is an owner responsible expense. Owners are once again invited to sign up to be included in this project.

The manifolds themselves would cost about \$400, installed, if only the hot water one is done (the only one that has leaked so far). If both are done at the same time, the cost would be about \$700. The pricing of the required manifold installation parts seems to be a moving target of sorts, so these figures are currently estimates. The upgraded manifolds should last 20 plus years.

In order to access these manifolds there would be drywall cutting, patching and painting involved at an estimated additional minimal cost of \$300 per unit. These costs would be a little different for each unit, depending upon the exact location of the manifolds so we would want the contractor to assess the area with the plumber to better determine those costs.

Currently we have a list of ten owners looking to get this work done. If you are interested in receiving more information or having the preventative replacement done, please contact don@crpm.ca

Hot Water Shut Off Replacement

The water to floors 1-7 was recently shut down for plumbing maintenance. Please note that it is not unusual for some units to report some pressure problems after water shutoffs. These problems may be due to some piping sediment getting trapped in the faucet screens. If you have experienced pressure problems, try unscrewing the small tip of the faucet and removing any debris from the screen.

Mara

Mara, the caretaker, has been away, and will be returning next Wednesday, Oct. 6. Her hours will be expanding and we expect that the supplemental cleaners will no longer be required after that date.

(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 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: A leak into the parkade, general plumbing issues, parking stall extinguishers, dryer vent issues, a balcony surface maintenance request and a shower drain caulking issue at a unit.

(5) NEW BUSINESS

(A) Council Resignation

Councilor Eve K. informed the council that new employment responsibilities make it necessary for her to resign from her position on council. Council expressed regret at her departure and thanked her for her many years of valuable service to the strata.

(B) Enterphone Quotes – Security

The Council is looking into a security deterrent measure for the two front enterphone panels. Multiple quotes have been received to install a single or a double bar across the face of each panel. Additional items under consideration include the types of mounting brackets to be used and the attachments to the pedestal fixture on which the panels are located. Further details, along with pictures of options, will be obtained before a final decision will be made.

(B) In-suite Fire Inspections – late October / early November

City Fire has been contracted to perform this year's fire protection device testing as required by the Fire Department. City Fire will require about a 5 minute access to EVERY suite to perform this testing. A notice will be posted this month with the specific dates and times when access will be required. It is requested that if you cannot be home when your floor is scheduled, you make arrangements with a friend, family member or neighbor to provide this access. If you have left an emergency key with Mara for these types of mandatory testing, please arrange with Mara that she use that key to give City Fire access to your unit.

(C) Unit Ceiling Damage

Once again, a couple of owners have reported some staining on their unit's ceiling, underneath where the dryer venting runs. Please see the following information that has been distributed and or posted from time to time.

All Owners, Please Be Advised Again;

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. Lint build up in this secondary screen will greatly reduce the proper air flow into the ducting system resulting in moisture accumulating along the ducting. 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.

(D) Fitness Room Repair

Owners using the weights in the fitness room are asked not to clunk down these weights on the wide windowsill. As can be seen, the windowsill has become chipped, paint has peeled and it is now in need of repair. Likewise, the baseboard heater under that area has become dislodged from being flush against the wall as a result of weights being placed on it or leaned against it.

(E) Amenity Room Bookings

Anyone reserving the amenity room will be deemed the event organizer, subject to the specific requirements set out by the BC Health Order. This information will be provided to anyone booking the room.

(6) ADJOURNMENT

There being no further business, the meeting was terminated at 7:15 p.m.

NEXT MEETING DATE – Wednesday, October 25th

On behalf of the Strata Council BCS 2176

Don Cook, don@crpm.ca 778 578-4445 Senior Strata Manager CrossRoads Management Ltd.