

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 26, 2022**

**LOCATION:
IN THE AMENITIES ROOM**

STRATA COUNCIL

**PRESIDENT
Doug B.**

**VICE PRESIDENT
Janice W.**

**TREASURER
Doug M.**

**COUNCIL MEMBER
Gord M.**

**COUNCIL MEMBER
Lilian Z.**

**COUNCIL MEMBER
Sandi M.**

**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. and Sandi 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 5:32 p.m.

Owner Hearing Scheduled

In accordance to the Strata Act, owners are entitled to request a Hearing before the Council. An owner attended to address the Council regarding the issuance of a Bylaw fine. The owner provided a written statement as well as an oral statement. When finished, the owner was excused and, after much discussion by Council, the strata manager was directed to issue a response in writing the next day.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held December 1, 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 November & December 2021 financials by the Treasurer Doug M. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS BUSINESS

Non-Emergency Manifold Replacements – Update

In prior minutes, we indicated that Strata would be scheduling a non-emergency plumbing project wherein owners could sign up for a proactive manifold replacement at their own expense. The purpose of this project is to replace the unit's manifolds (one or both) now before they leak.

The cost of this project would be a little different for each unit. The contractor will assess the manifold area in each unit with the plumber to better determine those costs

Currently, the contractors are setting up appointments with owners looking to get this work done. The projected target completion date is March. **Residents are reminded that the area surrounding the manifold location must be cleared prior to work commencing. Failure to clear this area will result in a delay of this work.**

(4) CORRESPONDENCE

It has come to our attention that an owner or owners has been placing their own version of Bylaw enforcement letters under the doors of other units. One such letter we have seen is quite threatening, referencing Bylaw fines and even eviction.

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 that were discussed at this meeting arising from submitted correspondence included: a request for drain cleaning as well as having an exterior building crack investigated, an inquiry from two owners about electric vehicle charging, an owner that has issues with condensation in their unit and the proper functioning of their bathroom fan, and a report of balcony damage. In addition, an owner submitted a floor alteration request. This flooring request has not yet been approved, waiting additional documentation.

Also an owner has begun the process of inquiring about installing an AC unit. These units are placed out on the balcony and require a building penetration. The Strata is currently looking into these systems in preparation to presenting a consolidated proposal to owners at a Special or Annual General Meeting. Strata is also investigating Electrical Vehicle charging infrastructure upgrading. When this investigation is complete, a formal proposal will be presented to the owners for discussion and voting.

The Strata Council is scheduling sessions with EV charging and AC unit contractors in February for them to make presentations to the Council regarding these installations.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

Large Ventilation Shafts

The Council previously approved a metal mesh material to be attached to the seven grated top covers of the ventilator shafts. This mesh will be installed this spring. In addition, the bottom of the shafts will be cleaned again and prepped for a water-proofing material application. This water-proofing will be applied to the bottom of the shaft and up the sides for about 18 inches.

In Suite Fire Inspection Testing - Results

City Fire has completed the inspections at the Bentley as required by the Fire Department. There were some units where access was not made. Another ten units were identified where an upgraded photo-electric smoke detector was required. Installation of these detectors was approved.

Inspection of the units that were not accessed last fall and the installation of the new photo-electric smoke detectors has been scheduled for Tuesday February 15th. Please see below important information regarding any unit that fails to provide access for this mandatory inspection for the second time.

Bentley Bylaw 10.1 (b) i

- 10.1 A resident or visitor must allow a person authorized by the Strata Corporation to enter a strata lot or limited common property:

- (b) at a reasonable time, on 48 hours written notice, such notice to include the date, the approximate time of entry, and the reason the entry is required:
- i) to inspect, repair, renew, replace or maintain common property, limited common property, common assets and any portions of a strata lot that are the responsibility of the Strata Corporation to repair, replace, renew and maintain under these Bylaws or the Act to insure under Section 149 of the Act; or

Should you fail to provide access again, your strata lot could be assessed a \$200.00 bylaw fine. In addition, you will also be responsible for arranging testing of your fire safety device and paying all associated costs. The Strata Manager will follow up to make sure that this testing is completed. The Council requires confirmation of the testing or subsequent fines will be placed.

Exterior Building Maintenance

The Strata has now received an updated exterior maintenance report. This inspection identified about 25 areas around the exterior where some priority maintenance issues have been identified. 2-3 specialized contractors will be asked to submit quotes to do this project work. The work will be scheduled during the warmer, dryer months this year, hopefully May.

The quote for this comprehensive work has been estimated at about \$ 130,000.00. The estimate includes about a 25-30% buffer for extra priority work identified during the project. A Resolution for majority approval for funding this work will be presented to the ownership at the April 2022 AGM.

At this time in the budget planning stage, it is anticipated that there will be a Levy associated with this \$130K Capital Works project work. While not finalized yet, initial discussions suggest that the Levy would \$50,000.00 to be accompanied by an ownership approval to withdraw \$80,000.00 from the Contingency Reserve Fund to cover the remainder of the cost.

Carpet Replacement Planning

Currently, we have been contracting a carpet cleaner to address stained or soiled carpet areas. Many years ago, a carpet replacement Reserve Fund was established. In this current budget year, an amount of \$25,000.00 was budgeted and designated to this Reserve Fund. At this budget year end, March 31st. the fund will have \$77,000.00.

Although replacing the carpets throughout the building is about 3 years away, the Strata will be obtaining some quotes to upgrade the building's carpet to a carpet tile. You have most likely seen this carpet tile product in stores, office buildings and other resident & commercial properties. A typical carpet tile comes in two-foot squares and a room or hallway becomes a pattern of these squares put together. The obvious advantage to this system is that if any one square or area of squares is damaged or stained, they can be simply be removed and replacement carpet tiles glued down.

Ramp Black Marks from Tires

The Strata manager has contacted Waste Control Services regarding their pickup truck leaving tire traction marks on the ramp. These marks are left primarily when the Blue Recycling Totes

are taken out to the front circle for servicing. The Strata manager will be meeting Waste Control services operations supervisor onsite on January 31st.

Electric Vehicle Charging Updates

As reported under correspondence, another two owners have requested a Strata update on electric vehicle charging facilities for the building. One of the owners has provided a potential contractor for this extensive upgrade project. The Council will be presenting comprehensive proposal options, along with their respective budget expenses, at the April Annual General Meeting.

A Special Information meeting related to Electric Vehicle Charging is also being considered for March. If scheduled, a contractor will be invited to attend to provide participating owners specific details regarding EV Charging as well as to answer questions.

Black Tie Exterior Cleaning

The Council is working on the final approved list of parkade, window, balcony and dryer vent cleaning to be done this year. It is anticipated that this work would be starting by the 3rd week in April.

MARCH SPRING CLEANING

This annual event has been increasingly popular with the owners. A 4 day period will be selected when owners can dispose of appropriate items that they wish to remove from a locker or their unit. As the date for this event approaches, Notices will be posted advising of when items can be deposited in the garbage room for disposal and what items are permitted. There is no cost for disposing appropriate items.

(6) ADJOURNMENT

There being no further business, the meeting was terminated at 8:45 p.m.

NEXT MEETING DATE – Wednesday, March 2

On behalf of the Strata Council BCS 2176

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