

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
WEDNESDAY, MARCH 2, 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., Gord M. and Sandi M.  
Regrets: Lilian Z

**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.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held January 26, 2022. **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 January 2022 financials by the Treasurer Doug M. **CARRIED**

The Strata Insurance was renewed on March 1<sup>st</sup>, 2022. The premium of about \$119,000 is due immediately.

To avoid paying finance charges, each year the Council approves that the premium be paid in full from the Strata Contingency Reserve Fund (CRF).

The CRF is paid back during this budget year with monthly transfers from the operations budget insurance line item expense. It was Moved/Seconded by Council and approved unanimously.

The strata insurance deductibles for water claims is now \$50,000, effective March 1st. Please see attached policy terms, for your discussion with your private insurance provider on your coverage needs.

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

**Exterior Building Maintenance**

The Strata obtained an updated exterior maintenance report. This inspection identified about 25 areas around the exterior where some priority maintenance issues have been identified. The work has now commenced by the contractor BEMCO.

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. The Council has *included this expense* within the new budget to be presented owners at the AGM.

**This project will be funded entirely through Capital Works projects, without any Levy to the owners. A Resolution for majority approval for funding this work will be presented to the ownership at the May 2022 AGM.**

### **Water Ingress into Parkade Level 1 & 2**

It was approved to have an engineer have a review of areas where evidence of moisture has been observed on the underneath of the ramp on P1 and some areas throughout P2.

### **Carpet Replacement Planning**

Currently, we have been contracting a carpet cleaner to address stained or soiled carpet areas. Several 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, February 28<sup>th</sup>, the fund will have \$75,000.00.

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 new 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.

**One preliminary quote has been received in the range of \$80,000 for the upgraded style and quality. In a more comprehensive review of interior updating, the Council will also be considering replacing the wall paper. It is too early in this due diligence process to be presenting any style and or color choices to the owners at this year's AGM.**

### **Electric Vehicle Charging Updates**

An EV Ready Plan will soon be submitted to BC Hydro. BC Hydro will conduct their own electrical capacity analysis of the building. This analysis will confirm the maximum amount of the BC Hydro Rebate available to us.

**The total infrastructure upgrade proposal, to allow the ability of 137 units to have a charging station in their parking stall, has been estimated at \$160,000. Maximum eligible rebate is \$80,000.**

**A Special Information meeting related to Electric Vehicle Charging is also being planned for March. Once scheduled the contractor, Stream Energy Systems, will be onsite to provide any owners specific details regarding EV Charging as well as to answer questions.**

If we are confirmed for the maximum rebate of \$80,000, then at the AGM the Council will be presenting a Levy to raise the additional \$80,000 needed. This amounts to an average of about \$600 per unit with the actual amount varying with the size of your unit. This total of \$160,000 is to upgrade the building to allow individual owners who choose to do so to have a charging station put into their parking stall.

The cost of an owner's charging station and electrician expenses incurred to connect to the building infrastructure will be an owner's expense. BC Hydro does offer rebates to owners for costs of chargers.

**Whether you may be considering an electrical vehicle in the future and want to be able to install a charger in your own parking stall or if you just wish to increase the value in your unit, having this infrastructure in place will accomplish both for an average of about \$600 per unit.**

### **AC / Heat Pump systems**

These systems have never been installed at the Bentley prior, so much work is required to be able to present these as options for owners. The owner ship must pass a Resolution and Bylaw approving the significant change in look, use and appearance of the exterior of the building, for the Council to be able to approve these systems ongoing.

The building envelope will be required to be cored to be able to run the electricity and cabling into the unit. Then interior work would still be needed to run the cabling to the cooling units within the unit. An acceptable decibel level must be established, perhaps even restricted hours of operation set, as these units will be sitting on the balconies. These units must have a means to allow the residual water to be drained and or evaporated, while in use.

The Council has already met with a representative from Moore Russel, and they have provided some quotes, documentation and specifications regarding these system installations.

Some owners have indicated that they would like to use Milani plumbing, and they too have submitted documentation and quotes. Depending upon whether an owner is interested in 1 – 3 cooling units within their suite, the pricing appears to be ranging from \$15,000 to about \$20,000.

### **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 3<sup>rd</sup> week in April.

### **(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.

### **\*\*IMPORTANT REMINDERS ATTACHED\*\***

### **(5) NEW BUSINESS**

#### **Proposed Budget**

The Council will be presenting a proposed new budget at this year's AGM, which will reflect about a 5% per month per unit strata fee increase.

As referenced earlier, there will be a Levy of \$80,000 presented to the owners for the comprehensive EV Charging building infrastructure upgrading.

#### **Annual General meeting Planning**

In order to put together proper presentations to the owners regarding EV Infrastructure upgrades this year's AGM is scheduled for May 11<sup>th</sup>. We are looking into booking the larger space available at the City Hall & Inlet Theatre complex. This will allow an in person meeting while offering safe distancing for everyone.

### **(6) ADJOURNMENT**

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

**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.

## REMINDERS

**All Owners & Residents, 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. Over time this moisture can escape from the ducting and cause ceiling staining and damage. 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.

Bathroom fans require periodic maintenance as well. The fan covers are easily dropped down and or detached. The fan motor, blades and cavity should be vacuumed probably every six months to achieve maximum operating effectiveness.

If original, these are now 15 years old and perhaps upgrading to a newer more efficient fan should be seriously considered. For anyone who is experiencing moisture around the grills on the balcony and or dripping from these vents, it's due to the lack of performance of the existing fans and lack of maintenance.

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

Proper use of high efficiency fans within the unit contribute to the proper air circulation needed to control the humidity levels in your unit. Humidity causes moisture accumulation within the ducting as well as condensation forming on the windows.

<b>Named Insured</b>	The Owners, Strata Plan BCS2176, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
<b>Project Name</b>	THE BENTLEY
<b>Property Manager</b>	CrossRoads Management Ltd.
<b>Policy Period</b>	March 01, 2022 to March 01, 2023
<b>Policy Number</b>	BFL04BCS2176-QS, BFL04BCS2176-PX
<b>Insured Location(s)</b>	295 Guildford Way, Port Moody, BC V3H 5N3

### INSURING AGREEMENT

#### PROPERTY (Appraisal Date: January 18, 2022)

	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		\$58,871,000
Property Extensions - Annually Aggregated		\$5,000,000
Lock & Key	\$2,500	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$10,000	
Sewer Backup	\$50,000	
Water Damage	\$50,000	
Earthquake (Annual Aggregate)	10% (minimum \$100,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$50,000	100% of the Policy Limit
Gross Rentals, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered

#### CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000

#### COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion - With Limited Exceptions		
Total Pollution Exclusion		

#### CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000

## INSURING AGREEMENT



### BLANKET GLASS - Includes Lobby Glass

	DEDUCTIBLE	LIMIT
Residential	\$100	Blanket
Commercial	\$250	
Canopy	\$1,000	



### EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$58,871,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
- Additional Living Expenses Endorsement - Annual Aggregate		\$1,000,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered



### POLLUTION LIABILITY

	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000
Aggregate Policy Limit		\$5,000,000



### VOLUNTEER ACCIDENT

	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000



### LEGAL EXPENSES

	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate.		\$5,000,000



### TERRORISM

	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000

#### Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.