

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
TUESDAY, MAY 31, 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., Gord M., Sandi M. and Lilian Z. Regrets: Doug B.

PROPERTY MANAGER

Don Cook, CrossRoads Management

(1) CALL TO ORDER & APPROVAL OF MINUTES

It was **MOVED/SECONDED** to call the meeting to order at 6:06 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held April 11, 2022. **CARRIED**

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

(2) FINANCIALS

The Treasurer reported that since he had just received the financials that afternoon, he had not yet fully reviewed them but in a preliminary look through he identified some accounting-related issues for the Strata manager that needed to be addressed.

GIC Investments

GIC fixed-term deposit interest rates have steadily increased this year. The Council discussed investing Strata funds at this time, as they have in past years.

It was **MOVED/SECONDED** to approve that \$200,000 would be invested in a 12-month fixed-term interest GIC as well as \$200,000 in a 24-month fixed-term interest GIC **CARRIED**

Levy Collection – Update

The strata manager reported that out of 137 strata lots, 71 Levy Payment forms have been received. As a reminder, the payment-processing deadline is June 20th, 2022. Thank you all that have already submitted their payment forms. If you need the payment form sent to you again, please email don@crpm.ca. Mara also has some blank forms in her office that you can just sign and leave with her or a council member to forward to Crossroads.

(3) BUSINESS ARISING FROM PREVIOUS BUSINESS

Engineers' Report - Trenches

There are still some water ingress marks along the underside of the P1 ramp and around the drain piping connected to the surface metal grated drains located at the bottom of the ramp and outside the garbage room. These are potentially serious structural problems. An engineer was hired to review the building's structural drawings and inspect these areas onsite. To expand this inspection, the engineer wants to examine the building's exterior membrane down a few feet on either side of the entry ramp for any

membrane compromises and has requested that two trenches be dug along the sides of the entrance ramp - one along the exterior of the building wall, to the left of the ramp and the other in the landscaping area to the right of the ramp. An area approximately 10 feet by 3 feet will be excavated. The excavated soil will be placed in the landscaping northwest of the traffic circle so it can be used, if possible, to re-fill the trenches. If unsuitable to be re-used, this soil will be hauled away and appropriate materials brought in to refill these trenches. Much of the landscaping closest to the ramp will need to be removed. Once this project is completed, new replacement landscaping will be selected and installed. Any waterproofing and or membrane deficiencies found during this process will be repaired.

AC / Heat Pump Installations

Any owners that wish to continue with the Council approval process for these installations are reminded that they must contact don@crpm.ca to obtain the most current Indemnity Agreement which they must read, sign and submit. This Agreement will be one component of the owner request process. In addition, owners will be required to submit supporting documentation as specified within the Indemnity Agreement. The requirements of this documentation should be communicated directly to their contractor to obtain the required information, permits, specifications, etc.

All the steps outlined above are essential to make a complete application for AC/Heat Pump Installation approval to the Council. If all of these steps have not been completed, you must not book any installation of these systems. A complete application submission will be reviewed and, if approved, would be signed off by the Strata Council. Only after this step is completed can an installation booking proceed.

BEMCO Project Work

The comprehensive exterior maintenance work is now finished. We had asked all owners to report any areas they felt were missed or not completed. BEMCO is now back onsite completing deficiencies that were reported to don@crpm.ca

Failed Window Seals

Accurate Glass has been the contractor we have used for a few years now to replace windows with failed seals. The strata manager had previously suggested to Council that we do due diligence and check that Accurate Glass pricing is competitive. When 3 owners with window issues contacted us, another contractor was called in to provide quotes. At the same time Accurate Glass was also asked to provide quotes.

We were pleased with the results. They reconfirmed that Accurate Glass was very competitively priced. The total amount quoted by Accurate Glass was about \$1500 less than that of the other contractor.

Banging Pipes – Citywide

We had Citywide investigate owner reports of what sounded like pipes banging inside the common walls throughout the building. Citywide found that there was too much pressure being created when all 3 primary booster pumps were in operation. Adjustments have been made and they have eliminated these sounds.

Elevator Noise

There are still some very intermittent banging noises that happen when the elevators are in operation. The elevator company is looking into these issues.

STREAM ENERGY SYSTEMS – INFRASTRUCTURE INSTALLATION

Stream Energy will be sending their electricians out in early June to formulate their phased approach plan for these infrastructure electrical upgrades. Owners will be kept informed as this gets underway.

Power West

When we had the generator testing done in May, there was an issue with the elevator not properly automatically coming down to the lobby level and the doors opening. One elevator stopped suddenly on a floor with the door closed and trapped a person inside. The elevator company was called out ASAP to open the door.

The Council has decided that this incident requires further investigation as an elevator issue, which only came to light when this generator testing was performed, may have caused it. It was approved that the strata manager would coordinate a site visit with the generator service company and the elevator company to investigate the incident's cause. The emergency generator power transfer will again be initiated to determine if this elevator stoppage issue happens again. With all parties onsite when the power transfer is again initiated, a full assessment and determination of any elevator or generator contractor service issues can be made.

(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.

- (A) An owner reported issues with the drains backing up in their unit
- (B) An owner requested that a notice be posted regarding plant over watering
- (C) An owner requested that a notice be posted regarding excessive BBQ smoke
- (D) An owner requested that the Council review and approve common area tree trimming

(5) NEW BUSINESS

The building's common area carpeting will be cleaned once again. Owners are asked to try to keep these carpets clean. There were quite a few units undergoing renovation this spring, which resulted in some areas having debris tracked in by the contractors. Owners are also reminded to ensure any wet garbage is well bagged and does not leak. In addition, owners are asked to please be attentive to any grease, oil, mud or debris they may have on their boots or shoes, before tracking through the common areas.

Recently there have been some electronic issues with the functioning of some security cameras. These issues have been assessed and a quote received to upgrade the server hardware. A quote for about \$2500 was approved for this upgrade. While onsite, the security contractor will be assessing the Key Fob system for any future upgrade. The owners have, over the last few years, approved annual budgets that have contributed to a designated fund that currently has about \$60,000 towards future upgrading of the security system.

(6) ADJOURNMENT

There being no further business, the meeting was terminated at 8:15 p.m. The next proposed meeting has been scheduled for Tuesday, July 12th.

On behalf of the Strata Council BCS 2176

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