

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
TUESDAY, AUGUST 23, 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.**

**COUNCIL MEMBER
Eve K.**

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

CROSSROADS MANAGEMENT

**CROSSROADS CONTACT
& 24 HOUR SERVICE**

ATTENDANCE

Doug B., Doug M., Janice W., Gord M., Sandi M., Lilian Z., 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 6:05 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held July 14, 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 a couple of issues with invoices not being properly accrued. Corrected statements to the end of July are now posted on the strata website. It was **MOVED/SECONDED** to approve the June and July financials. **CARRIED**

Levy Collection – Update

The Strata Manger will be making individual contact with the remaining owners that have not yet paid their Levy.

(3) BUSINESS ARISING FROM PREVIOUS BUSINESS

Trenching at the Front of the Building

We appreciate everyone's patience with having these two trenches still exposed. We have waited a couple of weeks or more for a full engineer's report on the assessment of their findings. What we do know at this time is that at these dug up areas, there are signs of the exterior building membrane showing signs of wear and compromises that need to be repaired.

The strata manager will now be contacting at least three contractors that could possibly do these repairs during the month of September before the wet weather sets in. Unfortunately, contractor work schedules are usually fully booked by early summer. If we cannot get anyone that can fit these repairs into their September schedule, we will fill in these two trenches and schedule this repair work next year.

AC / HEAT PUMP INSTALLATIONS

Any owners that wish to proceed 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 before initiating the installation. 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, signed off by the Strata Council. Only after this step is completed can an installation booking proceed.

STREAM ENERGY SYSTEMS – INFRASTRUCTURE INSTALLATION

Stream Energy completed the building infrastructure upgrade phase by about July 15th. They extended the early bird pricing for charging station installations until August 12th. Stream Energy is now in the process of obtaining the required permits to install charging stations for owners that have requested them.

ELEVATOR NOISE – INVESTIGATION

The Strata Manager has escalated a service request to look into the intermittent noise that can be heard from the elevator area.

TREE MAINTENANCE

An Arborist has assessed the plum trees along the Guildford side of the building. A quote has been approved for pruning these trees. Work will commence within a couple of weeks.

HOT WATER ISSUES

Owners are once again asked to report any pressure fluctuations or lack of hot water they may be experiencing. In order to properly address these concerns, we need as much information from owners about the areas of the building and the times of day these issues are being experienced.

(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.

Three owners have reported issues with smoke travelling up into their windows. Residents please be conscious of other residents with medical issues. There is no smoking of any products allowed on your balcony.

An owner renovation request was reviewed by the Council.

An owner requested information about the possibility of arranging a group offer for units that wished to upgrade their booster pumps. Council decided to leave these upgrades to the individual owners. If anyone is interested in such an upgrade, the strata manager can refer a contractor. **Please see the Reminder Notice attached to these minutes regarding owner responsibilities related to dryer vent cleaning, in-suite maintenance of all fans, and booster pump and fan replacement as needed.**

(5) NEW BUSINESS

There have been a few owners asking whether or not we could have a second Clean Up Week, where items can be taken down to the garbage room for disposal. The Spring Clean Up Week project requires a large number of volunteer hours to operate successfully and so, it will remain just an annual, Spring Time event.

Please note that Residents are leaving unwanted items in the garbage room. This practice is not permitted. Unwanted items must be stored until the annual Spring Clean Up Week or taken to disposal centres. We will be posting a Notice, in the garbage room, notifying all owners of the local Return It Centers.

The strata manager was requested to obtain some quotes to install blinds on the front lobby windows.

Before the rainy weather starts, we will be installing a gutter along the face of the entrance ramp overhang. This gutter will catch the typical water run-off that pours off the overhand and down the ramp.

(6) ADJOURNMENT

There being no further business, the meeting was terminated at 7:23 p.m. The next proposed meeting has been scheduled for Wednesday, September 28th.

On behalf of the Strata Council BCS 2176

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