

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
MONDAY, OCTOBER 17, 2022**

**LOCATION:
VIA Zoom**

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 August 23, 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 the statements to the end of August are satisfactory and once approved, will be posted on the strata website. It was **MOVED/SECONDED** to approve the August financials. **CARRIED**

(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. BEMCO has been approved to complete the two layer membrane removal and replacement. This work will also address flashing replacement, gum lip sealant removal and new sealant applied correctly. When this work is completed, these trenches will be filled back in professionally with drain rock and soil layers.

Council will monitor the effectiveness of this phase of the project work that is being planned to address leaks in the building. This phase should see results in eliminating the water ingress into the parkade from the trenched areas. Council will obtain quotes to install a gutter across the front of the parkade overhang to divert the water run-off that pours off the overhang and down the ramp.

Additional phases of this project work are slated to begin next Spring. These other phases will include: a) about 140 linear feet of selected cement crack injections, b) further water proofing of the trench drain at the bottom of the ramp as it levels off by the garbage room, c) additional water proofing around the second drain just past the garbage room where about a 4 foot square patch of newer membrane can be seen, d) removing the first 3 rows of pavers at the top of the ramp to reapply new membrane to the transition where these pavers meet the concrete slab of the entrance ramp, e) application of new

membrane material around the two front entrance gate posts where some rust can be seen, and f) application of new membrane around the base of the parkade entrance enterphone structure.

STREAM ENERGY SYSTEMS – Infrastructure Installation

Stream Energy has completed the building's EV infrastructure upgrade phase. Installation of the chargers has been delayed due to difficulties related to receiving back-logged components. Stream Energy will perform a partial install of chargers beginning October 27 (Thursday). Once the back-logged components are received, the installation will be completed and the chargers activated.

Stream Energy has extended the reduced, early bird pricing for charging station installations - a total savings of about \$467.25. If you are interested in obtaining this early bird pricing, please request an EV Charging Agreement form from the Strata Manager and contact Stream Electric.

Key Scan (FOB) System

About \$40,000 from the strata corporation's Security System Reserve Fund was used to upgrade the server and the computer workstation controlling the camera and fob system. This work completes the upgrading that was anticipated when this Fund was established.

It was Moved / Seconded that any remaining funds from this designated Security System Reserve Fund now be transferred into the designated Parkade Membrane Reserve Fund. Carried.

Lobby Shades

The strata has ordered custom sun shades that will be installed on the lobby windows. These shades will be hard wired in and operated by remote control.

Lobby Shelves for Parcels

Council will be choosing a shelving unit to be placed in the Lobby to create an area where delivered parcels can be temporarily stored. This area is needed to accommodate the increasing number of Amazon, Purolator and UPS parcels being delivered to residents as Canada Post has advised that parcels can no longer be left in the mailbox area.

Caretaker Contract – Rosa

As most already know, Mara has now retired and Rosa is our new caretaker. She will be completing her part time hours in October. As of November 1st, Rosa will transition to a full time salary position. The Strata Manager will meet with Rosa to finalize the contract details.

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

Additional correspondence related issues included a) the Council re-confirming an owner responsibility for a drain cleaning plumbing invoice charge back, b) asking owners to be careful when entering onto and or existing off of Guildford Way. We share that drive space with the other property and, unfortunately, actual lanes cannot be painted as both complexes must at times share the same lane, and c) encouraging pet owners to take their pets off the property for bathroom walks, as the grass is showing many urination stains. If your pet does its business in the back garden area, please pick up any solid waste.

(5) NEW BUSINESS

Annual Fire Equipment Inspections

This year the inspections will take place as follows:

In Suite Smoke Detector Testing: Tuesday, November 15th , from 12 - 7 starting at floor 22.

Common Area Testing: Thursday, November 17th , from 10 – 5.

As a reminder to all owners, this section below will be part of the official Notice, to be posted leading up to these inspections.

It is a requirement under the British Columbia Fire Code that we access ALL units, occupied and unoccupied.

Please make arrangements with a key holder if you cannot be home so that we can ensure your suite's fire alarm devices function properly. If you have a key secured in the building safe for these circumstances, that key will be used for this 5 minute or less testing. Many units have a device located just inside the door in the front hallway.

Snow Services

This year salting and snow services will be contracted out to Snow Queen Services. They have been servicing the Sinclair property for years. In winter conditions, it is always an issue of when the contractor can get to your property as they have so many to manage. We have monitored the early in the day servicing the Sinclair has received and are anticipating benefiting from also receiving quick service as they would be combining work on both properties.

(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
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.