

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 30, 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 6:00 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held October 17, 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 October are satisfactory and will be posted on the strata website.

It was **MOVED/SECONDED** to approve the September & October financials. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS BUSINESS

Membrane Repair at Front of the Building

Council will monitor the effectiveness of the membrane project work that is now completed. This phase should see results in eliminating the water ingress into the parkade from the trenched areas. Council has requested 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. Two quotes were reviewed at this meeting. The strata manager was directed to obtain further information from each contractor as Council wishes to see additional detail about the products being proposed.

Additional phases of this membrane project work are slated to begin next Spring. These 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 – Owner EV Charging Stations

More than a dozen owners have now signed the Strata EV Charging Agreements and connected with Stream Energy for the charger installation at their stall. Any owner wanting a charger installed, needs to contact the strata manager at don@crpm.ca before proceeding.

Lobby Shelves for Parcels

A shelving unit has been placed in the Lobby to create an area where delivered parcels can be temporarily stored. **Owners that are expecting parcels should check this shelf frequently and retrieve items the same day they are delivered.** As a building safety matter, please be mindful when entering the front door that anyone entering behind you has a Fob and uses it to enter the building.

Annual In Suite Fire Equipment Inspections & Testing

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

There were over a dozen units that could not be tested last month as no one was home for access and a key was not left with the caretaker. City Fire will notify us when they will be back for a 2nd testing date. **The Owners of the suites that were missed will be individually notified of City Fire return date. If these suites still cannot be tested during this 2nd inspection date, the owners would be subject to a \$200 fine and be responsible for arranging and paying for an inspection.**

Hot Water Fluctuations

The Council reviewed and approved a proposal and quote presented by Citywide Plumbing to install a sediment filtration filter on the recirculating water line servicing floors 1-7. These floors have been affected the most by hot water fluctuations. The filtration system will remove sediment from the water supply piping. This filtration should help to protect the flow control switches from the sediment-related damage that stops them from properly regulating the water to units.

(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.

Correspondence related issues included; a) Realtor using a drone camera for marketing a unit. b) Dog barking complaint. c) Spillage of materials onto the patio glass and balcony floor from a unit above.

(5) NEW BUSINESS

Snow Services

This year, Snow Queen Services has been contracted to provide salting and snow services. In winter conditions it is always an issue of when the contractor can get to our building as they have so many to manage. Snow Queen Services has been servicing the Sinclair property for years. We have combined our servicing together with that of the Sinclair and we anticipate that we will benefit by receiving quick and efficient service.

Towing Contract in Place

The Strata has contracted with Benjamin Towing, a local Coquitlam company, to provide parking violation towing services. Notices to this effect will be placed on the front gate to the parkade, as well as on the fencing of the traffic circle. We have not had any serious or frequent parking violation issues. This contract is being put into place so we have the ability to tow a vehicle from the parkade or traffic circle if needed.

(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.