

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 26, 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., Lilian Z., Gord M. and Sandi M.

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.

Owner Hearing Scheduled

In accordance to the Strata Act, owners are entitled to request a Hearing before the Council. An owner attended to address the Council regarding the issuance of a Bylaw fine. The owner provided a written statement as well as an oral statement. When finished, the owner was excused and, after much discussion by Council, the strata manager was directed to issue a response in writing the next day.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held December 1, 2021. **CARRIED**

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

(2) FINANCIALS

It was **MOVED/SECONDED** to approve the November & December 2021 financials by the Treasurer Doug M. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS BUSINESS

Non-Emergency Manifold Replacements – Update

In prior minutes, we indicated that Strata would be scheduling a non-emergency plumbing project wherein owners could sign up for a proactive manifold replacement at their own expense. The purpose of this project is to replace the unit's manifolds (one or both) now before they leak.

The cost of this project would be a little different for each unit. The contractor will assess the manifold area in each unit with the plumber to better determine those costs

Currently, the contractors are setting up appointments with owners looking to get this work done. The projected target completion date is March. **Residents are reminded that the area surrounding the manifold location must be cleared prior to work commencing. Failure to clear this area will result in a delay of this work.**

(4) CORRESPONDENCE

It has come to our attention that an owner or owners has been placing their own version of Bylaw enforcement letters under the doors of other units. One such letter we have seen is quite threatening, referencing Bylaw fines and even eviction.

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.

Issues that were discussed at this meeting arising from submitted correspondence included: a request for drain cleaning as well as having an exterior building crack investigated, an inquiry from two owners about electric vehicle charging, an owner that has issues with condensation in their unit and the proper functioning of their bathroom fan, and a report of balcony damage. In addition, an owner submitted a floor alteration request. This flooring request has not yet been approved, waiting additional documentation.

Also an owner has begun the process of inquiring about installing an AC unit. These units are placed out on the balcony and require a building penetration. The Strata is currently looking into these systems in preparation to presenting a consolidated proposal to owners at a Special or Annual General Meeting. Strata is also investigating Electrical Vehicle charging infrastructure upgrading. When this investigation is complete, a formal proposal will be presented to the owners for discussion and voting.

The Strata Council is scheduling sessions with EV charging and AC unit contractors in February for them to make presentations to the Council regarding these installations.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

Large Ventilation Shafts

The Council previously approved a metal mesh material to be attached to the seven grated top covers of the ventilator shafts. This mesh will be installed this spring. In addition, the bottom of the shafts will be cleaned again and prepped for a water-proofing material application. This water-proofing will be applied to the bottom of the shaft and up the sides for about 18 inches.

In Suite Fire Inspection Testing - Results

City Fire has completed the inspections at the Bentley as required by the Fire Department. There were some units where access was not made. Another ten units were identified where an upgraded photo-electric smoke detector was required. Installation of these detectors was approved.

Inspection of the units that were not accessed last fall and the installation of the new photo-electric smoke detectors has been scheduled for Tuesday February 15th. Please see below important information regarding any unit that fails to provide access for this mandatory inspection for the second time.

Bentley Bylaw 10.1 (b) i

- 10.1 A resident or visitor must allow a person authorized by the Strata Corporation to enter a strata lot or limited common property:

- (b) at a reasonable time, on 48 hours written notice, such notice to include the date, the approximate time of entry, and the reason the entry is required:
- i) to inspect, repair, renew, replace or maintain common property, limited common property, common assets and any portions of a strata lot that are the responsibility of the Strata Corporation to repair, replace, renew and maintain under these Bylaws or the Act to insure under Section 149 of the Act; or

Should you fail to provide access again, your strata lot could be assessed a \$200.00 bylaw fine. In addition, you will also be responsible for arranging testing of your fire safety device and paying all associated costs. The Strata Manager will follow up to make sure that this testing is completed. The Council requires confirmation of the testing or subsequent fines will be placed.

Exterior Building Maintenance

The Strata has now received an updated exterior maintenance report. This inspection identified about 25 areas around the exterior where some priority maintenance issues have been identified. 2-3 specialized contractors will be asked to submit quotes to do this project work. The work will be scheduled during the warmer, dryer months this year, hopefully May.

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. A Resolution for majority approval for funding this work will be presented to the ownership at the April 2022 AGM.

At this time in the budget planning stage, it is anticipated that there will be a Levy associated with this \$130K Capital Works project work. While not finalized yet, initial discussions suggest that the Levy would \$50,000.00 to be accompanied by an ownership approval to withdraw \$80,000.00 from the Contingency Reserve Fund to cover the remainder of the cost.

Carpet Replacement Planning

Currently, we have been contracting a carpet cleaner to address stained or soiled carpet areas. Many 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, March 31st. the fund will have \$77,000.00.

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 a 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.

Ramp Black Marks from Tires

The Strata manager has contacted Waste Control Services regarding their pickup truck leaving tire traction marks on the ramp. These marks are left primarily when the Blue Recycling Totes

are taken out to the front circle for servicing. The Strata manager will be meeting Waste Control services operations supervisor onsite on January 31st.

Electric Vehicle Charging Updates

As reported under correspondence, another two owners have requested a Strata update on electric vehicle charging facilities for the building. One of the owners has provided a potential contractor for this extensive upgrade project. The Council will be presenting comprehensive proposal options, along with their respective budget expenses, at the April Annual General Meeting.

A Special Information meeting related to Electric Vehicle Charging is also being considered for March. If scheduled, a contractor will be invited to attend to provide participating owners specific details regarding EV Charging as well as to answer questions.

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 3rd week in April.

MARCH SPRING CLEANING

This annual event has been increasingly popular with the owners. A 4 day period will be selected when owners can dispose of appropriate items that they wish to remove from a locker or their unit. As the date for this event approaches, Notices will be posted advising of when items can be deposited in the garbage room for disposal and what items are permitted. There is no cost for disposing appropriate items.

(6) ADJOURNMENT

There being no further business, the meeting was terminated at 8:45 p.m.

NEXT MEETING DATE – Wednesday, March 2

On behalf of the Strata Council BCS 2176

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

**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.**

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Sandi M.**

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

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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.

(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 1st, 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 28th, 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 3rd 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 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 11th. 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 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.


 Strata
 PROTECT

STRATA Protect Insurance Policy

 Policy # BFL04BCS2176-
 QS & BFL04BCS2176-PX

Named Insured: 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
Property Manager: CrossRoads Management Ltd.
Policy Period: March 1, 2022 to March 1, 2023
Project Name: THE BENTLEY
Insured Location(s): 295 Guildford Way, Port Moody, BC V3H 5N3

Policy # BFL04BCS2176-QS & BFL04BCS2176-PX

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)	\$ 58,871,000
Flood (Annual Aggregate)	\$50,000	\$ 58,871,000
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(Form ZC 20038 U-ZGP (06/2020))		
Total Pollution Exclusion(Form ZC 20018 U (10/2011))		


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


BLANKET GLASS - Includes Lobby Glass

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

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
MONDAY, APRIL 11, 2022**

**LOCATION:
IN THE AMENITIES ROOM**

STRATA COUNCIL

**PRESIDENT
Doug B.**

**VICE PRESIDENT
Janice W.**

**TREASURER
Doug M.**

**COUNCIL MEMBER
Gord M.**

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

CROSSROADS MANAGEMENT

**CROSSROADS CONTACT
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ATTENDANCE

Doug M., Janice W., Doug B., Gord M., Sandi M. and 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 5:35 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held March 2, 2022. **CARRIED**

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

(2) FINANCIALS

It was **MOVED/SECONDED** to approve the February 2022 financials, with amendments made by Crossroads, as requested by the Treasurer Doug M. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS BUSINESS

Grated Pits

There are 16 grated pits throughout the front and back of Bentley's grounds. There have always been issues with leaves falling through these grated covers and plugging the bottom drains. Council explored the idea of preventing this plugging by attaching a thick metal mesh over the top of these grates. Multiple contractor quotes for this project were obtained and all were in the \$4-6 K range. Since even with this mesh

installed, these pits would still need to be cleared periodically, Council instead approved a quote for a few hundred dollars to clean out all these pits on a yearly basis in late November.

Engineers Report

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. An Engineer was hired to review the building's structural drawings and evaluate these areas onsite.

The engineer's report listed multiple factors that were contributing to the water ingress problem and identified 4 main issues that should be treated as priority repairs. In preparation for doing this work, Council has asked the engineer to prepare detailed scopes of work for each of these issues and to recommend companies that would be qualified to complete this work. The full detailed scope of work will allow us to request and evaluate multiple contractor quotes.

AC / Heat Pump Installations

Allowing the installation of heat pump air conditioning systems will require an amendment to our Strata Bylaws. Therefore, a new Bylaw will be presented for approval of the owners at the May 11 Annual General Meeting. If 3/4 of the owners attending the AGM in person or by proxy vote to approve this new Bylaw, owners may then submit their request to install these systems. Before permission is given, the owner will have to agree to, and sign, an Alteration Indemnity Agreement. This document will contain specific owner responsibility requirements.

STREAM ENERGY SYSTEMS – OWNERS INFORMATION SESSION RESCHEDULED – APRIL 19TH

Bruce, from Stream, will be available in the Amenity Room Tuesday April 19th at 6:30 to speak with any owners that have questions, concerns or simply want more information about EC charging.

In order to be able to implement a system that permits the charging of EV vehicles in the parking stalls, it is necessary to upgrade the building's electrical infrastructure. This upgrade will cost approximately \$160,000. Currently, there are BC Hydro and federal government grants available for such infrastructure upgrades. If we proceed now and access these grants, they will cover about half of the upgrading cost. To raise the remainder of the funds necessary to proceed, Council is proposing a special levy of \$80,000, which averages \$584 per unit. Owners are urged to support the levy, as the upgrade will increase the salability and value of units at the Bentley considerably in excess of the amount of the levy, thereby benefiting all owners, whether or not they foresee purchasing an electric vehicle. Realtors are already stating that new buyers often are not even considering purchasing into a building that is not EV charging ready.

Therefore, at the May 11th AGM owners will be presented with a Resolution to amend Bylaw Section 8 to permit the installation of parking stall EV charging stations and to assess owners a special levy totaling \$80,000 to finance the cost of upgrading the requisite electrical infrastructure not covered by the BC Hydro rebate. As with the AC/Heat pump installations, a 3/4 Vote will be required to pass this resolution.

Water Problems

We thank owners for their patience as we continue to sort out reported water pressure and temperature problems, and piping noises. The Council will invite the owner of Citywide plumbing to attend a walk around with some Council members and discuss where some issues have been found in the system piping. Please continue to assist us to minimize fluctuations in water pressure and temperature by timely reporting any issues to the strata manager at don@crpm.ca

BEMCO Project Work

The comprehensive exterior maintenance work is now finished. We ask all owners to report any areas they feel were missed or not completed. This timely reporting of issues is important as it allows us to gather and consolidate these deficiencies and have the contractor come back and complete them efficiently.

Vent Grates Upgrading

Many of the balcony vent grates are showing signs of moisture exposure resulting from minimal airflow from either the bathroom fans or the dryer vent ducting. The Council will be looking into the possibility of bulk buying new and more efficient vent grates. Owners are asked to be diligent on their part to clean and maintain the fans within their unit. Everyone is asked to read the Reminders & Owners Responsibilities page attached to these minutes.

NEWER ISSUES

Mailbox Break-in

Last week, in the early morning hours, two men got access inside the building and broke into one side of the mailbox banks. Fortunately, the damage was not extensive enough for the Post Office to suspend mail delivery, as the postal carrier was able to close and relock the mailboxes. The Council will look into further vandalism deterrents and explore added mailbox bank security options.

(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.

An owner reported that their enterphone connection has not been working. They were referred to a contractor to troubleshoot the issue at their expense.

An owner reported moisture discovered at the back of a closet in their unit. This is being investigated.

An owner reported damage to their bathroom ceiling. This was determined to be from the drain connection of the shower in the unit above. The owners of the above unit will be responsible for the damage.

(5) NEW BUSINESS

Final 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.

Annual General Meeting Planning

This year's AGM is scheduled for May 11th. It will be held at the Inlet Theatre at the City Hall building. The AGM complete Notice package is scheduled to be mailed out to all unit owners on April 21.

(6) ADJOURNMENT

There being no further business, the meeting was terminated at 8:04 p.m.

On behalf of the Strata Council BCS 2176

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

**BCS 2176 - THE BENTLEY
ANNUAL GENERAL MEETING MINUTES
MAY 11, 2022**

**LOCATION
INLET THEATRE,
PORT MOODY CITY HALL**

STRATA COUNCIL 2022/2023

PRESIDENT: DOUG B.

VICE PRESIDENT: JANICE W.

TREASURER: DOUG M.

**COUNCIL
GORD M., LILLIAN Z., SANDI M.**

STRATA MANAGER

Don Cook; E-Mail: don@crpm.ca

**CROSSROADS MANAGEMENT
LTD.**

#215 – 7455 – 132nd STREET

SURREY, B.C. V3W 1J8

Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE

(778) 578-4445

REGISTRATION / CERTIFICATION OF PROXY

55 owners were present in person at registration. The Council President noted that he had received 25 Proxies from owners who had indicated their Voting preferences by Proxy. There were an additional 12 Proxies received from others, for a total of 37 Proxy Votes. Thus, a total of 92 owners were represented in person or by Proxy.

CALL TO ORDER:

The meeting was called to order at 6:36 p.m.

ELECT A CHAIR:

As allowed by *the Strata Property Act of British Columbia*, the Strata Manager may Chair the meeting.

It was **MOVED/SECONDED** to have Mr. Don Cook, the Strata Manager, Chair the meeting. **MOTION CARRIED**

DETERMINATION OF QUORUM

The number needed for a quorum is 46, or 1/3 of the total number of owners. As the total number of owners represented in person or by Proxy was 92, that number was reached. The meeting had a quorum and proceeded.

PROOF OF NOTICE OF MEETING:

The Strata Manager stated that the AGM Notice had been mailed to all owners from the Crossroads Management office on April 21, 2022. This mailing complied with the Notice requirements of the Strata Act. The Notice was also posted on the Strata website.

REPORT ON INSURANCE:

The Strata Corporation Insurance Certificate was distributed with the Notice of the AGM. This certificate should be retained, as it may be required for renewing/purchasing your condo insurance. (See certificate attached).

All owners are reminded that they should have their own personal unit insurance. Even if they have stipulated that their tenants have insurance, tenants' insurance will only cover their personal contents. In accordance with the Strata Bylaws, the owner of the strata lot is personally responsible for water damage incidents that affect their unit as well as any other affected unit. When owners renew their policy, they should definitely show their insurers the Bentley's policy and ensure that their deductible amounts match those of the Strata's policy, particularly the \$50,000 water claim deductible. Owners should also make sure that any upgrades made to their unit are properly insured.

Owner's should also discuss Earthquake Insurance with their insurance broker to ensure that they are protected against a potential Strata Policy 10% deductible assessment, calculated by unit entitlement for each unit, should the Bentley be damaged or destroyed by an earthquake (see attached table).

RESOLUTION "A" 3/4 VOTE – INSTALLATION OF HEAT PUMP AIR CONDITIONING SYSTEMS

PREAMBLE

Over the past few years, our neighbouring buildings have been allowing owners to install heat pump air conditioning (and/or heating) systems in their units. These highly efficient systems, which involve a compressor unit on the balcony, have improved greatly in that they are much smaller than in the past and operate with minimal noise making them practical for use in apartments. Reports from neighbours on these installations are positive and, as Council has received requests from many owners to be permitted to install one of these systems, it was decided that it is time to ask owners to approve these installations.

Allowing the installation of heat pump air conditioning systems will require an amendment to our strata bylaws and therefore a new bylaw subsection 9.10 is presented for approval below. As is the case with the approval of any alterations to a strata lot, it is important to make sure that the system chosen and the installation thereof meets narrowly defined standards of quality, performance, safety, and compliance with local and provincial laws and regulations. Owners requesting approval will need to sign an Indemnity Agreement with the strata whereby the owners accept responsibility for all costs resulting from the installation and agree to the conditions set out in the new bylaw.

RESOLUTION "A" – 3/4 VOTE – NEW STRATA BYLAW

WHEREAS the Owners, Strata Plan BCS2176, propose to make an addition to their bylaws covering the installation of heat pump air conditioning systems.

BE IT THEREFORE RESOLVED, by a 3/4 Vote of the Owners, Strata Plan BCS 2176 (the "Strata Corporation"), at this General Meeting held May 11, 2022, to add Subsection 9.10 to the Bylaw Section 9 – Renovations and Alterations. The subsection reads as follows:

9.10 Strata lot owners may apply to council for permission to install a permanent heat pump ductless air conditioning and/or heating system (hereinafter called the "AC unit") on their balcony and in their unit. No installation of an AC unit may begin until council permission is granted and, before council will consider granting permission, the owner must provide strata with complete specifications of the proposed installation and sign an agreement in a form provided by the Strata.

This agreement will require that:

- (a) the Strata is indemnified from responsibility for any costs resulting from the installation, use, maintenance, or damage related to the AC unit.
- (b) the owner certifies that the installation of the AC unit will comply with all of the requirements set out in Sections 7, 8, and 9 of these bylaws regarding licensed trades, bonding and insurance, and that all permits required for the installation will be acquired and that copies of these permits will be provided to the strata before work begins.
- (c) the electrical requirements for the AC unit in combination with other electrical demands shall not exceed the original maximum amperage load for the strata lot. Electrical upgrades or increases are not permitted.
- (d) coring of an exterior wall will be allowed subject to prior approval as to location. Before any coring commences, the owner must supply the strata with certification from a qualified engineer that the location was scanned to verify that the coring will not compromise the structural integrity of the building. Where window penetrations are contemplated as part of the AC unit installation, council must give advance approval for the penetration and will only approve window penetrations that maintain the integrity of the building based upon both construction and aesthetic considerations. If a window penetration is approved and a window is altered by making an incision in the glass or

replaced with a customized window panel, such window will become a strata lot owner's responsibility for all future maintenance.

- (e) Sound Pressure Level of outdoor and indoor components of the AC unit shall not exceed 56dB(A) at cooling and heating respective maximum outputs; the AC Unit shall be installed and operate such that Sound Pressure Level measured in the bedrooms of the adjacent strata lots does not exceed 35dB(A).
- (f) The owner shall assure that any condensate produced by the AC unit is contained and does not run off of the edge of the balcony.
- (g) the owner must carry out regular service of the AC unit in order to keep the noise level within the limits specified in (f) above; exceeding these noise limits will be considered a nuisance and be subject to bylaw 4.1(a).

It was Motioned / Seconded to move the Resolution A to Vote. The Vote was taken by a show of Voting cards. The Strata Manager counted the approved Votes and declared that Resolution A passed.
MOTION CARRIED

RESOLUTION "B" 3/4 VOTE – ELECTRIC VEHICLE CHARGING SYSTEM

PREAMBLE

Council has received many requests from owners asking council to come up with a plan, which would allow the charging of electric vehicles at the Bentley. To try to find a plan to meet this need, the strata manager and council members have met with and received proposals from several electrical contractors. All of those received until recently involved giving up spaces in visitor parking for the installation of a small number of charging stations. Council was very reluctant to take this route for a number of reasons. On top of losing visitor parking stalls, such a system would be very hard to police and to equitably distribute electricity costs. Aside from these concerns, the installation of just a few charging stations in a building with 137 units would quickly become inadequate given the expectation of a rapid increase to the number of electric vehicles in use.

The only long term solution to electric vehicle charging is a system that allows owners to charge electric vehicles in their own parking stalls. Strata has looked at systems that will allow this and determined that best for our purposes is the system offered by Stream Energy Systems. This system allows owners to have Level 2 chargers installed in their parking stalls at their own expense while assuring that all costs of EV charging is paid by owners who choose to install chargers. The chosen system also monitors the total electricity used by our building and adjusts charging levels when necessary to make sure that EV charging does not raise our peak use of electricity and thereby raise the price per kilowatt hour that we are charged for all electricity use.

In order to be able to implement this system, it is necessary to upgrade the building's electrical infrastructure. This upgrade will cost approximately \$160,000. Currently, there are BC Hydro and federal government grants available for such infrastructure upgrades. If we proceed now and access these grants, these grants will cover about half of the upgrading cost. To raise the remainder of the funds necessary to proceed, owners are asked to pay into a special levy of \$80,000, which averages \$584 per unit. As with all strata funding, the amount payable by each owner varies in proportion to the size of their unit and a schedule of levy amounts payable by each unit is included in this notice package. Owners are urged to support the levy, as the upgrade will increase the salability and value of units at the Bentley considerably in excess of the amount of the levy, thereby benefiting all owners, whether or not they foresee purchasing an electric vehicle.

RESOLUTION "B" – 3/4 VOTE - NEW STRATA BYLAW / SPECIAL LEVY

WHEREAS the Owners, Strata Plan BCS 2176 proposes to make an addition to their bylaws to permit the installation of electric vehicle charging stations in owner's parking stalls in the resident parking garage and also

to assess owners a special \$80,000 levy to finance the cost of the upgrade to the building's electrical system needed to support electric vehicle charging.

BE IT THEREFORE RESOLVED, by a 3/4 vote of the Owners, Strata Plan BCS 2176 (the "Strata Corporation") at this General Meeting held May 11, 2022, to add Subsection 8.7 to the Bylaw Section 8 - Obtain approval before altering common property and also to assess owners a special levy totaling \$80,000 to finance the cost of upgrading the electrical infrastructure upgrade needed in order to apply the new Subsection. The new Subsection would read as follows:

8.7 Strata lot owners may apply to council for permission to have an electric vehicle charging station and the associated wiring, conduit and other equipment (hereinafter called the "Works") installed in their designated parking stall in the resident parking garage. No installation of the Works may begin until Council permission is granted and, before Council will consider granting permission, the owner must sign an agreement in a form provided by the Strata.

This agreement will require that:

- (a) the owner agrees to engage the Strata Corporation's approved EVSE (electric vehicle supply equipment) installer to install the Works;
- (b) the owner assumes all responsibility for all costs resulting from the installation, use, or damage related to the Works including all installation costs payable to the installer;
- (c) with respect to the construction, maintenance, repair and replacement of the Works, the owner will obtain all permits required by the municipality or other authorities having jurisdiction;
- (d) notwithstanding anything in the Strata Corporation's bylaws, the owner will be responsible to maintain, repair and replace the Works at the owner's sole risk, cost and expense.

An owner asked how many companies had been contacted and how the Strata Council chose the present contractor. The Council response was that this process had been in the works for over two years with multiple contractors contacted. The Strata is very comfortable with the contractor selected - Stream Energy.

An owner expressed a concern that the company setting up the process for determining how much electricity was actually being used may not have enough oversight and could lead to excess charging. The Strata response was that the amount of electricity charged the owners who use their charging stations is monitored by a system application and reporting. In addition, the charged amounts are forwarded to the Strata, so any if any overcharging occurred it would not benefit the contractor.

An owner asked about the amount of each unit's Levy. While a larger unit's Levy will be more than that of a smaller unit, it would not provide the larger unit with the opportunity for more than 1 charging station. The Strata response was a reminder that, as with all strata funding, the amount payable by each owner varies in proportion to the size of their unit and this unit entitlement schedule of levy amounts payable by each unit is mandated by the Strata Act.

**It was Motioned / Seconded to move the Resolution B to Vote. The Vote was taken by a show of Voting cards. The Strata Manager counted the approved Votes and declared that Resolution B passed.
MOTION CARRIED**

At This AGM On May 11, 2022, The Owner's Of Strata Corporation BCS 2176 Bentley Voted To Approve A Levy To Owners Of \$80,000.00

**Each Owner's Individual Total Levy Amount Will Immediately Be Assessed Each Strata Lot.
See Attached Levy Payment Schedule.**

This Section Applies Only To Owners of BCS 2176 Currently Paying by Pre-authorized Payment (PAP)

Even if Crossroads is currently processing your monthly strata fees, the attached Levy Payment Authorization Form must be signed in order for us to process your Levy payment amount. Once signed, the payment authorization form can be emailed to don@crpm.ca or dropped off to Mara at her office.

Your Signed Authorization Will Allow Processing Of Your Levy Amount In Full. We thank the many owners that signed these forms the night of the AGM.

Due to the retroactive Strata Fee processing taking place on June 1st, for convenience, processing of the Levy Payments will take place on June 20th.

RESOLUTION “C” MAJORITY VOTE – CAPITAL PROJECTS

PREAMBLE

In preparing the budget for each fiscal year, funds are allocated for Repairs and Maintenance to cover expenses in this category that are expected to occur during the year and which can be estimated with considerable accuracy. However, there are other large maintenance projects, which, although foreseeable, occur less frequently. The exact time when expenditures on these projects will be required is uncertain and they sometimes span several years and require different expenditures from year to year. In order to avoid large budget variances from year to year, Council asks owners to approve the transfer of funds from the Contingency Reserve Fund into the Capital Projects Fund so that they are available to finance such projects when the need arises.

This year, Resolution “C” is being presented to ask the owners to approve the transfer of \$100,000 to the Capital Projects Fund and the spending of these funds to cover necessary repairs to the building envelope.

RESOLUTION "C" – MAJORITY VOTE – CAPITAL SPENDING

WHEREAS the Strata Corporation proposes to spend \$100,000 from the Capital Reserve Fund for building envelope repairs.

BE IT THEREFORE RESOLVED, by a majority vote of the Owners, Strata Plan BCS 2176 (the “Strata Corporation”), at this General Meeting held May 11, 2022, to authorize the transfer of \$100,000 from the Contingency Reserve Fund to the Capital Projects Fund.

It was Motioned / Seconded to move the Resolution C to Vote. The Vote was taken by a show of Voting cards. The Strata Manager counted the approved Votes and declared that Resolution C passed.
MOTION CARRIED

PROPOSED BUDGET 2022-2023

The continued support by the owners for budget funding, as being proposed, sustains the proactive, ongoing maintenance that is being performed so that the replacement time line for major building restoration projects is pushed out into the future. If the owners continue to support a budget like that proposed at this year’s AGM, future levies and major maintenance costs will be minimized.

The Strata Manager noted that approval requires a Majority Vote approval, not a $\frac{3}{4}$ Vote approval.

**It was Motioned / Seconded to move the Budget to Vote. The Vote was taken by a show of Voting cards. The Strata Manager counted the approved Votes and declared that the Budget passed.
MOTION CARRIED**

**** Please Note **: The Approved Budget included a Strata Fee increase. See the APPROVED OPERATING BUDGET and the STRATA FEE PAYMENT SCHEDULE attached.**

The proposed budget includes a strata fee increase, which is effective March 1st, 2022. For owners that are on pre-authorized debit, Crossroads accounting will process a payment on June 1st that will include the fee increase now due for March, April & May 2022. Crossroads has already processed the fees for these months at last year's amount, as the increase was only approved at the AGM held on May 11th, 2022.

The June 1st processing amount will reflect a retroactive, catch up payment for the March, April & May strata fee increases as well as the new, increased, approved, monthly strata fee. This retroactive payment will be for June only. Beginning July, and continuing for the remainder of the new budget year, the processed amount will be for the new approved fee only.

Owners who pay by cheque will need to provide a cheque for the catch-up payments now due from March, April & May as well as provide Crossroads new monthly cheques in the new fee amount.

If you are unsure of your fee amounts, please contact the Crossroads accounting office to see how many cheques you have on file and determine the amount you would need to remit to make up the difference now owing.

ELECTION OF COUNCIL

The Strata Manager then noted that it was the obligation of the Ownership represented in person and by Proxy to elect 4 Council members. It was explained that, in accordance with the Bylaws, Council members are elected to a 2-year term. This year, there are 4 Council members ending their 2-year term and seeking re-election. The other 2 Council members, being elected last year, will continue on Council.

The Owners were informed that additional Council nominations to the Strata Council were possible and requested nominations from the owners attending.

There being no further nominations, it was **MOVED AND SECONDED** to close nominations. **MOTION CARRIED**

The Strata Manager explained that every Council nomination must be Voted upon individually, and receive a Majority Vote Approval from, the owners, to be elected to the Strata Council. One by one the Strata Manager identified each of the nominees and a Vote by a show of Voting cards was held. The 4 nominees were elected to the Strata Council. **MOTION CARRIED**

The current Council and position designations are as they appear on the first page of these minutes.

The owner's expressed their appreciation of the Strata Council's involvement and of how much volunteer work is undertaken. A loud round of applause was received. The Strata Manager also thanked the Council for their commitment and collaboration with managing Strata Business. The Strata Manager was then thanked by the Council for his efforts on behalf of the Bentley.

General Discussion

Various owners in attendance requested more information on water issues they have been experiencing. Some reported a lack of hot water in the early morning hours, while others reported that black particles were coming from their taps and or were being seen on the screens of the faucet aerators.

The Strata Manger reported that the plumbing company is currently trying to resolve these issues. He also requested that any unit experiences similar issues or any other issues to continue to report them as soon as possible by emailing don@crpm.ca.

TERMINATION OF MEETING

It was MOVED/SECONDED to terminate the meeting. CARRIED. The meeting was terminated at 7:30 PM.

Respectfully submitted on behalf of the Strata Council

Don Cook, Senior Strata Manager, Crossroads Management Ltd.

Named Insured	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
Project Name	THE BENTLEY
Property Manager	CrossRoads Management Ltd.
Policy Period	March 01, 2022 to March 01, 2023
Policy Number	BFL04BCS2176-QS, BFL04BCS2176-PX
Insured Location(s)	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.

BCS 2176 The Bentley

Earthquake Insurance Deductible Liability

March 1, 2022 to February 28, 2023

Insured value: \$58,871,000 Earthquake deductible: \$5,887,100 (10%)

Strata Lot	Unit No.	U/E	Amount	Strata Lot	Unit No.	U/E	Amount	Strata Lot	Unit No.	U/E	Amount	Strata Lot	Unit No.	U/E	Amount
1	101	117	\$48,568	36	606	117	\$48,568	71	1106	117	\$48,568	106	1606	117	\$48,568
2	102	87	\$36,115	37	607	90	\$37,360	72	1107	90	\$37,360	107	1607	90	\$37,360
3	201	99	\$41,096	38	701	102	\$42,341	73	1201	102	\$42,341	108	1701	102	\$42,341
4	202	84	\$34,869	39	702	84	\$34,869	74	1202	84	\$34,869	109	1702	84	\$34,869
5	203	99	\$41,096	40	703	102	\$42,341	75	1203	102	\$42,341	110	1703	102	\$42,341
6	204	89	\$36,945	41	704	89	\$36,945	76	1204	89	\$36,945	111	1704	89	\$36,945
7	205	117	\$48,568	42	705	117	\$48,568	77	1205	117	\$48,568	112	1705	117	\$48,568
8	206	117	\$48,568	43	706	117	\$48,568	78	1206	117	\$48,568	113	1706	117	\$48,568
9	207	90	\$37,360	44	707	90	\$37,360	79	1207	90	\$37,360	114	1707	90	\$37,360
10	301	99	\$41,096	45	801	102	\$42,341	80	1301	102	\$42,341	115	1801	102	\$42,341
11	302	84	\$34,869	46	802	84	\$34,869	81	1302	84	\$34,869	116	1802	84	\$34,869
12	303	99	\$41,096	47	803	102	\$42,341	82	1303	102	\$42,341	117	1803	102	\$42,341
13	304	89	\$36,945	48	804	89	\$36,945	83	1304	89	\$36,945	118	1804	89	\$36,945
14	305	117	\$48,568	49	805	117	\$48,568	84	1305	117	\$48,568	119	1805	117	\$48,568
15	306	117	\$48,568	50	806	117	\$48,568	85	1306	117	\$48,568	120	1806	117	\$48,568
16	307	90	\$37,360	51	807	90	\$37,360	86	1307	90	\$37,360	121	1807	90	\$37,360
17	401	99	\$41,096	52	901	102	\$42,341	87	1401	102	\$42,341	122	1901	102	\$42,341
18	402	84	\$34,869	53	902	84	\$34,869	88	1402	84	\$34,869	123	1902	84	\$34,869
19	403	99	\$41,096	54	903	102	\$42,341	89	1403	102	\$42,341	124	1903	102	\$42,341
20	404	89	\$36,945	55	904	89	\$36,945	90	1404	89	\$36,945	125	1904	89	\$36,945
21	405	117	\$48,568	56	905	117	\$48,568	91	1405	117	\$48,568	126	1905	117	\$48,568
22	406	117	\$48,568	57	906	117	\$48,568	92	1406	117	\$48,568	127	1906	117	\$48,568
23	407	90	\$37,360	58	907	90	\$37,360	93	1407	90	\$37,360	128	1907	90	\$37,360
24	501	99	\$41,096	59	1001	102	\$42,341	94	1501	102	\$42,341	129	2003	144	\$59,776
25	502	84	\$34,869	60	1002	84	\$34,869	95	1502	84	\$34,869	130	2001	145	\$60,191
26	503	99	\$41,096	61	1003	102	\$42,341	96	1503	102	\$42,341	131	2002	173	\$71,814
27	504	89	\$36,945	62	1004	89	\$36,945	97	1504	89	\$36,945	132	2103	144	\$59,776
28	505	117	\$48,568	63	1005	117	\$48,568	98	1505	117	\$48,568	133	2101	144	\$59,776
29	506	117	\$48,568	64	1006	117	\$48,568	99	1506	117	\$48,568	134	2102	173	\$71,814
30	507	90	\$37,360	65	1007	90	\$37,360	100	1507	90	\$37,360	135	2203	144	\$59,776
31	601	102	\$42,341	66	1101	102	\$42,341	101	1601	102	\$42,341	136	2201	144	\$59,776
32	602	84	\$34,869	67	1102	84	\$34,869	102	1602	84	\$34,869	137	2202	173	\$71,814
33	603	102	\$42,341	68	1103	102	\$42,341	103	1603	102	\$42,341	U/E Total: <u>14182</u>			
34	604	89	\$36,945	69	1104	89	\$36,945	104	1604	89	\$36,945	Total Deductible \$5,887,100			
35	605	117	\$48,568	70	1105	117	\$48,568	105	1605	117	\$48,568				

BCS 2176 The Bentley

Electric Vehicle Charging System Special Levy

Approved at the Annual General Meeting of May 11, 2022

Strata Lot	Unit No.	U/E	Amount	Strata Lot	Unit No.	U/E	Amount	Strata Lot	Unit No.	U/E	Amount	Strata Lot	Unit No.	U/E	Amount
1	101	117	\$659.99	36	606	117	\$659.99	71	1106	117	\$659.99	106	1606	117	\$659.99
2	102	87	\$490.76	37	607	90	\$507.69	72	1107	90	\$507.69	107	1607	90	\$507.69
3	201	99	\$558.45	38	701	102	\$575.38	73	1201	102	\$575.38	108	1701	102	\$575.38
4	202	84	\$473.84	39	702	84	\$473.84	74	1202	84	\$473.84	109	1702	84	\$473.84
5	203	99	\$558.45	40	703	102	\$575.38	75	1203	102	\$575.38	110	1703	102	\$575.38
6	204	89	\$502.04	41	704	89	\$502.04	76	1204	89	\$502.04	111	1704	89	\$502.04
7	205	117	\$659.99	42	705	117	\$659.99	77	1205	117	\$659.99	112	1705	117	\$659.99
8	206	117	\$659.99	43	706	117	\$659.99	78	1206	117	\$659.99	113	1706	117	\$659.99
9	207	90	\$507.69	44	707	90	\$507.69	79	1207	90	\$507.69	114	1707	90	\$507.69
10	301	99	\$558.45	45	801	102	\$575.38	80	1301	102	\$575.38	115	1801	102	\$575.38
11	302	84	\$473.84	46	802	84	\$473.84	81	1302	84	\$473.84	116	1802	84	\$473.84
12	303	99	\$558.45	47	803	102	\$575.38	82	1303	102	\$575.38	117	1803	102	\$575.38
13	304	89	\$502.04	48	804	89	\$502.04	83	1304	89	\$502.04	118	1804	89	\$502.04
14	305	117	\$659.99	49	805	117	\$659.99	84	1305	117	\$659.99	119	1805	117	\$659.99
15	306	117	\$659.99	50	806	117	\$659.99	85	1306	117	\$659.99	120	1806	117	\$659.99
16	307	90	\$507.69	51	807	90	\$507.69	86	1307	90	\$507.69	121	1807	90	\$507.69
17	401	99	\$558.45	52	901	102	\$575.38	87	1401	102	\$575.38	122	1901	102	\$575.38
18	402	84	\$473.84	53	902	84	\$473.84	88	1402	84	\$473.84	123	1902	84	\$473.84
19	403	99	\$558.45	54	903	102	\$575.38	89	1403	102	\$575.38	124	1903	102	\$575.38
20	404	89	\$502.04	55	904	89	\$502.04	90	1404	89	\$502.04	125	1904	89	\$502.04
21	405	117	\$659.99	56	905	117	\$659.99	91	1405	117	\$659.99	126	1905	117	\$659.99
22	406	117	\$659.99	57	906	117	\$659.99	92	1406	117	\$659.99	127	1906	117	\$659.99
23	407	90	\$507.69	58	907	90	\$507.69	93	1407	90	\$507.69	128	1907	90	\$507.69
24	501	99	\$558.45	59	1001	102	\$575.38	94	1501	102	\$575.38	129	2003	144	\$812.30
25	502	84	\$473.84	60	1002	84	\$473.84	95	1502	84	\$473.84	130	2001	145	\$817.94
26	503	99	\$558.45	61	1003	102	\$575.38	96	1503	102	\$575.38	131	2002	173	\$975.88
27	504	89	\$502.04	62	1004	89	\$502.04	97	1504	89	\$502.04	132	2103	144	\$812.30
28	505	117	\$659.99	63	1005	117	\$659.99	98	1505	117	\$659.99	133	2101	144	\$812.30
29	506	117	\$659.99	64	1006	117	\$659.99	99	1506	117	\$659.99	134	2102	173	\$975.88
30	507	90	\$507.69	65	1007	90	\$507.69	100	1507	90	\$507.69	135	2203	144	\$812.30
31	601	102	\$575.38	66	1101	102	\$575.38	101	1601	102	\$575.38	136	2201	144	\$812.30
32	602	84	\$473.84	67	1102	84	\$473.84	102	1602	84	\$473.84	137	2202	173	\$975.88
33	603	102	\$575.38	68	1103	102	\$575.38	103	1603	102	\$575.38	U/E Total: <u>14182</u>			
34	604	89	\$502.04	69	1104	89	\$502.04	104	1604	89	\$502.04	Total Amount: <u>\$80,000</u>			
35	605	117	\$659.99	70	1105	117	\$659.99	105	1605	117	\$659.99				

**AT THE AGM ON MAY 11, 2022 THE OWNER'S OF STRATA CORPORATION
BCS 2176 BENTLEY VOTED AND APPROVED A LEVY TO OWNERS OF \$80,000.00**

RESOLUTION "B" - ¾ VOTE - NEW STRATA BYLAW / SPECIAL LEVY

Whereas the Owners, Strata Plan BCS 2176 approved to make an addition to their bylaws to permit the installation of electric vehicle charging stations in owner's parking stalls in the resident parking garage and also to assess owners a special \$80,000 levy to finance the cost of the upgrade to the building's electrical system needed to support electric vehicle charging.

EACH OWNER'S INDIVIDUAL TOTAL LEVY AMOUNT HAS BEEN ASSESSED EACH STRATA LOT. SEE ATTACHED LEVY PAYMENT SCHEDULE.

This Section Applies Only To Owners of BCS 2176 Currently Paying by Pre-authorized Payment (PAP)

Even if Crossroads is currently processing your monthly strata fees, this Levy payment authorization form must be signed, in order for us to process your Levy payment amount. We thank all owners that have already submitted this payment form. If not done so already please sign and email back to don@crpm.ca or drop off at the caretakers office.

YOUR SIGNED AUTHORIZATION WILL ALLOW PROCESSING OF YOUR LEVY AMOUNT IN FULL. FOR CONVENIENCE WE HAVE SCHEDULED THE PROCESSING OF THESE LEVY PAYMENTS TO BE ON JUNE 20.

If you are requesting another payment option or date of processing, please contact don@crpm.ca to discuss.

Name _____ Unit #: _____

We hereby authorize CrossRoads Management Ltd. to debit our account for the full amount of the above Special Levy.

Date

Owner's Signature

BCS 2176 The Bentley

APPROVED OPERATING BUDGET

for the period from March 1, 2022 to February 28, 2023

INCOME

Strata Fees	\$	630,000
Interest Income		1,000
Key Income		1,500
Miscellaneous		1,000
Move In/Out Fees		3,500
TOTAL INCOME	\$	637,000

OPERATING EXPENSES

Repairs and Maintenance	\$	84,000
Landscape Maintenance		22,730
Elevator Maintenance		36,000
Fire Equipment Maintenance		10,000
Cleaning and Janitorial		65,000
Alarm Monitoring		2,000
Recreation Facilities		2,000
Electricity		45,000
Garbage and Recycling		30,000
Gas		45,000
Telephone & Internet		2,000
Insurance		120,000
Management Fees		43,270
Miscellaneous		5,000
TOTAL OPERATING EXPENSES	\$	512,000

CONTINGENCY RESERVE EXPENSES

Non-Segregated Reserves	\$	25,000
Capital Projects		100,000
TOTAL CRF EXPENSES	\$	125,000

TOTAL EXPENSES	\$	637,000
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BCS 2176 The Bentley

Approved Strata Fee Schedule

for the period from March 1, 2022 to February 28, 2023
(5% increase from 2021-22)

Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment	Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment
1	101	117	\$347.18	\$85.94	\$433.12	36	606	117	\$347.18	\$85.94	\$433.12
2	102	87	\$258.16	\$63.90	\$322.06	37	607	90	\$267.06	\$66.10	\$333.17
3	201	99	\$293.77	\$72.72	\$366.49	38	701	102	\$302.67	\$74.92	\$377.59
4	202	84	\$249.26	\$61.70	\$310.96	39	702	84	\$249.26	\$61.70	\$310.96
5	203	99	\$293.77	\$72.72	\$366.49	40	703	102	\$302.67	\$74.92	\$377.59
6	204	89	\$264.10	\$65.37	\$329.47	41	704	89	\$264.10	\$65.37	\$329.47
7	205	117	\$347.18	\$85.94	\$433.12	42	705	117	\$347.18	\$85.94	\$433.12
8	206	117	\$347.18	\$85.94	\$433.12	43	706	117	\$347.18	\$85.94	\$433.12
9	207	90	\$267.06	\$66.10	\$333.17	44	707	90	\$267.06	\$66.10	\$333.17
10	301	99	\$293.77	\$72.72	\$366.49	45	801	102	\$302.67	\$74.92	\$377.59
11	302	84	\$249.26	\$61.70	\$310.96	46	802	84	\$249.26	\$61.70	\$310.96
12	303	99	\$293.77	\$72.72	\$366.49	47	803	102	\$302.67	\$74.92	\$377.59
13	304	89	\$264.10	\$65.37	\$329.47	48	804	89	\$264.10	\$65.37	\$329.47
14	305	117	\$347.18	\$85.94	\$433.12	49	805	117	\$347.18	\$85.94	\$433.12
15	306	117	\$347.18	\$85.94	\$433.12	50	806	117	\$347.18	\$85.94	\$433.12
16	307	90	\$267.06	\$66.10	\$333.17	51	807	90	\$267.06	\$66.10	\$333.17
17	401	99	\$293.77	\$72.72	\$366.49	52	901	102	\$302.67	\$74.92	\$377.59
18	402	84	\$249.26	\$61.70	\$310.96	53	902	84	\$249.26	\$61.70	\$310.96
19	403	99	\$293.77	\$72.72	\$366.49	54	903	102	\$302.67	\$74.92	\$377.59
20	404	89	\$264.10	\$65.37	\$329.47	55	904	89	\$264.10	\$65.37	\$329.47
21	405	117	\$347.18	\$85.94	\$433.12	56	905	117	\$347.18	\$85.94	\$433.12
22	406	117	\$347.18	\$85.94	\$433.12	57	906	117	\$347.18	\$85.94	\$433.12
23	407	90	\$267.06	\$66.10	\$333.17	58	907	90	\$267.06	\$66.10	\$333.17
24	501	99	\$293.77	\$72.72	\$366.49	59	1001	102	\$302.67	\$74.92	\$377.59
25	502	84	\$249.26	\$61.70	\$310.96	60	1002	84	\$249.26	\$61.70	\$310.96
26	503	99	\$293.77	\$72.72	\$366.49	61	1003	102	\$302.67	\$74.92	\$377.59
27	504	89	\$264.10	\$65.37	\$329.47	62	1004	89	\$264.10	\$65.37	\$329.47
28	505	117	\$347.18	\$85.94	\$433.12	63	1005	117	\$347.18	\$85.94	\$433.12
29	506	117	\$347.18	\$85.94	\$433.12	64	1006	117	\$347.18	\$85.94	\$433.12
30	507	90	\$267.06	\$66.10	\$333.17	65	1007	90	\$267.06	\$66.10	\$333.17
31	601	102	\$302.67	\$74.92	\$377.59	66	1101	102	\$302.67	\$74.92	\$377.59
32	602	84	\$249.26	\$61.70	\$310.96	67	1102	84	\$249.26	\$61.70	\$310.96
33	603	102	\$302.67	\$74.92	\$377.59	68	1103	102	\$302.67	\$74.92	\$377.59
34	604	89	\$264.10	\$65.37	\$329.47	69	1104	89	\$264.10	\$65.37	\$329.47
35	605	117	\$347.18	\$85.94	\$433.12	70	1105	117	\$347.18	\$85.94	\$433.12

BCS 2176 The Bentley

Approved Strata Fee Schedule

for the period from March 1, 2022 to February 28, 2023
(5% increase from 2021-22)

Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment	Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment
71	1106	117	\$347.18	\$85.94	\$433.12	106	1606	117	\$347.18	\$85.94	\$433.12
72	1107	90	\$267.06	\$66.10	\$333.17	107	1607	90	\$267.06	\$66.10	\$333.17
73	1201	102	\$302.67	\$74.92	\$377.59	108	1701	102	\$302.67	\$74.92	\$377.59
74	1202	84	\$249.26	\$61.70	\$310.96	109	1702	84	\$249.26	\$61.70	\$310.96
75	1203	102	\$302.67	\$74.92	\$377.59	110	1703	102	\$302.67	\$74.92	\$377.59
76	1204	89	\$264.10	\$65.37	\$329.47	111	1704	89	\$264.10	\$65.37	\$329.47
77	1205	117	\$347.18	\$85.94	\$433.12	112	1705	117	\$347.18	\$85.94	\$433.12
78	1206	117	\$347.18	\$85.94	\$433.12	113	1706	117	\$347.18	\$85.94	\$433.12
79	1207	90	\$267.06	\$66.10	\$333.17	114	1707	90	\$267.06	\$66.10	\$333.17
80	1301	102	\$302.67	\$74.92	\$377.59	115	1801	102	\$302.67	\$74.92	\$377.59
81	1302	84	\$249.26	\$61.70	\$310.96	116	1802	84	\$249.26	\$61.70	\$310.96
82	1303	102	\$302.67	\$74.92	\$377.59	117	1803	102	\$302.67	\$74.92	\$377.59
83	1304	89	\$264.10	\$65.37	\$329.47	118	1804	89	\$264.10	\$65.37	\$329.47
84	1305	117	\$347.18	\$85.94	\$433.12	119	1805	117	\$347.18	\$85.94	\$433.12
85	1306	117	\$347.18	\$85.94	\$433.12	120	1806	117	\$347.18	\$85.94	\$433.12
86	1307	90	\$267.06	\$66.10	\$333.17	121	1807	90	\$267.06	\$66.10	\$333.17
87	1401	102	\$302.67	\$74.92	\$377.59	122	1901	102	\$302.67	\$74.92	\$377.59
88	1402	84	\$249.26	\$61.70	\$310.96	123	1902	84	\$249.26	\$61.70	\$310.96
89	1403	102	\$302.67	\$74.92	\$377.59	124	1903	102	\$302.67	\$74.92	\$377.59
90	1404	89	\$264.10	\$65.37	\$329.47	125	1904	89	\$264.10	\$65.37	\$329.47
91	1405	117	\$347.18	\$85.94	\$433.12	126	1905	117	\$347.18	\$85.94	\$433.12
92	1406	117	\$347.18	\$85.94	\$433.12	127	1906	117	\$347.18	\$85.94	\$433.12
93	1407	90	\$267.06	\$66.10	\$333.17	128	1907	90	\$267.06	\$66.10	\$333.17
94	1501	102	\$302.67	\$74.92	\$377.59	129	2003	144	\$427.30	\$105.77	\$533.07
95	1502	84	\$249.26	\$61.70	\$310.96	130	2001	145	\$430.27	\$106.50	\$536.77
96	1503	102	\$302.67	\$74.92	\$377.59	131	2002	173	\$513.36	\$127.07	\$640.42
97	1504	89	\$264.10	\$65.37	\$329.47	132	2103	144	\$427.30	\$105.77	\$533.07
98	1505	117	\$347.18	\$85.94	\$433.12	133	2101	144	\$427.30	\$105.77	\$533.07
99	1506	117	\$347.18	\$85.94	\$433.12	134	2102	173	\$513.36	\$127.07	\$640.42
100	1507	90	\$267.06	\$66.10	\$333.17	135	2203	144	\$427.30	\$105.77	\$533.07
101	1601	102	\$302.67	\$74.92	\$377.59	136	2201	144	\$427.30	\$105.77	\$533.07
102	1602	84	\$249.26	\$61.70	\$310.96	137	2202	173	\$513.36	\$127.07	\$640.42
103	1603	102	\$302.67	\$74.92	\$377.59						
104	1604	89	\$264.10	\$65.37	\$329.47						
105	1605	117	\$347.18	\$85.94	\$433.12						
						U/E Total:	<u>14182</u>				
						Monthly Totals:	<u>\$42,083.33</u>	<u>\$10,416.67</u>	<u>\$52,500.00</u>		
						Yearly Totals:	<u>\$505,000.00</u>	<u>\$125,000.00</u>	<u>\$630,000.00</u>		

**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.

**BCS 2176 THE BENTLEY
STRATA COUNCIL MEETING MINUTES
THURSDAY, JULY 14, 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 5:30 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

It was **MOVED/SECONDED** to approve the March-May financials. **CARRIED**

Levy Collection – Update

The Strata Manager reported that out of 137 strata lots, 127 Levy Payment forms have been received. Since the meeting we have received an additional 3. 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

The information below was previously reported in the minutes.

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. 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.

Trenching will begin on Wednesday July 20

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 will be completing the building infrastructure upgrade phase by about July 15th. Once completed, they will remain onsite to install charging stations for owners that have now 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.

(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.

An owner reported ceiling-staining issues associated with the dryer vent ducting. An owner requested information about changing the vent grills on their balcony.

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 replacement as needed.

(5) NEW BUSINESS

The plum trees along the Guildford side of the building have been assessed by an Arborist and will be pruned back in July.

The vegetation along the walkway from the circle out front leading to the stairs going down to the Village has become overgrown. Bosa has been notified as their landscapers maintain this area.

(6) ADJOURNMENT

There being no further business, the meeting was terminated at 6:45 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.

**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.

**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.

**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.**

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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

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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

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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.

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