

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 3025, TRADEWINDS AT THE QUAY, HELD VIA VIDEOCONFERENCE AT 7:00 PM ON MONDAY, MAY 3, 2021**

---

Council in attendance: Lucille Zdunich, President  
Marc Pedersen, Vice President  
Gary Wildman  
Ron Penwill

Eran Roubini,  
Strataco Management Ltd.

Absent with leave: Lance Silver, Treasurer  
Yovan Milojevic  
Josh Gibson

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President at 7:05 pm.

**MINUTES OF THE MEETING OF APRIL 12, 2021:**

The minutes of the meeting of April 12, 2021 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

Any business arising from the minutes was contained in the agenda for the current meeting.

**PRESIDENT'S REPORT:**

The President noted that Council member Josh Gibson had resigned from Council and that the owner of unit 104, Margarita Wyld would be replacing him on Council. Council unanimously approved *Margarita's* appointment and she joined the meeting.

**STRATA MANAGER'S REPORT:**

1) **Finance Report**

Financial Statements

The Strata Manager presented the financial statement for March 2021. The Treasurer was unable to attend and the statement was tabled to the next meeting.

Receivables Report

The Strata Manager reported that no accounts were in arrears of strata fees and there were two minor chargebacks outstanding.

2021/2022 Operating Budget

The Strata Manager presented for Council's review the second draft of the proposed budget for the upcoming fiscal year, noting a possible 6% increase in strata fees. The Strata Manager was directed to make various amendments and bring a revised draft to the next meeting for further review.

2) **Staff Report**

The Strata Council received staff reports relating to: Council information and directives; annual calendar; bylaw amendment review (installation of hard surface flooring); quotations for annual fireplace maintenance; quotation for emergency phone installation; pest control report.

Bylaw amendment review: The Strata Manager presented for Council's review possible bylaws relating to the installation of hardwood flooring. Council will review the bylaw in preparation for the next meeting.

Fireplace maintenance: The Strata Manager provided quotations for fireplace maintenance. Council noted that it would be best to carry out this work in the fall prior to winter startup. The Strata Manager was directed to obtain a second quotation.

Elevator security: The Strata Manager presented quotations for an elevator emergency phone and security upgrades. The Strata Council reviewed the quotations and directed the Strata Manager to ask about the cost to install keyless entries. It was then

**MOVED AND SECONDED:**

To have Omicron install the emergency phone in the elevator and provide monitoring for a cost of \$25.00 per month.

***MOTION CARRIED UNANIMOUSLY***

Pest control: The Strata Manager presented the pest control report from North Shore Pest Control and was directed by the Strata Council to follow up with the contractor on the poison used in mouse traps to ensure it does not impact other animals.

**3) Landscaping**

The Strata Council reported that the annual cleanup had been done and the irrigation system activated. They noted that a vine installation will be happening along the west walkway to provide privacy. This plant material will be maintained by the landscapers.

**4) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: Residential: confirmation of Council appointment; report of uncontrolled pets; report of possible trespasser; pest control concerns; request to comply with pet bylaws; concerns with skylight installation delay; request to respond to bylaw infraction; report of smoke coming into units; smoke detector concerns; request that smoking bylaws be included on agenda for Annual General Meeting.

Uncontrolled pet: The Strata Manager presented correspondence regarding an uncontrolled pet. Council noted that they would monitor the situation and fines may be assessed for bylaw infractions.

Trespassers: The Strata Manager presented correspondence from an owner advising of a possible trespasser. Council noted that the individual in question was apprehended by the authorities and removed from the premises.

Skylights: Council reviewed correspondence regarding the delay in skylight installations. The contractor reported that the products had been ordered and should be arriving in the coming weeks.

Smoking bylaw: Council reviewed a request that a smoking bylaw be included on the agenda for the upcoming Annual General Meeting and directed the Strata Manager to bring the matter forward at the next Annual General Meeting.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 3025) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Skylights

Council noted that three stationary skylights were missing and directed the Strata Manager to include within the budget \$1,500.00 to install replacement skylights.

Walkways

The Strata Council noted the south and west walkways were in need of cleaning and directed the Strata Manager to obtain quotations for pressure washing. Council will also review these areas to assess the cleanup and progress of removing items that do not belong.

Window Cleaning

Council directed the Strata Manager to obtain a quotation for annual window cleaning.

Unit Alterations

The Strata Manager presented for Council's review a request to modify an exterior window. Council reviewed the request and directed the Strata Manager to send the proper documentation confirming approval.

At 8:09 pm Marc Pedersen left the meeting.

Flooring Alteration Request

The Strata Council reviewed a request from an owner to alter the flooring in a unit, noting the proper sound barrier underlay would be installed. The Strata Manager was directed to send the proper documentation confirming approval.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:13 pm, until the next scheduled meeting on Monday, June 7, 2021 at 7:00 pm (via electronic attendance).

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes, as there will be a charge to the owner for replacement copies.