

SEA VISTA STRATA NW 367  
**Council Meeting**  
**Monday January 6, 2014**

**MINUTES**

**Present :** Susan Clark, Yvonne Henderson, Pat Tietzen

**Absent:**

**Chairperson:** Susan Clark

**Meeting Called to Order:** 1:40 pm

**Appointment of Pat Tietzen to Council**

**Approval of Agenda:**

**Moved:** Susan Clark                      **Seconded:** Pat Tietzen

“...that the agenda be approved.”

**Approved Unanimously**

**Approval of Minutes:**

**Moved:** Susan Clark                      **Seconded:** Pat Tietzen

“...that the minutes of the meetings of December 9, 2013 be approved”

**Approved Unanimously**

**OLD BUSINESS:**

**1. Final Budget Review:**

Minor adjustments were made to incorporate invoices received and interest earned for December.

**NEW BUSINESS:**

**2. Review AGM Package:**

A final review was made of the information package for the AGM.

**3. Gardening Contract:**

The contract with River Rock Landscaping will be renewed for 2014.

**4. Electrical Wiring in Front Yard:**

This item was tabled until after the AGM.

**5. Request from Owner SL7:**

**Moved:** Yvonne Henderson

**Seconded:** Pat Tietzen

“...that permission be given to the owner of SL7, to carry out the renovation outlined in the January 6, 2014 request form, providing conditions in council’s letter of approval are met.”

**Approved Unanimously**

**6. Correspondence:**

DATE		TO	FROM	SUBJECT
Jan. 3, 2014	E-mail	Strata Council	Owner SL2	Resignation from Council
Jan. 6, 2014	Request form	Strata Council	Owner SL7	Request for permission to carry out renovation

**7. Meeting Adjourned: 2:20 pm**

SEA VISTA STRATA NW 367  
**Council Meeting**  
**February 6, 2014**

**MINUTES**

**Present :** Susan Clark, Yvonne Henderson, Pat Carr, Jack Broadbent, Mike Matheson, Deanne Barber

**Absent:**

**Chairperson:** Susan Clark

**Meeting Called to Order:** 8:45 pm

**1. The 2014 Strata Council is as follows:**

**President:** Jack Broadbent  
**Secretary:** Deanne Barber

**Vice President:** Mike Matheson  
**Treasurer:** Pat Carr

**Members at Large:** Susan Clark Yvonne Henderson

**2. Bank Signatures:**

**Moved:** Susan Clark                      **Seconded:** Yvonne Henderson  
“...that the following signatures be added to the strata accounts  
**Jack Broadbent**                              **Patricia Carr**  
and the following signatures be removed from the strata accounts  
**Patrice (Patti) Brook**                      **Patricia Tietzen.”**

**Approved Unanimously**

**Meeting Adjourned:** 9:05 pm

SEA VISTA STRATA NW 367  
ANNUAL GENERAL MEETING  
February 6, 2014  
MINUTES

**Certification of Proxies:** Proxies verified for John and Karen Cline and Corrie Charette

**Present:** Pat Tietzen, Sharyn and Jack Broadbent, John and Yvonne Henderson, Mike Matheson, Merna Hildebrandt, Judy Peterson, Keri Martens, Susan Clark, Deanne Barber, Frank Humphries, Mark Humphries (POA), Janet Macdonald, Gordon Kachuk, Pat Carr

**Absent:** Patti Brook

**Chairperson:** Susan Clark

**Proof of Notice of Meeting:** Notice of meeting posted in elevator, stairwell, and hallway to garage, as well as being included in information packages delivered to owners

**Approval of Agenda:**

**Moved:** Sharyn Broadbent

**Seconded:** Pat Carr

“...that the agenda, with the addition of the discussion item of bylaws added, be adopted.”

**Approved Unanimously**

**Approval of Minutes for:** Annual General Meeting, February 13, 2013

**Moved:** Susan Clark

**Seconded:** Pat Tietzen

“...that the minutes from the AGM on February 13, 2014 be approved.”

**Approved Unanimously**

**OLD BUSINESS:**

- 1. Depreciation Report:** The depreciation report from NORMAC APPRAISALS is undergoing its final editing and should be available very shortly.
- 2. Amendment of Rule re: Window Glass Replacement:**

**Moved:** Yvonne Henderson

**Seconded:** Jack Broadbent

“...that the rule regarding the replacement of window glass be amended a to read

“Owners who wish to replace the glass in their suite windows, without compensation, may do so, with written council approval. Only companies approved by the strata council may carry out the work.”

**Approved Unanimously**

**REPORTS:**

President's Report - Susan Clark - see attachment  
Fire and Safety Report - Yvonne Henderson - see attachment

**INSURANCE:**

**Moved:** Yvonne Henderson                      **Seconded:** Susan Clark  
“...that the payment of the insurance premium for 2015 be financed over 9 months.”

**Approved Unanimously**

**BUDGET:**

**Moved:** Yvonne Henderson                      **Seconded:** Susan Clark  
“...that the following strata fee schedule be approved.  
Suites 101,201,301                      \$360 per month  
Suites 102,202,302                      \$355 per month  
Suites 103,203,303                      \$345 per month  
Suites 104,204,304                      \$355 per month  
Suites 105,205,305                      \$355 per month”

**For: 4                      Against: 10**  
**Defeated**

**Moved:** Judy Peterson                              **Seconded:** Keri Martens  
“...that a fee schedule based on an approximate increase of \$10 per month per suite, be approved.”

**Approved Unanimously**

**Moved:** Yvonne Henderson                      **Seconded:** Sharyn Broadbent  
“...that the budget, with adjustment made to the strata fees income and the contribution to the Contingency reserve fund, be approved”

**Approved Unanimously**

**Moved:** Keri Martens                              **Seconded:** Judy Peterson  
“...that as of December 31, 2014, any monies in the Chequing Account that exceed \$3000, after all expenses are paid, be transferred to the Contingency Reserve Fund.”

**Approved Unanimously**

**NEW BUSINESS:**

**3. Discussion Items:**

a. How to eliminate smell of smoke in the hallways:

It was suggested that the Air Exchange Unit on the roof be checked to make sure there is the appropriate air circulation in the halls. Owners are reminded they are

to have door sweeps installed on their suite doors, to reduce odors in the hallways. It was suggested owners who smoke in their suites might use air purifiers.

b. Replacing carpets in stairwells, hallways and recreation room:

Quotes for replacing the carpets in the halls, on the stairs and in the recreation room, were discussed. This information is to help with planning for future renovations and upgrades to the building.

c. Replacing suite doors:

A quote for replacing suite doors was discussed. This information is to help with planning for future renovations and upgrades to the building.

d. Bylaws:

Owners were reminded that the strata council is required to uphold the bylaws and that no exceptions can be made to a bylaw. Bylaws can be changed only at the Annual General Meeting or at a Special General Meeting. Three quarters of the owners must approve the by-law.

#### **4. ELECTION OF COUNCIL**

The following council members were elected by a unanimous vote:

Jack Broadbent

Susan Clark

Deanne Barber

Mike Matheson

Pat Carr

Yvonne Henderson

#### **ADJOURNMENT:**

The meeting was adjourned at 8:40 pm

**PRESIDENT'S REPORT**  
**MARCH 2013 TO FEBRUARY 2014**

Council elected to meet every second month for the year of this report.

Belfor contracted to oversee the renovations to the lobby area. This consisted of a new front door, new interior doors, interior lights, tiling of the foyer along with the passage way to the garage and painting. All work completed. New furniture for the lobby was purchased.

Proposals for the Depreciation Report were reviewed and Normac was contracted to complete the Report which has now been received.

Normac also performed the building appraisal for insurance purposes which came in at \$3,718,000.00.

The garage door motor has been replaced.

The patios of Strata Lots 3 and 4 required repairs which were completed by Belfor. During these repairs it was discovered that extra emergency repairs were required to the deck of Strata Lot 3 at an additional cost over budgeted amount of \$3,037.38. This amount was obtained from the Contingency Fund.

The patio at the front of the building was power washed and painted.

A garage sale was held during August and raised \$460 the monies of which are being used to redecorate the recreation room.

Fire and Safety inspection of the garage sprinklers was undertaken.

Bruno the Gardener replaced some of the shrubs at the front of the building as required and also added bark mulch to the area.

The remaining window glass in suites that was itemized for replacing was completed.

SEA VISTA STRATA NW 367  
Annual General Meeting  
February 6, 2014

**FIRE SAFETY REPORT - Yvonne Henderson**

In September, Vancouver Fire and Security carried out a full trip test and service on the sprinkler system in the garage. In December they carried out the annual fire safety inspection. As a result of the inspection, two fire panel batteries and one fire extinguisher were replaced, as well as a gauge on the sprinkler system's dry valve.

The budget allotment has been maintained at last year's level, to provide for possible future repairs and/or upgrades.



Sea Vista Strata Plan NW 367  
Approved Budget for 2014

	2014 Budget
<b>INCOME:</b>	
Strata Fees	58134.00
Interest	60.00
Other Income	150.00
<b>TOTAL INCOME</b>	<b>58344.00</b>
<b>OPERATING EX:</b>	
Utilities Hydro	4000.00
Gas	11000.00
Water	1400.00
Cleaning	2800.00
Gardening River Rock	4100.00
Other	1000.00
Elevator	3000.00
Building	8000.00
Fire Safety	600.00
Fire Safety Upgrades	500.00
Misc.	258.41
Mem.Fees	75.00
Office	333.00
Stamps	
Paper	
Copies etc.	
Workshops	30.00
Bank Charges	5.05
<b>TOTAL MISC.</b>	<b>700.00</b>
Legal Fees	350.00
Insurance	11870.00
Int to Finance Ins	409.06
Window Cleaning	850.00
Window Replacement	1000.00
<b>TOTAL</b>	<b>51579.06</b>
<b>CRF:</b>	<b>6000.00</b>

SEA VISTA STRATA NW 367  
ANNUAL GENERAL MEETING  
February 6, 2014

The following schedule of strata fees was approved at the Annual General Meeting held on February 6, 2014.

Suites 101,201,301	-	\$330	per month
Suites 102,202,302	-	\$325	per month
Suites 103,203,303	-	\$316	per month
Suites 104,204,304	-	\$326	per month
Suites 105,205,305	-	\$326	per month

The strata fees are based on unit entitlement and rounded to the nearest dollar.

Please write monthly cheques dated from March 1, 2014 to February 1, 2015 inclusive.

Cheques should be made payable to **STRATA PLAN NW 367** and should be given to Pat Carr by February 21, 2014.

Sea Vista Strata Annual  
General Meeting Feb 6,  
2014

The following rule was approved at the Annual General Meeting on  
February 6, 2014

**Rule**

Owners who wish to replace the glass in their suite windows, without compensation, may do so, with written council approval. Only companies approved by the strata council may carry out the work.

**SEA VISTA STRATA NW367  
COUNCIL MEETING  
FEBRUARY 18<sup>TH</sup>, 2014**

**PRESENT:** Jack Broadbent, Mike Matheson, Pat Carr, and Yvonne Henderson

**Absent:** Deanne Barber, Susan Clark

**Chairperson:** Jack Broadbent

**Meeting Called or Order:** 6:45pm

**Approval of Agenda:** Moved by Jack Broadbent, 2<sup>nd</sup> Pat Carr. Motion passed unanimously.

**Approval of Minutes from Feb. 06, 2014:** Moved by Yvonne Henderson, 2<sup>nd</sup> by Mike Matheson. Motion passed unanimously.

**Welcome to new council members 2014-**

**President:** Jack Broadbent, **Vice-President:** Mike Matheson:

**Treasurer:** Pat Carr, **Secretary:** Deanne Barber.

**Members at Large:** Yvonne Henderson , and Susan Clark

**OLD BUSINESS:**

1. **Depreciation Report** -. Minor adjustments are being made to the report.  
Final copy will be delivered soon.

2. **Outside lights** -, Mike will be contacting Peach Arch Electrics to get an estimate for repair.

3 **Air Exchange Vent** - Jack will contact Gandy Installations, who service air exchange, check the system.

**NEW BUSINESS:**

1. **Volunteers** – Needed for various tasks around the building

2. **Repairs to concrete wall in garage** - Mike will contact Ian Brown, Spanish Banks Renovations for an updated quote

3 **Request for glass window replacement Lot # 6** - Motion moved to approve – Jack. Motion 2<sup>nd</sup> Mike. Motion passed unanimously.

4; **Oil spill** on the garage floor of parking stall #9. . Owner will be notified

5. **Updated list of emergency contacts:** Deanne will contact owners.

**6. Building maintenance jobs and contacts:**

Lighting and general - Mike

Cleaning maintenance – Sharon Broadbent

Elevator inspections – Pat Carr

Fire safety inspections – Jack

7. **Vinyl siding cleaning** – Various companies will be contacted for quotes by Mike

8. **Hallway lighting sconces** – Updating to modernize décor. Jack and Pat will research for cost of replacement

Meeting adjourned 7:45pm . Next council meeting, Wed. 26<sup>th</sup> March 2014

SEA VISTA STRATA NW 367  
**Council Meeting**  
**February 28, 2014**

**MINUTES**

**Present :** Yvonne Henderson, Jack Broadbent, Mike Matheson

**Absent:** Susan Clark, Pat Carr, Deanne Barber

**Chairperson:** Jack Broadbent

**Meeting Called to Order:** 4:55 pm

**1. Repairs to Wall in Garage:**

**Moved:** Jack Broadbent

**Seconded:** Yvonne Henderson

“...that Spanish Banks Renovations carry out the repairs on the wall in the garage at the cost of \$1,232.”

**Approved Unanimously**

**Meeting Adjourned:** 5:05 pm

SEA VISTA STRATA NW 367  
**Agenda for Council Meeting Wednesday, March 26, 2014**

**Chair Person:** Jack Broadbent

**Present:** Jack Broadbent, Pat Carr, Susan Clark, Mike Matheson, Yvonne Henderson

**Absent:** Deanne Barber

**Meeting Called to Order:** 6:40

**Approval of Agenda:**

**Moved:** Susan Clark                      **Seconded:** Pat Carr

"... that the agenda be approved with the addition, under old business, for cleaners and under new business, of Exterior Maintenance Program, Garden Sprinkler System and Garden"

Approved Unanimously

**Approval of Minutes:**

**Moved:** Mike Matheson                      **Seconded:** Jack Broadbent

"... in that the minutes of Feb 18, 2014 meeting be approved."

Approved Unanimously

**OLD BUSINESS:**

**1. Depreciation Report**

-report has been completed and a copy will be given to each owner

Note: possession of the report does not give individual right to copy or distribute

**2. Outside Lights**

Susan – will get samples of lights to replace 2 at front door

Mike – will get quote from Peace Arch Electric to repair garden sockets, carriage lights and install 2 exterior lights

**3. Air Exchange Unit**

Jack will contact Gardy Installations regarding service.

**4. Repairs to Concrete Wall in Garage**

Additional repairs are still required. A stretch of dry weather is needed to complete the work

**5. Oil Spill in Parking Garage**

Parking Stall #9. Jack will contact owner. If not cleaned by April 5 official letter will be sent

**6. Vinyl Siding Cleaning**

Pat to get revised quote from Reflective Window Cleaners, regarding a soft clean of North and East walls only.

**7. Hallway lighting sconces**

Susan will get samples.

Mike will get quote from Peace Arch Electric regarding installation

**8. Cleaners**

Jack will meet with Marathon Maintenance to discuss contract and service

**NEW BUSINESS:**

**1. Permission for renovations for Strata Lot #2**

Moved: Jack Broadbent                      Seconded: Pat Carr

"...that permission be given to owner of Strata Lot #2 to carry out renovations outlined in request of March 20, 2014

**2. Proposal for Garage and Storage cleaning**

Date to be set for late May

**3. Exterior Maintenance Programme**

Yvonne to contact Ian from Spanish Banks Renovations to discuss

**4. Garden Sprinkler System**

Mike to get quotes for twice yearly sprinkler service for Rainbird System

**5. Gardner**

Susan will get quotes from Bruno from River Rock Landscaping regarding addition of bark mulch and removal and replacement of bushes

**CORRESPONDENCE:**

Feb 18	To Strata	From Owner Strata Lot 6	Windows
Feb 19	To Owner Stata Lot 6	From Strata	Approval
March 20	To Strata	From Owner Strata Lot 2	Request for Renovations

**Adjournment: 8:30**

**Next Council Meeting: May 7, 2014 6:30 pm**

SEA VISTA STRATA NW 367  
**Agenda for Council Meeting Wednesday, May 6, 2014**

**Chair Person:** Jack Broadbent

**Present:** Jack Broadbent, Pat Carr, Susan Clark, Mike Matheson, Deanne Barber

**Meeting Called to Order:** 6:05

**Approval of Agenda:**

**Moved:** Susan Clark                      **Seconded:** Deanne Barber

"... that the agenda be approved "

Approved Unanimously

**Approval of Minutes:**

**Moved:** Mike Matheson                      **Seconded:** Jack Broadbent

"... that the minutes of March 26, 2014 meeting be approved."

Approved Unanimously

**OLD BUSINESS:**

1. **Repairs to Concrete Wall**  
All repairs have been completed.
2. **Cleaners**  
Have been contacted and services are being monitored by council.
3. **Air Exchange Unit**  
Make up air unit belts have been replaced and appear to be working correctly. They will be monitored regularly.  
Air flow has greatly improved in the building.
4. **Indoor Wall Sconces**  
Mike and Jack will research for an electrician for the installation of hall lights.
5. **Power Washing**  
Reflective window cleaning has been booked to soft scrub the East and North side walls of the building.
6. **Oil Spill in Parking Garage**  
Letter will be sent to owner pertaining to correction.
7. **Garden Sprinkler System**  
Columbia Irrigation has been appointed for yearly maintenance. They have performed this seasons service.

**NEW BUSINESS:**

1. **Parking Area Clean Up**  
Annual Garage clean-up scheduled for Sunday, June 8th in the am. Time to be announced.
2. **Gas Consumption**  
Price of gas has increased significantly. All owners should be considerate of gas usage.
3. **Doors and Cedar**  
Mike is going to get estimates for new suite doors and the cost of painting the cedar in the halls



4. **Asbestos Assessment Letter from Belfor**  
Letter will be distributed to all owners.

5. **Building Keys**  
Mike will contact locksmith regarding a quote on possibly reducing the number of keys required for the building.

**CORRESPONDENCE:**

Date: Realtor Ann Chow – requested Form B

April 15 - Received Contractors Report

**Adjournment:** 7:30

**Next Council Meeting:** June 11, 2014 6:30 pm

SEA VISTA STRATA NW 367  
Council Meeting - Saturday, September 20 2014

**MINUTES**

**Present :** Susan Clark, Pat Carr, Jack Broadbent, Mike Matheson  
**Observer:** Yvonne Henderson  
**Absent:** Deanne Barber  
**Chairperson:** Jack Broadbent  
**Meeting Called to Order:** 10:10 AM

**Approval of Agenda:**      **Moved:** Susan Clark      **Seconded:** Pat Carr  
    "...that the agenda be approved."

**Approved Unanimously**

**Approval of Minutes:**      **Moved:** Susan Clark      **Seconded:** Mike Matheson  
    "...that the minutes of the meeting of July 11, 2014, be approved"

**Approved Unanimously**

**Strata Council:**      **Moved:** Jack Broadbent      **Seconded:** Pat Carr  
    "...that strata council delegate Yvonne Henderson to fill the council position left vacant in April 2014."

**Approved Unanimously**

**OLD BUSINESS:**

- 1. Cleaners:** Pat Carr is looking for a company to replace Marathon Maintenance.
- 2. Landscaping:** Several more bushes will be planted along the patio railing and in the garden.
- 3. Electrical Repairs.** G & G Electric will complete repairs to the light over the back door, replace ballasts in the garage and replace the lights along the driveway.
- 4. Keys and Building Security:** Trident Key Mart will make modifications to the front and back doors to improve our building security. All locks will be re-keyed.
- 5. Depreciation Report:** Owners should have a copy of the Depreciation Report. Please become familiar with this document as future work in the building will be based on the recommendations.

**NEW BUSINESS:**

- 6. Boiler Replacement:** Suddenly, it has become necessary for us to replace our boiler.  
**Moved:** Mike Matheson      **Seconded:** Pat Carr  
    "...that the boiler be replaced by Fleetwood Plumbing at a cost of \$7000 plus GST. The needed funds will be taken from the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act."

**Approved Unanimously**

**7. Floor Covering and Suite Door Replacement:**

Carpets in the common areas and some suite doors are deteriorating rapidly. A **Special General Meeting** will be held on **November 19, 2014** to vote on the replacement of floor coverings and suite doors and funding for these projects.

**8. Air Exchange Unit:**

Council is getting quotes for the replacement of the Air Exchange Unit (HVAC) as it will need to be replaced soon. The information will be used in future budget planning.

**9. Treasurer's Report:**

Financial projections were shared with the council.

**10. Response to Letter of Complaint:**

Jack Broadbent will respond in writing to a complaint filed by the owner of Strata Lot 3.

**11. Correspondence:**

DATE		TO	FROM	SUBJECT
Sept. 11, 2014	e-mail	Strata Council	Owner Strata Lot 3	Complaint

**16. Meeting Adjourned: 11:45 am**

SEA VISTA STRATA NW 367  
**Minutes - Council Meeting Wednesday, October 28, 2014**

**Chair Person:** Jack Broadbent

**Present:** Jack Broadbent, Susan Clark, Mike Matheson, Deanne Barber, Yvonne Henderson

**Absent:** Pat Carr

**Meeting Called to Order:** 6:30

**Approval of Agenda:**

**Moved:** Susan Clark                      **Seconded:** Deanne Barber

"...that the agenda be approved "

**Approved Unanimously**

**Approval of Minutes:**

**Moved:** Mike Matheson                      **Seconded:** Yvonne Henderson

"... that the minutes of September 20 , 2014 meeting be approved."

**Approved Unanimously**

**OLD BUSINESS:**

1. **Cleaners:** New Cleaners have been hired.
2. **Electrical Repairs:** New lights at the side of the driveway were installed and ballasts in the garage replaced.
3. **Security:** Security has been upgraded on both the back and the front doors.
4. **Depreciation Report:** An information meeting for all owners will be held November 19<sup>th</sup>, 2014 at 7:00 pm in the rec room.

**NEW BUSINESS:**

1. **Annual Fire and Safety Inspection:** Vancouver Fire and Security has been contacted and an appointment will be scheduled late November. A notice will be posted.  
Please make sure all items are cleared behind the cars before the inspection.  
Extra Storage Room - Please make sure boxes that are empty are flattened. Also, check through and get rid of anything you don't need.
2. **Annual Appraisal – NORMAC:** Will be contacted to do the annual appraisal and send the information on to the insurance company.
3. **Garden Sprinkler System:** Columbia will be contacted to winterize the sprinkler system.

4. **Special General Meeting:** The special meeting scheduled for November 19<sup>th</sup> will not be held. The vote for carpeting and the doors will be taken at the Annual General Meeting.

**5. Renovation Requests:**

Strata Lot 3

**Motion:** "... that the request for installation of hardwood floors in SL3 be approved, providing conditions outlined in council's letter be met."

**Moved:** Yvonne Henderson    **Seconded:** Jack Broadbent    **Approved Unanimously**

Strata Lot 3

**Motion:** "...that the request to install a Savannah fireplace system be approved, providing its suitability is confirmed by an independent source."

**Moved:** Yvonne Henderson    **Seconded:** Jack Broadbent    **Approved Unanimously**

Strata Lot 8

**Motion:** "...that the request to carry out renovations to the master bathroom in Strata Lot 8 be approved."

**Moved:** Jack Broadbent    **Seconded:** Susan Clark    **Approved Unanimously**

6. **Back Stairwell:** Complaints of Vibration/ Noise noticed in the back stairwell. Will be investigated

**CORRESPONDENCE:**

Date: 22/09/14      Letter To: SL 3      From: Council      Subject: Response to letter from SL3

Date: 13/10/14      Letter To: Council      From: SL 3      Subject: Renovations

Date: 20/10/14      E-mail To: Council      From: SL 8      Subject: Renovations

**Adjournment:** 8:00 pm

**Next Council Meeting:** To be announced after November information meeting

SEA VISTA STRATA NW 367  
**Council Meeting**  
**Monday December 15, 2014**

**MINUTES**

**Present :** Susan Clark, Yvonne Henderson, Jack Broadbent  
**Absent:** Pat Carr, Deanne Barber, Mike Matheson  
**Chairperson:** Jack Broadbent  
**Meeting Called to Order:** 8:00 pm

**1. Renewal of Insurance**

**Moved:** Susan Clark                      **Seconded:** Jack Broadbent

“...that Sea Vista Strata continue its insurance coverage through HUB International Coastal Insurance.”

**Approved Unanimously**

**2. Fortis Fireplace Rebate Program:**

Once council has confirmed the procedures for this program, it will authorize Fortis to rebate those owners who have installed fireplaces that meet the requirements.

**3. Correspondence:**

DATE		TO	FROM	SUBJECT
Dec. 8, 2014	E-mail	Strata Council	Owner SL3	Fortis Rebate

**4. Meeting Adjourned:** 8:15 pm

Next Council Meeting: Wednesday January 7, 2015 at 7:00 pm

AGM - tentative date of January 29, 2015