

**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN LMS 4573 – "THE WESTERLY"**  
**18 JACK MAHONY PLACE & 15 SMOKEY SMITH PLACE, NEW WESTMINSTER, BC**

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Held: March 2, 2011  
In Unit #106 Thanks to Ed Lofeudo

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**PRESENT:** Nicole Geekie, President  
Ed Lofeudo, Secretary

**REGRETS:** Greg Hamm, Treasurer  
Nancy Milliken

**MANAGING AGENT:** Boon Sim, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**MINUTES**

It was **MOVED, SECONDED** and **CARRIED** to approve the minutes of the previous council meeting held January 12, 2011.

**BUSINESS ARISING**

1. **Gas Timer Switches:** DMS Mechanical has completed one installation date and a second date has been scheduled for March 5, 2011 to access units that were not made available on their first visit. The specific units missed were mailed a notice advising of the second installation date. Owners are asked to contact the strata agent if they experience issues with the timer switches after installation.
  
2. **General Maintenance:**
  - **Hot Water Pressure** - Lazar Plumbing & Heating was asked to address issues with the hot water pressure in the condominium building. The contractor increased the pressure and temperature slightly. Owners advised that they have experienced an improvement in water pressure.
  - **Gutter Cleaning** - Klaus in the House has been asked to clean the gutters. The contractor will clean the gutters when the weather permits. Should owners notice gutters overflowing, they are asked to please report it to the strata agent, Boon Sim, [bsim@ascentpm.com](mailto:bsim@ascentpm.com).
  - **Paint** - Klaus in the House provided a quote in the amount of \$2,500.00 plus paint costs to paint perimeter fences. It was moved, seconded and carried to proceed with the work, as quoted.
  - **Lights** - AIM Electric was dispatched to attend to the courtyard and security lights that were no longer working around the complex.
  - **Pest Control** - CARE Pest Control was dispatched to attend to a unit owner's concern with respect to a pest. Work has been conducted to prevent pests from further entering the building.
  - **Fire Safety Inspection** - Vancouver Fire has been scheduled to inspect the fire safety equipment at the complex on March 7 and 8, 2011. Notices have been posted to advise owners of the dates for which unit access is required.

3. **Bylaws:** Council will continue to monitor the use of the parkade. It was noted that the appearance of the parkade has improved ever since people have stopped storing inappropriate items in their parking stalls.

## **FINANCIALS**

1. **Financial Statements:** Approval of the January and February 2011 financial statements was tabled until the next council meeting.
2. **Accounts Receivable:** Owners in arrears are reminded that the strata corporation will be following the procedure outlined below to collect outstanding amounts.

### **STRATA FEE PAYMENTS**

**IT IS AN OWNER'S RESPONSIBILITY TO ENSURE THAT THEIR MONTHLY STRATA FEES AND SPECIAL LEVY PAYMENTS ARE CURRENT. FINES ARE ASSESSED MONTHLY, PURSUANT TO THE BYLAWS OF LMS 4573, AGAINST ALL OUTSTANDING ACCOUNTS FOR STRATA FEES OR SPECIAL LEVIES. PLEASE CONTACT MARY WARD IN ASCENT'S ACCOUNTS RECEIVABLE DEPARTMENT IF YOU ARE UNSURE OF YOUR ACCOUNT STATUS. MARY CAN BE REACHED BY EMAIL AT [mward@ascentpm.com](mailto:mward@ascentpm.com).**

### **POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS**

- Step 1:** All outstanding accounts will receive a Statement of Account. This will show your account balance and a reminder to please remit your payment in full.
- Step 2:** A lien warning letter will be sent advising the owner that if the account is not paid in full within 21 days that a lien will be placed against the strata lot. A title search charge of \$100.80 is added to the account of the owner receiving the lien warning. A copy of the lien warning letter is also sent to the mortgage company, as it is a default on the mortgage.
- Step 3:** If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against your unit, a \$616.00 charge will be applied to your unit to cover the cost associated with the lien. The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.
- Step 4:** If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

Council received an update that an owner in significant arrears of strata fees contacted the office and they will be providing partial payment of the amount outstanding.

## **CORRESPONDENCE**

1. Correspondence was received from an owner requesting a reminder that owners should not walk on their hard surfaced flooring with shoes. Owners in the community are reminded to be considerate of their neighbours' right to enjoy peace and quiet in their homes.

## **NEW BUSINESS**

1. **Uneven Pavers:** An owner reported uneven pavers. These will be investigated further and re-levelled when the weather is more cooperative.
2. **Unit Leak:** A leak reported in a unit was attended to by Angel Restoration and Lazar Plumbing & Heating. They were delayed in determining the source of the leak because they were unable to get access to the unit above, which caused further damage to the below unit. The water came from an item deemed to be the owner's responsibility and therefore, they will be held responsible for all repair costs. The leak was stopped and the repairs to the unit affected were commenced. Owners are reminded to update their contact information with the strata agent, if and when any of it changes.
3. **Elevator Machine Room:** Richmond Elevator was dispatched after a report was received that there was a smell in the P2 lobby area.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:40 p.m.

## **NEXT MEETING**

The next council meeting has been scheduled for April 6, 2011.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan LMS 4573

Boon Sim  
Strata Agent  
Direct Line: 604-293-2421

BS/mm

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: 604-431-1800 Fax: 604-431-1818 Email: ascent@ascentpm.com Website: www.ascentpm.com*

**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN LMS 4573 – “THE WESTERLY”**  
**18 JACK MAHONY PLACE & 15 SMOKEY SMITH PLACE, NEW WESTMINSTER, BC**

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Held: May 5, 2011  
In Unit #225 Thanks to Nancy Milliken

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**PRESENT:**

Nicole Geekie	President
Ed Lofeudo	Secretary
Greg Hamm	Treasurer
Nancy Milliken	

**MANAGING AGENT:** Boon Sim, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**MINUTES**

It was **MOVED, SECONDED** and **CARRIED** to approve the minutes of the previous council meeting held March 2, 2011.

**BUSINESS ARISING**

1. **Gas Timer Switches:** DMS Mechanical completed the second installation of timer switches. Completed forms as well as remaining timers were forwarded to FortisBC (formerly Terasen Gas) and a rebate is expected.
  
2. **General Maintenance:**
  - **Gutter Cleaning:** Klaus in the House is in the process of cleaning the buildings' gutters. Should owners notice gutters overflowing, they are asked to report it to the strata agent, Boon Sim, [bsim@ascentpm.com](mailto:bsim@ascentpm.com).
  - **Paint:** Klaus in the House will perform exterior painting when the weather is more cooperative. The contractor will be asked to attend to the center courtyard benches as they will need to be re-stained prior to installation.
  - **Lights:** It was confirmed that AIM Electric attended to the exterior lights previously reported to not be working properly.
  - **Pest Control:** CARE Pest Control was dispatched to attend to a unit owner's concern with respect to a pest. Work has been conducted to prevent pests from entering the building.
  - **Fire Safety Inspection:** Vancouver Fire provided a summary report and recommendations for repairs. Council reviewed the recommendations and agreed to proceed with the work. The strata agent was directed to correspond with the units that did not provide access during the first scheduled inspection date to advise them that they will be given one final opportunity to have their units' fire safety equipment tested. Should access not be provided during a second inspection, the unit owner will be responsible for providing proof that the testing was performed by a qualified contractor of their choosing.
  - **Power Washing:** Council agreed that walkways, stairwells and the parkade should be power washed. The strata agent was directed to coordinate the service as well as to request a quote to have ground floor patios power washed.
  
3. **Bylaws:** Council will continue to monitor the use of the parkade. The strata agent will be forwarded a list of stalls found to be storing items inappropriately or with unsightly oil stains.

4. **Landscape:** Council discussed a number of areas requiring additional work. An appointment will be scheduled with Vancouver Crown to perform a walk around, to request quotes for the work required as well as to address service issues.

## **FINANCIALS**

1. **Financial Statements:** Financial statements for January and February 2011 were approved, as presented. The March 2011 financial statements will be approved at the next scheduled council meeting.

As at the end of March 2011, the strata corporation was operating with a deficit of (\$26.47).

2. **Accounts Receivable:**

Owners in arrears are reminded that the strata corporation will be following the procedure outlined below to collect outstanding amounts.

### **STRATA FEE PAYMENTS**

**IT IS AN OWNER'S RESPONSIBILITY TO ENSURE THAT THEIR MONTHLY STRATA FEES AND SPECIAL LEVY PAYMENTS ARE CURRENT. FINES ARE ASSESSED MONTHLY, PURSUANT TO THE BYLAWS OF LMS 4573, AGAINST ALL OUTSTANDING ACCOUNTS FOR STRATA FEES OR SPECIAL LEVIES. PLEASE CONTACT MARY WARD IN ASCENT'S ACCOUNTS RECEIVABLE DEPARTMENT IF YOU ARE UNSURE OF YOUR ACCOUNT STATUS. MARY CAN BE REACHED BY EMAIL AT [mward@ascentpm.com](mailto:mward@ascentpm.com).**

### **POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS**

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- Step 2:** A lien warning letter will be sent advising the owner that if the account is not paid in full within 21 days that a lien will be placed against the strata lot. A title search charge of \$100.80 is added to the account of the owner receiving the lien warning. A copy of the lien warning letter is also sent to the mortgage company, as it is a default on the mortgage.
- Step 3:** If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against your unit, a \$616.00 charge will be applied to your unit to cover the cost associated with the lien. The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.
- Step 4:** If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

3. **Contingency Reserve Fund:** Funds were borrowed from the Contingency Reserve Fund in order to meet the cash flow requirements of the strata corporation. As at the end of March 2011, the total amount of funds loaned to the operating account was \$5,664.34. These funds will be returned to the Contingency Reserve Fund as soon they become available again in the operating account.

4. **Budget Proposal:** Council discussed the budget to be proposed at the upcoming Annual General Meeting. An increase in strata fees can be anticipated as operating costs for the strata corporation are increasing. The council will be mindful when reviewing and proposing a budget to try to keep the required increase to a minimum.

### **CORRESPONDENCE**

1. Correspondence was received from an owner refuting a bylaw infraction. The owner's explanation regarding the noise disturbance was found to be acceptable by the strata council. A motion was made, seconded and carried to rescind the fine applied to their account for the infraction.

### **NEW BUSINESS**

1. **AGM Preparation:** A resolution to amend the bylaw related to quorum requirements at general meetings will be presented to the owners for approval at the upcoming Annual General Meeting.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30 p.m.

### **NEXT MEETING**

The next meeting will be the Annual General Meeting, tentatively scheduled for June 20, 2011.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan LMS 4573

Boon Sim  
Strata Agent  
Direct Line: 604-293-2421

BS/mm

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**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN LMS 4573 – "THE WESTERLY"**  
**18 JACK MAHONY PLACE & 15 SMOKEY SMITH PLACE, NEW WESTMINSTER, BC**

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Held: August 22, 2011  
In Unit #140 Thanks to Diane Elder

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**PRESENT:** Nicole Geekie                      President  
Greg Hamm                              Treasurer  
Ed Lofeudo                              Secretary  
Diane Elder  
Karen Seeley  
Patricia Kooy

**REGRETS:** Nancy Milliken              Vice President

**MANAGING AGENT:** Boon Sim, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:05 p.m.

**MINUTES**

It was moved, seconded and carried to approve the minutes of the previous council meeting held May 5, 2011.

**BUSINESS ARISING**

1.     **Gas Timer Switches:** Owners were requested to complete and return a unit owner agreement form from FortisBC. FortisBC requires executed copies from all owners in order to reimburse the strata corporation for the installation of gas timer switches.

A number of unit owners have not returned their form to date. Owners are asked to please submit the form to Boon Sim as soon as possible.

2.     **General Maintenance:**

- **Gutter Cleaning:** Klaus in the House cleaned the gutters around the complex. The contractor will provide an observation report for the roof and for any gutter deficiencies.
- **Paint:** Klaus in the House will be painting fences around the complex.
- **Pest Control:** CARE Pest Control was dispatched to attend to unit owners' concerns regarding pests. They treated areas to prevent pests from entering the building and the complex as a whole.
- **Annual Fire Safety Inspection:** Vancouver Fire completed the annual fire safety inspection repairs.
- **Power Washing:** Klaus in the House completed the power washing, as scheduled.

- **Mechanical:** Lazar Plumbing submitted a report in which they recommend that one of the make-up air unit's motors be replaced and that the hot water tank be serviced. Council reviewed the report and they agreed that the recommendations should be performed.
  - **Dryer Vent Cleaning:** National Air Technologies has been asked to schedule a date to service the building. A notice will be posted advising owners of the dryer vent cleaning.
3. **Bylaws:** A number of owners responded to bylaw infraction letters they received for storing various items in their parking stalls. Council reviewed the owners' correspondence and requested that the strata agent respond accordingly.
  4. **Landscape:** Members of council have been working with Vancouver Crown to address areas of concern throughout the property.
  5. **Bike Racks:** Council will continue to investigate the feasibility of utilizing a room in the building as a place to store bikes. It was determined that the room they had in mind would only be able to accommodate a limited number of bikes and as a result, a lottery would most likely need to be conducted to allocate the available space to the individual parties interested.
  6. **Garbage Cans:** An owner's suggestion that council consider having garbage cans installed in each elevator lobby was discussed further. It was determined that the installation of additional garbage cans would not be beneficial to the building as in most instances, the garbage can is not utilized properly and it becomes unsightly.

## **FINANCIALS**

1. **Financial Statements:** Financial statements were approved up to and including the month of June 2011. The July 2011 financial statements will be approved at the next scheduled council meeting.
2. **Accounts Receivable:**

Owners in arrears are reminded that the strata corporation will be following the procedure outlined below to collect outstanding amounts.

### **STRATA FEE PAYMENTS**

**IT IS AN OWNER'S RESPONSIBILITY TO ENSURE THAT THEIR MONTHLY STRATA FEES AND SPECIAL LEVY PAYMENTS ARE CURRENT. FINES ARE ASSESSED MONTHLY, PURSUANT TO THE BYLAWS OF LMS 4573, AGAINST ALL OUTSTANDING ACCOUNTS FOR STRATA FEES OR SPECIAL LEVIES. PLEASE CONTACT MARY WARD IN ASCENT'S ACCOUNTS RECEIVABLE DEPARTMENT IF YOU ARE UNSURE OF YOUR ACCOUNT STATUS. MARY CAN BE REACHED BY EMAIL AT [mward@ascentpm.com](mailto:mward@ascentpm.com).**

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**Step 3:** If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against your unit, a \$616.00 charge will be applied to your unit to cover the cost associated with the lien. The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.

**Step 4:** If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

3. **Contingency Reserve Fund:** Funds were borrowed from the Contingency Reserve Fund in order to meet the cash flow requirements of the strata corporation. As at the end of July 2011, the total amount of funds loaned to the operating account was \$15,125.44. These funds will be returned to the Contingency Reserve Fund as soon they become available again in the operating account.

### **CORRESPONDENCE**

1. Correspondence was received from an owner refuting a bylaw infraction. The owner's explanation regarding the noise disturbance was found to be acceptable by the strata council. It was moved, seconded and carried to rescind the fine applied to their account for the infraction.

### **NEW BUSINESS**

1. **Hallway Repairs:** The strata agent was asked to follow up on the repairs required to a hallway after a water supply pipe leaked. The strata agent was also asked to have the door behind the fire escape attended to.
2. **Parkade Door:** It has been reported that the parkade door does not close properly. A contractor will be dispatched to adjust the door to maintain building security.
3. **Email Minutes:** If owners are interested in receiving minutes by email, they are encouraged to email the strata agent, Boon Sim, at [bsim@ascentpm.com](mailto:bsim@ascentpm.com). Email distribution of minutes would help the strata corporation to save on photocopying and postage costs.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30 p.m.

### **NEXT MEETING**

The next meeting has been scheduled for October 11, 2011.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan LMS 4573

Boon Sim  
Strata Agent  
Direct Line: 604-293-2421  
BS/mm

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**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN LMS 4573 – "THE WESTERLY"**  
**18 JACK MAHONY PLACE & 15 SMOKEY SMITH PLACE, NEW WESTMINSTER, BC**

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Held: October 11, 2011  
In Unit #109 Thanks to Patricia Kooy

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**PRESENT:** Nicole Geekie                      President  
                  Ed Lofeudo                              Secretary  
                  Nancy Milliken                          Vice President  
                  Patricia Kooy

**REGRETS:** Greg Hamm                              Treasurer  
                  Diane Elder  
                  Karen Seeley

**MANAGING AGENT:** Boon Sim, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**MINUTES**

It was moved, seconded and carried to approve the minutes of the previous council meeting held August 4, 2011.

**BUSINESS ARISING**

1. **Gas Timer Switches:** A number of unit owners have not returned their agreements to date. Owners are asked to immediately submit the form to Boon Sim. Until all of the agreements have been received, the strata corporation cannot submit them to Fortis BC for the installation rebate.

Fortis BC has been contacted to provide an additional timer switch for a unit reporting their unit was missed.

2. **General Maintenance:**

- **Gutter Cleaning:** Klaus in the House performed a fall leaf clearing of the gutters.

The contractor addressed a unit's gutter that was reported to no longer work properly.

- **Roof:** Klaus in the House conducted required maintenance to areas of the roof observed to require attention during the gutter cleaning. Overall, no major concerns for the condition of the roof were noted.

- **Hallways:** The hallways affected by a leaking pipe have been repaired. All that still needs to be done is the cleaning of the carpets which will be done during the annual carpet cleaning.

3. **Landscape:** A number of trees are being addressed for pruning or possible removal. The gardening committee is thankful for owners willing to contribute their time to help maintain the landscape throughout the complex.

A proposal has been received for the installation of patio pavers in areas where it has been found that plantings of various forms have not been successful.

## **FINANCIALS**

1. **Financial Statements:** Financial statements for July through to September 2011 will be approved at the next scheduled council meeting. The strata corporation is currently operating within the budget.
2. **Accounts Receivable:** Owners in arrears are reminded that the strata corporation will be following the procedure outlined below to collect outstanding amounts.

### **STRATA FEE PAYMENTS**

**IT IS AN OWNER'S RESPONSIBILITY TO ENSURE THAT THEIR MONTHLY STRATA FEES AND SPECIAL LEVY PAYMENTS ARE CURRENT. FINES ARE ASSESSED MONTHLY, PURSUANT TO THE BYLAWS OF LMS 4573, AGAINST ALL OUTSTANDING ACCOUNTS FOR STRATA FEES OR SPECIAL LEVIES. PLEASE CONTACT MARY WARD IN ASCENT'S ACCOUNTS RECEIVABLE DEPARTMENT IF YOU ARE UNSURE OF YOUR ACCOUNT STATUS. MARY CAN BE REACHED BY EMAIL AT [mward@ascentpm.com](mailto:mward@ascentpm.com).**

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- Step 3:** If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against your unit, a \$616.00 charge will be applied to your unit to cover the cost associated with the lien. The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.
- Step 4:** If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

3. **Contingency Reserve Fund (CRF):** Funds continue to be borrowed from the Contingency Reserve Fund (CRF). A large portion of the loan was used to pay the premiums required to renew the insurance policy for an entire year.

As at the end of September 2011, \$20,860.31 had been borrowed from the CRF. When funds become available in the operating account they will be transferred back to the CRF.

## **CORRESPONDENCE**

1. Correspondence was received from an owner requesting that their unit door be painted.

2. Council reviewed correspondence from an owner with respect to garbage being left on their vehicle in the parkade. Notices will be created by council and posted.

### **NEW BUSINESS**

1. **Emailing of Minutes:** If owners are interested in receiving minutes by email, they are encouraged to email the strata agent, Boon Sim, at [bsim@ascentpm.com](mailto:bsim@ascentpm.com). Email distribution of minutes would help the strata corporation to save on photocopying and postage costs.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30 p.m.

### **NEXT MEETING**

The next meeting has been scheduled for November 8, 2011.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan LMS 4573

Boon Sim  
Strata Agent  
Direct Line: 604-293-2421  
BS/mm

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**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN LMS 4573 – “THE WESTERLY”**  
**18 JACK MAHONY PLACE & 15 SMOKEY SMITH PLACE, NEW WESTMINSTER, BC**

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Held: November 8, 2011  
In Unit #109 Thanks to Patricia Kooy

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**PRESENT:**

Nicole Geekie	President
Nancy Milliken	Vice President
Greg Hamm	Treasurer
Ed Lofeudo	Secretary
Patricia Kooy	
Diane Elder	
Karen Seeley	

**MANAGING AGENT:** Boon Sim, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:05 p.m.

**MINUTES**

It was moved, seconded and carried to approve the minutes of the previous council meeting held October 11, 2011.

**BUSINESS ARISING**

1. **Gas Timer Switches:** Follow up correspondence was sent to a number of units owners requesting that they immediately complete and return the FortisBC owner agreement. Only a few responded so council members offered to follow up with the remaining unit owners.

Additional units have stepped forward to report that timer switches have not been installed in their units. These claims will be investigated and FortisBC will be contacted to provide additional timer switches for the missed units.

2. **General Maintenance:**
  - **Benches:** Klaus in the House will be asked to store the courtyard benches.
  - **Unit Deck:** A unit reported a concern with their deck surface; the concern will be investigated.
3. **Rentals:** The number of rentals within the strata corporation has been confirmed. An owner who rented their unit without permission will be mailed appropriate bylaw infraction correspondence and they will be fined.

**FINANCIALS**

1. **Financial Statements:** Financial statements for July through to October 2011 were approved, as presented. The strata corporation is half way through the fiscal year and is operating with a surplus.

2. **Accounts Receivable:** Owners in arrears are reminded that the strata corporation will be following the procedure outlined below to collect outstanding amounts.

### **STRATA FEE PAYMENTS**

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- Step 4:** If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

### **CORRESPONDENCE**

1. There was no new correspondence to review at the meeting.

### **NEW BUSINESS**

1. **Emailing of Minutes:** If owners are interested in receiving minutes by email, they are encouraged to email the strata agent, Boon Sim, at [bsim@ascentpm.com](mailto:bsim@ascentpm.com). Email distribution of minutes would help the strata corporation to save on photocopying and postage costs.
2. **Snow Shoveling:** Owners are reminded that the walkways and driveways are to be shoveled by owner volunteers. Snow shovels and salt are available in the garbage room.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30 p.m.

## **NEXT MEETING**

The next meeting has been scheduled for December 13, 2011.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan LMS 4573

Boon Sim  
Strata Agent  
Direct Line: 604-293-2421

BS/mm

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**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN LMS 4573 – "THE WESTERLY"**  
**18 JACK MAHONY PLACE & 15 SMOKEY SMITH PLACE, NEW WESTMINSTER, BC**

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Held: December 13, 2011  
In Unit #106 Thanks to Ed Lofeudo

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**PRESENT:** Nancy Milliken Vice President  
Ed Lofeudo Secretary  
Patricia Kooy  
Karen Seeley

**REGRETS:** Nicole Geekie President  
Greg Hamm Treasurer  
Diane Elder

**MANAGING AGENT:** Boon Sim, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:05 p.m.

**MINUTES**

It was moved, seconded and carried to approve the minutes of the previous council meeting held November 8, 2011.

**BUSINESS ARISING**

1. **Gas Timer Switches:** The majority of the outstanding forms were received after members of council followed up with owners. Copies of the forms received to date have been forwarded to FortisBC for a rebate even though there are still four (4) forms that are unaccounted for. The strata agent will continue to try to get the unit owners to complete the necessary forms.

FortisBC has been asked to supply additional timers to the units that did not originally have them installed.

2. **General Maintenance:**
  - **Benches:** Klaus in the House will be asked to ensure that the courtyard benches are returned to storage for the winter.
3. **Rentals:** Rentals within the building were confirmed. The owner of a unit who was in contravention of the rental bylaws indicated that they have taken steps to conform to the rental bylaws. The strata agent will confirm that they followed through with the promise to change the owners on title.

**FINANCIALS**

1. **Financial Statements:** Approval of the November 2011 financial statements was postponed until the next council meeting.



2. **Accounts Receivable:** Owners in arrears are reminded that the strata corporation will be following the procedure outlined below to collect outstanding amounts.

### STRATA FEE PAYMENTS

**IT IS AN OWNER'S RESPONSIBILITY TO ENSURE THAT THEIR MONTHLY STRATA FEES AND SPECIAL LEVY PAYMENTS ARE CURRENT. FINES ARE ASSESSED MONTHLY, PURSUANT TO THE BYLAWS OF LMS 4573, AGAINST ALL OUTSTANDING ACCOUNTS FOR STRATA FEES OR SPECIAL LEVIES. PLEASE CONTACT MARY WARD IN ASCENT'S ACCOUNTS RECEIVABLE DEPARTMENT IF YOU ARE UNSURE OF YOUR ACCOUNT STATUS. MARY CAN BE REACHED BY EMAIL AT [mward@ascentpm.com](mailto:mward@ascentpm.com).**

### POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

- Step 1:** All outstanding accounts will receive a Statement of Account. This will show your account balance and a reminder to please remit your payment in full.
- Step 2:** A lien warning letter will be sent advising the owner that if the account is not paid in full within 21 days that a lien will be placed against the strata lot. A title search charge of \$100.80 is added to the account of the owner receiving the lien warning. A copy of the lien warning letter is also sent to the mortgage company, as it is a default on the mortgage.
- Step 3:** If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against your unit, a \$616.00 charge will be applied to your unit to cover the cost associated with the lien. The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.
- Step 4:** If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

### CORRESPONDENCE

1. There was no new correspondence to review at the meeting.

### NEW BUSINESS

1. **Emailing of Minutes:** If owners are interested in receiving minutes by email, they are encouraged to email the strata agent, Boon Sim, at [bsim@ascentpm.com](mailto:bsim@ascentpm.com). Email distribution of minutes would help the strata corporation to save on photocopying and postage costs.
2. **Snow Shoveling:** Owners are reminded that the walkways and driveways are to be shoveled by owner volunteers. Snow shovels and salt are available in the garbage room.
3. **Trees:** Trees throughout the complex have been an ongoing concern. A number of arborists have toured the property with members of council and they have confirmed that the trees are in poor health and that, in the near future, the trees may jeopardize the building envelope as they are growing too large.

An aggressive program will be undertaken to remove a number of trees as well as to prune back trees that are encroaching on the building envelope.

Owners are asked not to dump garbage on the floor of the garbage room if the bins are full over the holidays. If the bins are full over the holidays, please contact the strata agent to arrange an extra pickup.

Owners are reminded to wait for the garage gate to close completely and securely behind their vehicle before proceeding to their next destination. This will help maintain building security.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:30 p.m.

### **NEXT MEETING**

The next meeting has been scheduled for January 10, 2012.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan LMS 4573

Boon Sim  
Strata Agent  
Direct Line: 604-293-2421

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