

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

Held: January 10, 2012
In Unit #109 Thanks to Patricia Kooy

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

REGRETS: Greg Hamm Treasurer
Karen Seeley
Diane Elder

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

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 December 13, 2011.

BUSINESS ARISING

1. **Gas Timer Switches:** At the time of the meeting there had not been an update with respect to the FortisBC rebate.

If the strata agent does not hear from FortisBC by the end of January 2012, he will follow up with them.

Alternative solutions will be sought for the units reporting issues with their timer switches.

Owners are also reminded to have their fireplaces serviced annually to ensure that they are operating properly.

2. **General Maintenance:**
 - **Benches:** Klaus in the House has stored the benches.
 - **Mechanical:** Lazar Plumbing & Heating was dispatched to attend to concerns that the temperature of the hot water is inadequate. The contractor was also requested to attend to an exhaust fan that had been making noise.
 - **Front Door:** Action Lock & Security was dispatched to attend to the building’s front door after it no longer permitted ingress or egress.

3. **Trees:** Owners are advised that numerous trees around the complex will be removed at the end of February 2012 and that new, more appropriate trees will be planted.

The trees that will be removed have grown too large and they are hazardous to the building envelopes. Once these have been removed, new trees will be planted that will have the opportunity to mature without negatively impacting the buildings.

Ribbons will be tied around the trees that are scheduled for removal. Any owners with concerns are asked to write the strata agent.

FINANCIALS

1. **Financial Statements:** The financial statements through to December 2011 were approved, as presented.

The strata corporation is currently operating with a surplus.

2. **Accounts Receivable:** Owners in arrears are reminded that the strata corporation will implement 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.

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. Council reviewed correspondence from an owner who had concerns about their fireplace.

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. Email distribution of minutes would help the strata corporation to save on photocopying and postage costs.
2. **Pets:** It has been reported that pet feces has been found in hallways of the building. According to bylaw 6.9, pet owners must pick up after their pets and immediately dispose of any excrement on common property or on land that is a common asset. Please be advised that any owner found responsible for leaving behind this kind of a mess will be held accountable.
3. **Postal Timer:** An issue has been found with the postal timer. Action Lock & Security will be dispatched to diagnose the problem and to offer a solution. In the meantime, the timer has been bypassed to permit continued mail delivery.
4. **Depreciation Audit/Capital Plan:** Council discussed the recent updates to the Strata Property Act of British Columbia (SPA). Specifically, the Depreciation Audit requirements that all buildings will need to comply with by December 13, 2013. This type of audit is a planning tool for strata corporations; it allows them to forecast their capital cost requirements and to determine the manner with which those requirements will be funded.

Council will begin to review the strata corporation's requirements in order to satisfy the Depreciation Audit requirements.

Owners are reminded to wait for the garage gate to close completely behind their vehicle before they proceed to their next destination. This will help maintain security.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 p.m.

NEXT MEETING

The next meeting has been scheduled for February 13, 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

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**

Held: February 13, 2012
In Unit #109 Thanks to Patricia Kooy

PRESENT:

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

REGRETS: Diane Elder

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

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 10, 2012.

BUSINESS ARISING

1. **Gas Timer Switches:** A rebate cheque in the amount of \$2,490.00 has been received from FortisBC for the installation of timer switches. An amount of \$510.00 was omitted from the rebate because some unit owners still have not returned their forms. These owners will be sent appropriate correspondence and if they do not return their forms, a portion of the omitted rebate amount will become their responsibility.

A unit advised that they removed their timer switch because their unit did not have an alternate heat source. Council will inspect the unit and it will be conveyed to the owner that it is not appropriate to remove the timer switch; the timer switch will be reinstalled.

2. **General Maintenance:**

- **Light Covers:** The light covers along the stairwell to the townhomes have been repaired.
- **Mechanical:** Lazar Plumbing & Heating was dispatched to adjust temperature settings for the hot water boilers. The boilers for the townhomes required a significant adjustment and the boilers for the condominiums required minor changes.
- **Spring Cleaning:** The strata agent was directed to schedule the power washing of the exterior walkways and stairwells. The parkade will be monitored to determine if and when power washing is necessary. Dryer vent cleaning will be scheduled with ServiceMaster Clean and window washing will be coordinated and completed this spring.

- **Preventative Maintenance:** Klaus in the House will be asked to perform a visual inspection of the buildings' exterior and to provide a report of any deficiencies observed for council to review.

Council will use the report to plan out the preventative maintenance work that will need to be performed on an ongoing basis.

3. **Trees:** A total of twelve (12) trees throughout the property have been targeted for removal at the end of February. The trees have grown too large to remain sustainable and they endanger the envelope. Ten of the trees removed will be replaced with more suitable plantings.

The removal of trees is quoted to cost \$1,600.00. Council will forward the contractor's contact information to the strata agent so that he can verify that the contractor carries insurance.

4. **Emailing of Minutes:** Please be advised that the strata corporation will move towards email distribution of minutes in order to be more environmentally friendly and to be more cost efficient. Owners are being asked to forward their email address to Boon Sim, bsim@ascentpm.com, before April 1, 2012 in order to continue receiving minutes.

FINANCIALS

1. **Financial Statements:** Financial statements for January 2012 were approved, as presented.

The strata corporation is currently operating with a surplus.

2. **Accounts Receivable:** Owners in arrears are reminded that the strata corporation will implement the below procedure 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.

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.

3. **Contingency Reserve Fund:** As at the end of January 2012, a total of \$9,345.45 had been borrowed from the Contingency Reserve Fund in order to meet operating cash flow requirements. When funds become available again in the Operating Fund, the borrowed amount will be returned to the Contingency Reserve Fund.

CORRESPONDENCE

1. Council reviewed correspondence from an owner responding to a bylaw infraction letter about the number of dogs in their unit. The owner confirmed that the tenants with the dogs have vacated the unit.

NEW BUSINESS

1. **Landscape Contract:** Through discussion, it was determined that the services provided by Vancouver Crown Landscaping have not been satisfactory. On a regular basis the contractor requires follow-ups on their performance of work stipulated in the service contract.

Nicole Geekie submitted a proposal for the provision of landscaping services, not inclusive of pruning, for council's consideration. Mrs. Geekie was excused from the meeting after presenting the quote. Through discussion, council determined it appropriate to proceed with the quote provided. The terms of the contract must specify the strata corporation's ability to terminate the service agreement, if the strata corporation deems it necessary, with thirty (30) days notice.

2. **Snow removal:** Council would like to extend a thank you to all the owners who voluntarily assisted with snow removal.

Owners are reminded to wait for the garage gate to close completely behind their vehicle before they proceed to their next destination. This will help maintain security.

ADJOURNMENT

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

NEXT MEETING

The next meeting has been scheduled for March 13, 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

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**

Held: March 13, 2012
In Unit #225 Thanks to Nancy Milliken

PRESENT: Nicole Geekie President
Nancy Milliken Vice President
Greg Hamm Treasurer
Ed Lofeudo Secretary

REGRETS: Diane Elder
Patricia Kooy
Karen Seeley

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

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 February 13, 2012.

BUSINESS ARISING

1. **Gas Timer Switches:** At the same time as the annual fire inspection, suites will be inspected to confirm the installation of gas timer switches. All suites must have a timer switch as per the strata corporation's bylaws. If suites are found without timer switches and the owners failed to report it to the strata corporation, bylaw infraction correspondence and fines may be issued.

Council will review the unit where an owner reported that they removed their timer switch because heat is not available.

The units that did not return their forms will be charged their proportionate share of the rebate.

2. **General Maintenance:**

- **Spring Cleaning:**

- Power Washing: The exterior power washing is scheduled to be performed in May of 2012. Due to budgetary constraints, council will review the parkade to determine if it needs to be cleaned.
- Pest Control: CARE Pest Control is in the process of addressing pigeons roosting on the decks of a number of units. A comprehensive solution for the affected units is still pending.
- Klaus in the House will patch and paint a unit door that was reported to have been vandalized.

- **Preventative Maintenance:** Council is still waiting for a report from Klaus in the House on the visual inspection of the buildings' exterior.

3. **Trees:** The trees in the courtyard have been removed. Top soil is required for the planter beds and it will be installed in the coming months.

4. **Emailing of Minutes:** Please be advised that the strata corporation will move towards email distribution of minutes in order to be more environmentally friendly and to be more cost efficient. Owners are being asked to forward their email address to Boon Sim at bsim@ascentpm.com before April 1, 2012 in order to continue receiving minutes.

FINANCIALS

1. **Financial Statements:** Financial statements for February 2012 were approved, as presented.

The strata corporation is currently operating with a surplus.

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

STRATA FEE PAYMENTS

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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.

3. **Contingency Reserve Fund:** Funds continue to be borrowed from the Contingency Reserve Fund to cover operating expenses. Once funds become available again in the Operating account, the amount borrowed will be returned to the Contingency Reserve Fund.

CORRESPONDENCE

1. Council reviewed correspondence from an owner regarding odours entering their unit and concerns about irresponsible dog owners. The strata agent has responded to the owner with respect to their concerns.

NEW BUSINESS

1. **Annual Fire Inspection:** The annual fire inspection is scheduled to take place on March 26, 2012 and March 27, 2012. Owners are required to provide access for the in-suite portion of the testing between 3:00 p.m. and 7:00 p.m. on March 26, 2012.
2. **Stairwell Fan:** Klaus in the House will be asked to inspect and quote on the possible replacement of a stairwell air exchange fan.
3. **Bathroom Fans:** Owners are reminded to clean their bathroom fans. Lint and dust particles can accumulate over time, affecting overall performance.
4. **Pets:** Owners and occupants are reminded to be responsible pet owners. Pets have often been seen roaming the property off leash, which is not allowed. Owners and occupants are also reminded to register their pets with the strata corporation.
5. **Contingency Fund Reserve Study:** Quotes will be obtained for the completion of the contingency fund reserve study for council to review and consider.
6. **Exterior Painting:** Portions of the buildings require exterior painting. Further investigation will be conducted and quotes will be obtained in order to address areas on a priority basis.

Owners are reminded to wait for the garage gate to close completely behind their vehicle before they proceed to their next destination. This will help maintain security.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 p.m.

NEXT MEETING

The next meeting has been scheduled for April 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

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

Held: April 10, 2012
In Unit #225 Thanks to Nancy Milliken

PRESENT: Nicole Geekie President
Nancy Milliken Vice President
Ed Lofeudo Secretary
Diane Elder
Karen Seeley

REGRETS: Greg Hamm Treasurer
Patricia Kooy

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

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 March 13, 2012.

BUSINESS ARISING

1. **Gas Timer Switches:** Council reviewed a number of suites and they found that timer switches had never been installed. The contractors were requested to source and price timer switches. DMS Mechanical will be asked why they incorrectly reported that timer switches had been installed in all suites. The contractor will also be asked to return to properly complete the installation of timer switches.

Council discussed the unit where an owner had removed their timer switch. A review of the suite revealed that the unit was constructed consistent with others within the strata corporation. The strata agent was directed to correspond with the owner advising them that they were in violation of the bylaws for removing the timer switch. The owner will be required to re-install the timer switch.

2. **General Maintenance:**

- **Spring Cleaning:**

- Pest Control: CARE Pest Control installed spikes to deter pigeons from roosting and they closed off the areas where squirrels have been able to get into attic spaces.
- Klaus in the House painted the door that was reported to have been vandalized.
- The stairwell fan still needs to be addressed by Klaus in the House (but the issues appear intermittent so it is not a priority).
- Council reviewed a quote from Klaus in the House to reset a unit's patio pavers. The work will be coordinated with an additional unit that has sunken patio pavers.

- **Preventative Maintenance:** Klaus in the House submitted a report after visually inspecting the building exterior. The report provides council with a list of maintenance items that can be prioritized. Klaus in the House will be asked to provide a quote for the scope of work required to be performed.

A number of shingles, fascia boards and some railings will require re-staining.

3. **Trees:** The trees in the courtyard have been removed. Top soil is required for the planter beds and it will be installed in the coming months.

4. **Emailing of Minutes:** In order to be more environmentally friendly and to save money on photocopying and postage costs, the strata corporation will now distribute minutes via email. Owners wishing to continue to receive copies of the minutes are being asked to forward their email address to Boon Sim at bsim@ascentpm.com.

5. **Annual Fire Inspection:** The annual fire inspection has been conducted. A report is pending from the contractor.

FINANCIALS

1. **Financial Statements:** The financial statements for March 2012 will be forwarded to the treasurer as soon as they become available and they will be approved at the next scheduled council meeting.

The strata corporation is currently operating with a surplus.

2. **Accounts Receivable:** Owners in arrears are reminded that the strata corporation will implement the collection policy outlined below.

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.

3. **Contingency Reserve Fund:** Funds continue to be borrowed from the Contingency Reserve Fund to cover operating expenses. Once funds become available again in the Operating account, the amount borrowed will be returned to the Contingency Reserve Fund.

CORRESPONDENCE

1. Council reviewed correspondence from an owner complaining about the odours entering their unit and about irresponsible dog owners. The strata agent has responded to the owner with respect to their concerns.

NEW BUSINESS

1. **Rentals:** Council would like to remind all owners of the following rental bylaws:

5.1 Maximum number of strata lots that may be rental units:

- (1) The number of town house type strata lots that may be rental units is limited to (4) four.*
- (2) The number of apartment type strata lots that may be rented units is limited to (5) five.*

If an owner wishes to have their name added to a rental waitlist they must send a request to the strata agent in writing.

2. **Insurance:** Confirmation that the strata corporation's insurer is pursuing a contractor's insurer for the costs incurred in a claim was received. The contractor had punctured a water line while performing work inside a unit and it resulted in damage.
3. **Garage Gate:** The garage gate was not operating properly over the Easter long weekend. The control board relays were found to be the problem. A quote in the amount of \$1,120.00 was received for the replacement of batteries and the control board with relay switches. Council determined that the work will be performed in May of 2012.
4. **Bylaw Infractions:** The strata agent received a report identifying a number of units and/or parking stalls in which inappropriate items are being stored. Letters will be forwarded to the responsible owners advising them of the bylaw infractions and asking them to address the concerns within a timely manner.

Owners are reminded to wait for the garage gate to close completely behind their vehicle before they proceed to their next destination. This will help maintain security.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 p.m.

NEXT MEETING

The next meeting has been scheduled for May 8, 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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