

MINUTES OF THE BUDGET COUNCIL MEETING  
STRATA PLAN LMS 3279 – BOULEVARD GREEN  
THURSDAY SEPTEMBER 6 @ 7:00 PM  
#5 – 3300 PLATEAU BLVD, PORT COQUITLAM

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Name	Unit	Position	Name	Unit	Position
Rod Giles	#9	President/Treasurer	Gillian Queenan	#11	Vice President
Winson Sung	#7	Secretary	Sandra Bradley	#3	Member / Volunteer

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**Quay Pacific Property Management Ltd.: Louise Gulbransen**

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**1. Call to Order**

The meeting was called to order at 7:05 by Rod Giles, President.

**2. Adoption of Previous Minutes**

**Moved** by Rod to adopt the minutes of April 25, 2012 council meeting. **Second** by Sandra.  
**Carried.**

**3. Financial Report**

Council reviewed the financial statements for July 2012.

- a) Four owners are in arrears. Council voted to send a demand letter to two of these owners. One owner has received a demand letter and lien has been placed on the property. One owner is in arrears due to a fine and charge back. Owners will be charged interested on outstanding principal amounts as per the bylaws.

It was **Moved** by Winson, to accept the financial statements up to and including July 2012 as presented. **Second** by Rod. **Carried.**

**4. Unfinished Business**

- a) **Tree Pruning** – Council had previously approved the quote for BC Plant Health Care for tree pruning. However, management observed on a site visit discrepancies between the scope of work from BC Health from Davey Tree, i.e. there are two large spruce trees very close to the building and are hanging over the roof – (removal or pruned). Council agreed in principal to approved the Davey Tree quote. *Post Meeting Note: Management to meet with Davey Tree on site October 3.*
- b) **Concrete Staining/Painting/Repairs** – Pending quote from Futuristic Designs. Council requested a site in the Tri-cities for a sample of this work. *Post Meeting Note: the quote and pictures of work was received and sent to council. This type of work would not be appropriate for this area. Management sent email to council with link for another product "Hardrock". Council to direct management of scope of work.*

**5. Quotes**

- a) **Realtor Sign – Mark Rite Signs** – Steel, powder coated, black or Red Cedar painted colour of choice \$393.00. – Council did not approve.

6. **Correspondence for Discussion** (*Sent items are in Italics*)
  - a) 12-04-25 - Letters to owner re: Common Property. Repairs are completed
7. **Correspondence Not for Discussion** (*Sent items are in Italics*)
  - a) 12-08-20 - Demand letter to owner in arrears
  - b) 12-08-03 - Email from Protouch Painting
  - c) 12-05-31 – Welcome letter to Unit 5
8. **New Business**
  - a) **Council Meetings** – Start time of meeting to change back to 7:00PM.
9. **Adjournment.**

There being no further business it was **Moved** by Rod that the meeting be adjourned at 8:45pm.  
**Second** by Sandra . **Carried.**

The next council meeting is scheduled for January 10, 2013, @ 7:00pm

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Minutes prepared by **Quay Pacific Property Management Ltd.**  
535 Front Street, New Westminster, BC V3L 1A4  
Phone: 604 521 0876      Fax: 604 525 1299

Owners are advised to keep copies of all strata meeting minutes. A fee will be charged for replacement copies.
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**MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN LMS 3279 – BOULEVARD GREEN  
THURSDAY, MAY 31, 2012 @ 7:00PM  
HAMPTON PARK ELEMENTARY SCHOOL  
1760 PADDOCK DRIVE, COQUITLAM, BC**

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**ATTENDANCE:**

Chi Ng & Yip Macy Law	#2	Sandra Bradley	#3
Mikhail & Alla Garachuk*	#6	Chu-Yun Sung	#7
Rod Giles*	#9	Peter and Gillian Queenan	#11
Amy Roy & Shane Thurston	#20		

\* Denotes by Proxy

**Quay Pacific Property Management Ltd. – Louise Gulbransen**

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**1. CALL TO ORDER**

At 7:00pm, the property manager announced the meeting could not be called to order as a quorum was not present. In accordance of bylaw #39 the meeting stood adjourned for an additional hour. The meeting was called to order at 8:00pm by Gillian, Vice President.

**2. CERTIFICATION OF REGISTRATION**

In accordance with section 48, of the Strata Property Act of British Columbia, "Business must not be conducted at an annual or special general meeting unless a quorum is present "(2) "Subject to the bylaws, a quorum for an annual or special general meeting is" (a) "eligible voters holding 1/3 of the strata corporation votes, be present in person or by proxy".

Of the (24) Owners entitled to vote, there were (5) owners represented in person and (2) represented by proxy for a total of (7) registered owners.

**3. QUORUM**

*As per bylaw 39" Notwithstanding section 48(3) of the Act, if within ½ hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of members; but in any other case, the meeting shall stand adjourned for a further 1/2 hour from the time appointed and, if within one hour from the time appointed a quorum is not present for the meeting, the eligible voters present in person or by proxy shall constitute a quorum."*

The meeting was declared competent to proceed at 8:00pm

**4. PROOF OF NOTICE**

There were no noted objections to the notice May 8, 2012.

**5. APPROVAL OF AGENDA**

It was **Moved** by SL #3 to approve the agenda as presented. **Second** by SL #11

**In favour 7, Opposed – 0, Abstentions – 0**

**MOTION CARRIED**

**6. ADOPTION OF MINUTES**

It was **Moved** by SL #3 to adopt the minutes of the previous Annual General Meeting held May 25<sup>th</sup>, 2011. **Second** by SL #11.

**In favour 7, Opposed – 0, Abstentions – 0**

**MOTION CARRIED**

**7. UNFINISHED BUSINESS - None**

**8. STRATA COUNCIL REPORT - None**

**9. REPORT ON INSURANCE COVERAGE**

The management reviewed the insurance coverage, a copy of which was attached to the notice of meeting.

**Note to all owners.**

The Strata has a bylaw which requires owners to pay the deductible for insurance claims in which they are negligent, or where the peril or loss is within the Strata Lot. Owners are reminded that "Loss Assessment Coverage" is a common clause in many homeowner insurance policies. A Homeowner's Loss Assessment Coverage would pay the Strata Corporation's insurance deductible on behalf of the owner, in a circumstance where the owner was responsible for the deductible. Council asks that all owners review their homeowner insurance policy and request Loss Assessment Coverage from their agent.

**The deductible for the Strata's insurance for water damage and sewer back-up for 2012 - 2013 is \$10,000.**

**Please ensure your "Loss Assessment Coverage" will cover this amount.**

Owners are reminded to inform their insurer about improvements or betterments to their suite so that they are adequately insured for any loss. Typical improvements are flooring, cabinets, appliances and window coverings. Owners are reminded that the Strata Corporation insurance does not cover furniture, personal property or the cost of improvements to the Strata Lot as mentioned above.

**10. PRESENTATION AND ADOPTION OF 2011-2012 BUDGET**

The proposed budget was reviewed by the owners of LMS 3279. After brief discussion, it was **Moved** by SL #3, to adopt an operating budget of \$74,511.59 (this represents a 2% increase in strata fees). **Second** by SL #11

**In favour 7, Opposed – 0, Abstentions – 0**

**MOTION CARRIED**

Please see the attached unit entitlement. If you pay by cheque, please send a new series of cheques and include a "catch-up cheque" dated July 1, 2012. If you pay with Preauthorized Payment the catch-up amount will be deducted from your account on July 1<sup>st</sup>.

## 11. SPECIAL RESOLUTIONS

### Special Resolution #1 – ¾ Vote – Repairs and Maintenance of Common Property

#### **THEREFORE**

Be it resolved by a ¾ vote of the owners of LMS 3279 – Boulevard Green at the Annual General Meeting of May 31<sup>th</sup>, 2012 to approve a special assessment in the amount of \$20,000.00 to pay for; painting the front/back doors, clean the vinyl siding of the entire strata, pruning of trees throughout the strata and replace the membrane and portions of the wood surface on three decks.

The assessment shall be due and payable on, **July 15<sup>th</sup>, 2012** in proportion to the unit entitlement of their respective strata lots as per the attached schedule. An owner who sells shall pay the Special Assessment as yet unpaid, prior to the issuance of a 'Form F' by Strata Corporation LMS 3279, unless other arrangements have been made. Any amount of the levy which remains outstanding shall be subject to fines, penalties, and interest as outlined in the bylaws.

**In favour 6, Opposed – 1, Abstentions – 0**

**MOTION CARRIED**

**END OF RESOLUTION**

## 12. NEW BUSINESS

- a) Owners requested quotes for the landscaping contract in 2013
- b) Unit 2 – Concrete on back patio is sinking

## 13. ELECTION OF STRATA COUNCIL

As per Section 25 of the Strata Property Act, eligible voters present by proxy or in person must elect a council. The following nominations and/or volunteers were received:

Rod Giles	#9	Winson Sung	#7
Gillian Queenan	#11	Sandra Bradley	#3

As there may be up to seven members on the strata council, these volunteers were elected by acclamation.

The following council positions were filled:

Rod Giles	President /Treasurer	Gillian Queenan	Vice President
Winson Sung	Secretary	Sandra Bradley	Member

## 13. ADJOURNMENT OF MEETING

There being no further business it was **Moved** by SL #3 to adjourn the meeting at 8:40PM. **Second** by SL 11. **MOTION CARRIED**

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Minutes prepared by **Quay Pacific Property Management Ltd.**

535 Front Street, New Westminster, BC V3L 1A4

Phone: 604 521 0876 Fax: 604 525 1299

[louise@quaypacific.com](mailto:louise@quaypacific.com)

**LMS 3279 - BOULEVARD GREEN**  
**Approved Operating Budget**  
**For the Year Ending**  
**March 31, 2013**

		Approved Budget 3/31/2012	Actual 3/31/2012	Approved Budget 3/31/2013
<b>REVENUE</b>				
5110	Potential Maintenance Fees	73,050.58	73,050.48	74,511.59
5310	Bank Account Interest		16.77	-
5520	Fines		50.00	-
	<b>TOTAL REVENUE</b>	<b>73,050.58</b>	<b>73,117.25</b>	<b>74,511.59</b>
<b>MAINTENANCE EXPENSES</b>				
6140	Landscaping	17,000.00	17,522.40	17,000.00
6141	Landscaping - Non Scheduled		526.40	1,000.00
6150	Pest Control	800.00	504.00	800.00
6192	Snow Removal	3,000.00	442.40	3,000.00
6202	Window Cleaning	2,000.00	0.00	-
6203	Gutter Cleaning	4,500.00	5,096.29	5,000.00
	<b>REPAIRS AND REPLACEMENTS</b>			-
6610	Repairs & Maintenance	9,000.00	7,957.81	8,530.01
	<b>UTILITIES</b>			-
7310	Electricity	350.00	273.85	350.00
7315	Garbage Removal	4,000.00	4,520.91	5,000.00
	<b>PROFESSIONAL FEES</b>			-
9110	Management Fees	10,200.00	10,205.12	10,635.00
9111	Management Fees - Non Scheduled	200.00	0.00	200.00
9120	Legal	200.00	186.15	200.00
9130	Accounting & Audit	150.00	103.47	150.00
9145	Meeting Expense	160.00	148.40	160.00
	<b>ADMINISTRATIVE EXPENSES</b>			-
9210	Photocopies	500.00	345.13	500.00
9220	Postage	200.00	176.81	200.00
9250	Bank Service Charges	250.00	208.82	250.00
9510	Insurance	17,845.00	17,845.00	18,841.00
9511	Appraisal	0.00	0.00	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>70,355.00</b>	<b>66,062.96</b>	<b>71,816.01</b>
	<b>RESERVE FUNDS</b>			
9710	Funding to Contingency Reserve	2,695.58	2,695.58	2,695.58
	<b>TOTAL EXPENSES</b>	<b>73,050.58</b>	<b>68,758.54</b>	<b>74,511.59</b>
	<b>Projected Year end surplus / (Deficit)</b>	<b>0.00</b>	<b>4,358.71</b>	<b>0.00</b>

**Statement of Retained Earnings**

Retained Earnings, end of prior year	April 1, 2011	\$ (1,493.48)
Current year surplus / deficit	March 31, 2012	4,358.71
Retained Earnings, end of current year	March 31, 2012	2,865.23
New year surplus / deficit	March 31, 2013	-
Retained Earnings, end of new year	March 31, 2013	<u>\$ 2,865.23</u>

**Projection for the New Year:**

Opening Operating Cash	April 1, 2012	\$ 4,208.08
Closing Operating Cash	March 31, 2013	\$ 2,865.23
Opening CRF Cash	April 1, 2012	\$ 30,195.61
Closing CRF Cash	March 31, 2013	\$ 32,891.19

**LMS 3279 - BOULEVARD GREEN**  
**Approved Strata Fee Schedule**  
**For the Year Ending March 31, 2013**

*Please be advised that below fees commence on the first day of the fiscal year as noted below. On the adjustment date, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.*

**FEE COMMENCEMENT DATE:** April 1, 2012  
**FEE ADJUSTMENT DATE:** July 1, 2012

- Operating Expenses	\$ 71,816.01
- CRF	2,695.58
- Total Strata Fees	<u>\$ 74,511.59</u>

Suite #	U/E	Operating	CRF	Monthly Fees	Annual Fees
1	2744	293.70	11.02	304.72	3,656.68
2	2744	293.70	11.02	304.72	3,656.68
3	2744	293.70	11.02	304.72	3,656.68
4	2744	293.70	11.02	304.72	3,656.68
5	2744	293.70	11.02	304.72	3,656.68
6	2744	293.70	11.02	304.72	3,656.68
7	2744	293.70	11.02	304.72	3,656.68
8	2426	259.66	9.75	269.41	3,232.91
9	2426	259.66	9.75	269.41	3,232.91
10	2426	259.66	9.75	269.41	3,232.91
11	2426	259.66	9.75	269.41	3,232.91
12	2426	259.66	9.75	269.41	3,232.91
13	2048	219.20	8.23	227.43	2,729.19
14	2048	219.20	8.23	227.43	2,729.19
15	2048	219.20	8.23	227.43	2,729.19
16	2048	219.20	8.23	227.43	2,729.19
17	2048	219.20	8.23	227.43	2,729.19
18	2048	219.20	8.23	227.43	2,729.19
19	2048	219.20	8.23	227.43	2,729.19
20	2048	219.20	8.23	227.43	2,729.19
21	2048	219.20	8.23	227.43	2,729.19
22	2048	219.20	8.23	227.43	2,729.19
23	2048	219.20	8.23	227.43	2,729.19
24	2048	219.20	8.23	227.43	2,729.19
	<b>55,914</b>	<b>5,984.67</b>	<b>224.63</b>	<b>6,209.30</b>	<b>74,511.59</b>

Previous Fees	Adjust	One Time Pmt
298.75	17.92	322.65
298.75	17.92	322.65
298.75	17.92	322.65
298.75	17.92	322.65
298.75	17.92	322.65
298.75	17.92	322.65
298.75	17.92	322.65
264.13	15.85	285.26
264.13	15.85	285.26
264.13	15.85	285.26
264.13	15.85	285.26
264.13	15.85	285.26
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
222.97	13.38	240.81
<b>6,087.55</b>	<b>365.25</b>	<b>6,574.55</b>

**LMS 3279 - BOULEVARD GREEN**  
**Special Assessment Fee Schedule**  
**Enter Date**

<b>Special Assessment</b>	\$	20,000.00
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Suite #	U/E	Payment
1	2744	981.51
2	2744	981.51
3	2744	981.51
4	2744	981.51
5	2744	981.51
6	2744	981.51
7	2744	981.51
8	2426	867.76
9	2426	867.76
10	2426	867.76
11	2426	867.76
12	2426	867.76
13	2048	732.55
14	2048	732.55
15	2048	732.55
16	2048	732.55
17	2048	732.55
18	2048	732.55
19	2048	732.55
20	2048	732.55
21	2048	732.55
22	2048	732.55
23	2048	732.55
24	2048	732.55
	<b>55,914</b>	<b>20,000.00</b>

**MINUTES OF THE BUDGET COUNCIL MEETING**  
**STRATA PLAN LMS 3279 – BOULEVARD GREEN**  
**WEDNESDAY, APRIL 25TH, 7:00 PM**  
**#5 – 3300 PLATEAU BLVD, PORT COQUITLAM**

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Name	Unit	Position	Name	Unit	Position
Rod Giles	#9	President/Treasurer	Gillian Queenan	#11	Vice President
Kelly Djonlic	#5	Member	Sandra Bradley	#3	Member / Volunteer
<b>Regrets</b>					
Winson Sung	#7	Secretary			

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**Quay Pacific Property Management Ltd.: Louise Gulbransen**

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*This is was a Budget Council Meeting and the majority of the meeting was preparing for the  
Annual General Meeting*

**1. Call to Order**

The meeting was called to order at 7:08 by Rod Giles, President.

**2. Adoption of Previous Minutes**

**Moved** by Sandra to adopt the minutes of January 25, 2012 council meeting. **Second** by Rod.  
**Carried.**

**3. Financial Report**

Council reviewed the financial statements for March 2012.

It was **Moved** by Rod, to accept the financial statements up to and including March 2012 as presented. **Second** by Kelly. **Carried.**

**4. Unfinished Business**

a) **Mole Removal** – There is one more mole trap left on the property. Management to call Care Pest Control to have it removed.

**5. Quotes**

- a) **2011-11-017 – Repairs to deck of Strata Lot 16-** Parker Homes - \$2,178.40. Sundecks Unlimited \$2,356.48, (all quotes include HST). Council approved quote from Sundecks Unlimited. This work is to be completed pending approval at the Annual General Meeting
- a) **12-01-04 – Upgrades to Common Property** - Protouch Painting, Door Painting - \$2,220.00, Pressure Washing of Vinyl Siding – 3,700.00. Total \$5,920.00 -10% Total \$5,967.36. Work to be completed pending approval at AGM.

**6. Correspondence for Discussion (*Sent items are in Italics*)**

- a) **12-04-25** - Letters to owner re: damage to Limited Common Property. Management to coordinate repairs L.C.P. of unit.

7. **Correspondence Not for Discussion (*Sent items are in Italics*) – None**

8. **New Business**

- a) **Budget** – 2012/13 Council review and approved budget for AGM.
- b) **CRA** - Management has advised council of the requirements of filing tax returns for the strata corporation. Due to the corporation's statute as non-profit, the council has elected not to file as there is no income to report.
- c) **Unit 10 and 11** – Walk ways are in need of repair. Management to obtain quote with colour match to stairs.
- d) **Home Inspection of Unit 5** - stated there was a mold issue in the attic. *Post Meeting Note: Adanac Roofing attended and stated there was evidence of a previous leak (water marks, however there was no evidence of a current leak or mold.*

9. **Adjournment.**

There being no further business it was **Moved** by Rod that the meeting be adjourned at 8:55pm.  
**Second** by Kelly. **Carried.**

The next scheduled meeting is the Annual General Meeting to be held on May 31, 2012

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Minutes prepared by **Quay Pacific Property Management Ltd.**

535 Front Street, New Westminster, BC V3L 1A4

Phone: 604 521 0876      Fax: 604 525 1299

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**MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN LMS 3279 – BOULEVARD GREEN  
WEDNESDAY, JANUARY 25, 2012, 7:00 PM  
#5 – 3300 PLATEAU BLVD, PORT COQUITLAM**

Name	Unit	Position	Name	Unit	Position
Rod Giles	#9	President/Treasurer	Gillian Queenan	#11	Vice President
Winson Sung	#7	Secretary	Kelly Djonlic	#5	Member
Sandra Bradley	#3	Member / Volunteer			

**Quay Pacific Property Management Ltd.: Louise Gulbransen**

**1. Call to Order**

The meeting was called to order at 7:05 by Rod Giles, President.

**2. Adoption of Previous Minutes**

**Moved** by Sandra to adopt the minutes of September 21, 2011 council meeting. **Second** by Rod. **Carried.**

**3. Financial Report**

Council reviewed the financial statements for December 2011.

It was **Moved** by Rod, to accept the financial statements up to and including December 2011 as presented. **Second** by Kelly. **Carried.**

**4. Unfinished Business**

- a) Fence at back of strata to be repaired. Management to confirm this is the area by units 18 to 24 and the area by unit 7. Work to be completed in spring.

**5. Quotes**

- a) **2011-11-017 – Repairs to deck of Strata Lot 6 and 7** - Parker Homes - \$8,993.60. Sundecks Unlimited \$8,510.88, United Vinyl Sundecks Ltd – 9,797.60 (all quotes include HST). Council approved quote from Sundecks Unlimited. This work is to be completed pending approval at the Annual General Meeting
- b) **11-10-11 – Tree Pruning** – BC Plant Health Care \$1,575.00 \$75.00 and \$740.00. Davey Tree \$2,420.00 and \$120.00. (different scope of work for each price). Council approved BC Plant Health. Work to be completed pending approval at AGM.
- a) **12-01-04 – Upgrades to Common Property** - Protouch Painting, Door Painting - \$2,220.00, Pressure Washing of Vinyl Siding - \$1,900.00, Painting of Wood Trim 22,000. Painting Portions of Garage Doors - \$15.00 per door. Concrete Staining (unit 12) - \$225.00. Pacific Heights Services – Pressure washing exterior of building including all windows and exterior of gutters - \$8,460.00. Allquest Contracting – Vinyl Siding Cleaning \$3,700.00, (includes windows) Painting of Doors - \$1,680.00 Council approved Protouch for the door painting and vinyl siding cleaning. Management to confirm price of vinyl cleaning without the addition work. Work to be completed pending approval at AGM.

**6. Correspondence for Discussion (*Sent items are in Italics*)**

- a) 12-01-11- and 11-12-12 Letters to owner re: bylaw infraction – Limited Common Property – Council instructed Management to send another letter to the owners.

**7. Correspondence Not for Discussion (*Sent items are in Italics*) – None**

8. **New Business**

- a) Changes to Strata Property Act – Effective December 2013 all stratas in the province will need to include a Depreciation Report with a Form B. Each Strata will need to have a report completed by a authorized person. More information to follow.
- b) Mole Removal – Management to call Care Pest Control to ensure all traps for moles are removed from the property.

9. **Adjournment.**

There being no further business it was **Moved** by Rod that the meeting be adjourned at 9:05pm. **Second** by Kelly. **Carried.**

The next scheduled council meeting will be April 25<sup>th</sup>, 2012

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Minutes prepared by **Quay Pacific Property Management Ltd.**  
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