

# MINUTES OF MEETING

**Strata Council LMS4220 – Parc Kensington**  
**Tuesday, February 19<sup>th</sup>, 2008 at 7:30PM**  
**2007/08 Strata Council Meeting No. 4**

## Present:

Katie Anderson (President)	kateskate@hotmail.com
Rikki Clarke (Maintenance)	rik_tra@yahoo.ca
Chris Johnston (Landscaping)	Chris@voxter.ca
Congjin Lu	lucongjin@yahoo.com

## Absent:

Annick Lavender (Secretary)	lavender708@shaw.ca
Lorne McKendrick (Treasurer)	mckendrick4675@shaw.ca

## AGENDA

- |            |                           |            |                            |
|------------|---------------------------|------------|----------------------------|
| <b>1.0</b> | <b>Maintenance</b>        | <b>3.0</b> | <b>Miscellaneous Items</b> |
| <b>2.0</b> | <b>Landscaping Issues</b> | <b>4.0</b> | <b>On-going Reminders</b>  |

## Quorum

As all members received sufficient notice and quorum was present, Katie Anderson declared the meeting properly called at 7:40 pm and regularly constituted for the transaction of business.

### 1.0 Maintenance

- **Monthly Maintenance Schedule** – is being adhered to. Thanks to units #6 (22728 and 22788) and #9 for maintenance during the months of November through January.
- Also, a special thank you to Melinda (#9) and Travis for the amazing Christmas decorations that we all enjoyed over the holidays.

Just a reminder for the maintenance schedule for the upcoming months:

- March – Unit #15 - 22788
  - April – Unit #3 - 22788
  - May - Unit #21 - 22788
  - June – Unit #5 – 22788
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- **IMPORTANT NOTE** - Please break down all cardboard boxes before placing in recycling bins. Also, do not use the garbage bins for larger boxes as we are charged by weight for garbage disposal and cardboard should always be recycled. In the case of larger boxes, you can either break down the box to smaller pieces or take the larger boxes to the Richmond Recycling Depot located at 5555 Lynas Lane (travel west on Westminster Highway from No. 2 Road and turn north on Lynas Lane).

## 2.0 Landscaping Issues

- **New quotes** – Chris has found an alternate company to consider for the landscaping contract of Parc Kensington. The quote that has been provided from the West Pacific company is \$40.00 less per month than our current landscaper (Complete Gardening). We will be reviewing our current contract and once it has expired, will likely be switching companies as there have been numerous complaints regarding the landscaping over the past year.

## 3.0 Miscellaneous Items

- **Property next door** – Katie has contacted Dave Mander on the status of the property next door regarding the retaining wall. Mander has informed the Council that at this time, he is waiting to secure the property immediately south of the residence next door before he proceeds with development plans. To address the issue, the Council is looking at getting quotes on redoing the retaining wall, fences, and concrete slabs.
- **Annual General Meeting** – The 2008 Annual Meeting has been tentatively set for May 7<sup>th</sup> at 6:30 p.m. Further details to follow upon confirmation.
- **Dorset** - As of February 1, 2008, Andrew Hui is no longer serving as our Property Manager and Property Administrator. The new individuals who will be responsible for any Dorset service matters are as follows:
  - **Ted Chung, (604) 270-1711, ext 146 or [tedchung@dorsetrealty.com](mailto:tedchung@dorsetrealty.com)**
  - **Brian Spencer, (604) 270-1711, ext 120 or [brianspencer@dorsetrealty.com](mailto:brianspencer@dorsetrealty.com)**
- **PARKING / TOWING** – Warning notices that have been previously been used when visiting cars are parked without displaying the proper parking pass will no longer be issued. **Effective immediately**, if a car is parked in the Visitor designated - spots without displaying the Strata – issued, laminated parking pass, face up on the driver's side of the dashboard, **this vehicle can and will be towed**. As warning notices have continued to be ignored and given the scarcity of parking spaces, these rules need to be enforced. As a reminder, the maximum amount of time a car can park for in the Visitor's area is three days and each unit is only entitled to **one** visitor's parking pass.
- If you do not have a parking pass, please see Rikki (#9) and for a charge of \$10.00, she will issue a new one.

## 4.0 On-Going Reminders

**Strata Council hours** – since the elected council is a voluntary position, all council members are available for contact Mondays through Fridays between 8AM and 5PM. All emergency calls should be directed to Ted Chung at Dorset Realty.

Please remember to keep the garbage shed clean and tidy; keep garbage and/or recycling at home until full bins are emptied. Also, be careful when opening / closing doors of the shed as one of the doors is **broken and should not be used** at the present time.

Review and understand bylaws, especially regarding dogs, parking, noise, fines, etc.

Submit your e-mail address if you are able to receive minutes electronically (to Katie at [kateskate@hotmail.com](mailto:kateskate@hotmail.com) or any other council member).

# MINUTES – ANNUAL GENERAL MEETING

Strata Council LMS4220 – Parc Kensington  
Thursday, May 8, 2008 at 7:00PM

## AGENDA

- |            |   |            |   |
|------------|---|------------|---|
| <b>1.0</b> | <b>Roll Call/Certificate of Proxies</b> | <b>5.0</b> | <b>Report on Insurance Coverage</b>           |
| <b>2.0</b> | <b>Proof of Notice</b>                  | <b>6.0</b> | <b>Financial Update &amp; Budget Approval</b> |
| <b>3.0</b> | <b>Approval of 2007 AGM Minutes</b>     | <b>7.0</b> | <b>Election of 2008/09 Strata Council</b>     |
| <b>4.0</b> | <b>Report from Strata Council</b>       | <b>8.0</b> | <b>Adjournment</b>                            |

## Quorum

As a quorum was present, the chairperson declared the meeting properly called and regularly constituted for the transaction of business.

### 1.0 Roll Call/Certificate of Proxies

There were 17 present in person or by proxy at the meeting, which constitutes a quorum.

### 2.0 Proof of Notice

Among those persons present, everyone received a copy of the notice in sufficient time.

### 3.0 Approval of 2007 AGM Minutes

Rikki Clark motioned to approve the 2007 AGM Minutes from May 9, 2007. Debbie Poon seconded the motion. All were in favour.

## 4.0 REPORT FROM STRATA COUNCIL

### 4.1 Maintenance

**Gutter repairs and cleaning** – This was done on August 28, 2007 from Acrotech. As we did not hear any negative feedback, we assume that everything was satisfactory. The additional extra work will be held off until next year's budget.

Monthly schedule for light maintenance is being adhered to.

**Snow Removal** – Each unit being responsible for their own walkways worked well this year.

**Garbage shed area** – Cleaning for this area is an ongoing issue. Reminders to keep areas clean, break down boxes etc.

### 4.2 Landscaping

We are in the process of reviewing our current contract with the landscape company and assessing whether or not to try a new landscaping company.

### 4.3 By laws

The council dealt with various noise complaints throughout the year. Please try to keep noise levels down and be respectful of neighbors.

#### 4.4 Legal Claim

The council and Lesperence Mendes agreed to settle out of court. Parker Schmidt (Katie's husband) was the mediator between the two parties and did an excellent job of resolving the situation. The two parties agreed that the Council would pay \$6,000.00 (including taxes and late fees), which was taken out of the existing budget. The Council is happy that this issue was resolved and does not anticipate any further notable legal costs coming up in the future.

#### 4.5 Other

**Property next door** – Katie has contacted Dave Mander on the status of the property next door regarding the retaining wall. Dave has informed the Council that at this time, he is waiting to secure the property immediately south of the residence next door before he proceeds with development plans. This issue will be a main priority for the Council this year. We intend to meet with Dave Mander and to obtain further details on possible timeline for his development project. If indeed Dave has no plans to develop in the immediate future, we will explore the possibility of fixing the retaining wall ourselves and then not allowing Dave access through our complex when he decides to develop his property.

**PARKING / TOWING** – Warning notices that have been previously been used when visiting cars are parked without displaying the proper parking pass will no longer be issued. **Effective immediately**, if a car is parked in the Visitor designated - spots without displaying the Strata – issued, laminated parking pass, face up on the driver's side of the dashboard, **this vehicle can and will be towed**. If you do not have a parking pass, please see Rikki (#9) and for a charge of \$10.00, she will issue a new one.

**Complex BBQ** – The annual Complex Potluck BBQ on Sunday, September 9<sup>th</sup> was a great success. We are looking to plan more social activities in the upcoming year.

#### 4.6 Continual Reminders for Residents

- **Water lawns and trees** (and note restrictions on time periods for sprinklers)
- Residents must take steps to ensure they are properly maintaining their unit with respect to **potential hazards** – for example, cleaning out dryer vents/hoses frequently, maintaining the furnace and vents, and any other fire hazards.
- Keep **garbage shed** clean and tidy; **keep recycling at home until full bins are emptied**
- **Review and understand bylaws, especially regarding dogs, parking, noise, fines, etc.**
- Please read the **minutes** each time and ensure you understand them
- Council needs feedback to ensure the Strata is being managed in the way owners would like.

## **5.0 REPORT ON INSURANCE COVERAGE**

Property Manager Ted Chung, reported on the insurance coverage. Our appraised replacement value of the complex is \$6,207,000, and total premium was \$11,817.68. The period of insurance is from October 1, 2007 to October 1, 2008. Deductibles are as shown in the notice of this meeting.

New information: individual owners should purchase their own personal insurance coverage to include Personal belongings, any upgrades the Owner may have added like laminate/hardwood flooring, etc., Strata deductible – negligence, and repairs and maintenance within a Strata lot.

## **6.0 FINANCIAL UPDATE & BUDGET APPROVAL**

Contingency Reserve Fund is at \$37,405.22

Overall, the council remained on budget for the year. The council was able to pay for the outstanding legal claim out of the budget without going over and the council still managed to have money left over.

The council proposed a budget, as shown in detail in the meeting notice. In the budget, the council included general maintenance such as exterior building washing, window cleaning and gutter cleaning.

16 were in favour of Proposed Budget. 1 was opposed. **Proposed Budget was passed.**

Owners may see their new monthly strata fees in the notice of the AGM and they also will receive a notice from Dorset reminding them of the increase, starting June 1, 2008.

## **7.0 ELECTION OF 2008/09 STRATA COUNCIL**

The bylaws of the strata require a minimum of 5 council members and a maximum of 7.

The Strata Council members of 2007/08 accepted being nominated for a second term except for Annick Lavender who will not serve on the council this year.

**Katie Anderson (#10-22788)**  
**Lorne McKendrick (#14-22788)**  
**Rikki Clarke (unit #1-22788)**  
**Congjin Lu (#9-22728)**  
**Chris Johnston (#11-22788)**

The following members volunteered to participate in this years' Strata council:

**Kevin Chen (Unit #7 – 22788)**  
**Maryann (Unit # 3 - )**

The 2008/09 Strata Council was formed with a total of 7 members.

## **9.0 ADJOURNMENT**

The meeting was adjourned at approximately 7:45PM. Marilyn Fransen motioned to adjourn the meeting. Chris Johnston seconded the motion.

# MINUTES OF MEETING

Strata Council LMS4220 – Parc Kensington  
Tuesday, June 10<sup>th</sup>, 2008 at 7:30PM  
2008 / 2009 Strata Council Meeting No. 1

## Present:

Katie Anderson (President)  
Chris Johnston (Landscaping)  
Congjin Lu  
Lorne McKendrick (Treasurer)  
Kevin Chen (Secretary)

kateskate@hotmail.com  
Chris@voxter.ca  
lucongjin@yahoo.com  
mckendrick4675@shaw.ca  
kevinc@eldoradogold.com

## Absent:

Rikki Clarke (Maintenance)  
Mary Ann

rik\_tra@yahoo.ca  
pinket123@yahoo.com

## AGENDA

**1.0 Maintenance**

**2.0 Landscaping Issues**

**3.0 Miscellaneous Items**

**4.0 On-going Reminders**

## Quorum

As all members received sufficient notice and quorum was present, Katie Anderson declared the meeting properly called at 7:40 pm and regularly constituted for the transaction of business.

### 1.0 Maintenance

- **Annual Maintenance day** went well on May 31<sup>st</sup> Saturday. A total of 8 people helped to clean lights and garbage area. Some touch-up paint jobs were also performed. Lights on Westminster Highway side were not included on that day, and this may require units which are located on that side to maintain the condition.
- We also need to have 4-6 volunteers to do the remainder of work which was not done on Maintenance Day. If you can help, please contact Rikki at (604) 524-1615.
- We are scheduled for our building & window cleaning with Acrotech for the FULL WEEK of **July 14th to July 18th**. They will start at approximately 9:00AM until 4:00PM. **Residents will need to remove all screens to their windows for proper cleaning and are asked to take items off their decks to allow proper access and also for nothing to get broken.**
- Please make note of watering restrictions – there is a sign posted by the mailbox reminding residents.
- **IMPORTANT NOTE** - Please keep garbage lid closed in communal area. Remember to break down boxes and keep the garbage area clean and tidy.

### 2.0 Landscaping Issues

- General response toward the current landscaping company has been satisfactory. If there are any complaints or suggestions to improve, please let Chris know.
- We are obtaining a quote for levelling and landscaping the sand area next to Unit #10 of 22788.
- The Council would like to remind you that with dry condition in the summer, every unit should water the trees and plants regularly (keeping in mind watering restrictions).
- Some units have reported dead trees and we are currently looking at obtaining quotes for replacement of trees from our landscaping company. If you have dead trees, please send an email to Chris so that we can take note of approximately how many trees will need to be replaced.

### 3.0 Miscellaneous Items

- **Retaining Wall** – Katie has contacted Dave Mander on the status of the property next door regarding the issue of the retaining wall. Mander has informed the Council that at this time, he doesn't see the project being developed in the near future. To address the issue, the Council is looking at getting quotes on redoing the retaining wall, fences, and concrete slabs.
- The Council has been notified that some units on the side of Westminster Highway have patio settling issues / driveway cracking. If there are safety concerns, owners should let the Council know.
- **PARKING / TOWING** – Remember to always display a parking pass in the visitor parking stalls.
- If you do not have a parking pass, please see Rikki and for a charge of \$10.00, she will issue a new one.

### 4.0 On-Going Reminders

**Strata Council hours** – since the elected council is a voluntary position, all council members are available for contact Mondays through Fridays between 8AM and 5PM. All emergency calls should be directed to Ted Chung at Dorset Realty.

Review and understand bylaws, especially regarding dogs, parking, noise, fines, etc.

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