

CRESCENT II – LMS 4530**LOCATION:**

7:00 p.m. – Clubhouse
3500 144th Street
Surrey, B. C.

STRATA COUNCIL 2012**CHAIR**

Harry Harris - #71
604-538-3599

VICE CHAIR/SECRETARY

Doris Cummings - #48
604-541-3063

TREASURER

Barry Cashmore - #53
604-541-3963

LANDSCAPING

Bev Nicholas - #49
604-535-7312

MAINTENANCE

Roy Gattinger - #79
604-541-6363

IRRIGATION

Bill Cheb - #93
604-538-4992

SECURITY

Veronica Porter - #89
604-531-0555

STRATA MANAGER

Gerry Blanchard
E-Mail: gerry@crpm.ca

CROSSROADS MANAGEMENT LTD.

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EMERGENCY CONTACT

24 HOUR SERVICE
(778) 578-4445

ATTENDANCE:

25 Owners registered in person
15 Owners registered and represented by proxy

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Bev Nicholas in the absence of the Chair and Vice-Chair. It was MOVED/SECONDED to have the Strata Manager, Gerry Blanchard chair this evenings meeting. CARRIED

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

The roll was called and all proxies certified by Mr. Blanchard in accordance with the requirements of the Strata Property Act. The Act requires that a quorum consisting of one-third of the Owners be present in order for the meeting to proceed. Mr. Blanchard reported that a quorum was present.

(3) PROOF OF NOTICE/WAIVER OF NOTICE

Mr. Blanchard advised that appropriate notice must be given to all Owners either by mail to their last-known address or hand-delivered on-site. In the case of this Annual General Meeting, the notices were hand-delivered to all Owners on January 31, 2013, which is 20 days prior to the meeting date. It was MOVED – 55, that adequate notice was given for this evening's meeting. SECONDED - 89. CARRIED

(4) ADOPTION OF PREVIOUS MINUTES

It was MOVED - #47 to adopt the minutes of the Annual General Meeting of February 22, 2012. SECONDED - #81. CARRIED

(5) REPORTS

CHAIR – Harry Harris – See attached.

(6) REPORT ON INSURANCE

Gerry informed the Owners that Don Jones helped renegotiate this year insurance policy and the Ownership gave Don a warm round of applause in appreciation of his assistance. The policy was renewed on January 1, 2013 for 12 months. Details of the current policy are as follows:

Property value -	\$20,823,000 (last year \$21,575,900)	Deductibles: Water - \$ 5,000
Liability coverage -	10,000,000	Flood - 10,000
Directors and Officers -	2,000,000	Glass - 100
		Earthquake – 10%
		All Risks - \$5,000

WATER CLAIMS AND INSURANCE POLICY

The Strata Corporation's insurance water deductible is \$5,000.00.

The Strata lot Owner is required to cover the repair costs up to \$5,000.00 of any water damage that occurs within a strata lot and outside the strata lot that arises from any Owner responsible devices (taps, dishwasher, washing machine, toilet etc.). Any damage over \$5,000.00, the Strata Corporation's insurance policy will cover. We recommend that you contact your "Contents" insurance company to ensure that they will cover this expense for you, less your contents deductible.

Any water damage that occurs within a strata lot that arises from or through common property will **not** be covered by the Strata Corporation if it is under \$5,000.

Gerry invites Owners to call should you have any question regarding the Corporation's insurance or with any questions regarding your In-suite insurance contents policy.

(7) RATIFICATION OF RULES

There were No rules to be ratified.

(8) CONSIDERATION OF 3 / 4 VOTE "A" – EXTERIOR PAINTING

Be it Resolved by a ¾ vote of the Owners, Strata Plan LMS 4530 that authority be given to spend up to \$100,000.00 from the Painting Contingency Reserve Fund to wash, prime and paint all the exterior wood trim (excluding the trellises that were painted in 2012) of all buildings divider fences in 2013. All "dog" fences and gates will also be stained and repaired as needed and that the cost be charged back to the Owner.

It was MOVED – 53 to adopt 3 / 4 Vote "A" as presented. SECONDED – 75

After considerable discussion on the benefits of going forward with the exterior painting project, the question was called. 36 in favour, 4 opposed, 0 abstained **CARRIED**

(9) CONSIDERATION OF PROPOSED OPERATING BUDGET 2013

Barry Cashmore reviewed in detail the income and expenses for the fiscal year 2012 for the benefit of all the Owners present at the meeting. It was MOVED - #53 to adopt the proposed operating budget as presented. SECONDED - #47. The question was called to adopt the proposed budget as presented.

40 in favour, 0 opposed, 0 abstained.

CARRIED

(10) PAYMENT OF STRATA FEES

The payment of your monthly Strata fees, as shown on the attached schedule, can be made in the following ways:

1. **Automatic withdrawal from an Owner's account by completing a Personally Approved Payment agreement and forwarding a "Void" cheque for that account. As the old fees were already taken for January and February and there is an increase in strata fees, effective January 1, 2013, a second small amount will be withdrawn from your account on March 1, 2013 together with your new fees. The new fees will then be deducted on the 1st of each of the following months. If an Owner is already on this system, no further action is required.**
2. Post-dated cheques, whereby an Owner supplies us with 12, post-dated cheques dated the first of each month, commencing January 1, 2013, payable to **Strata Plan LMS 4530– Unit #_____**. Cheques may be left in mailbox in the clubhouse mailroom for pick-up.

Attached is the adopted budget and fee schedule for your convenience.

(11) ELECTION OF STRATA COUNCIL

Gerry explained to the Ownership, the Strata's bylaws require that all 7 council members must resign tonight but can be re-elected for another term: to a maximum of 3 terms. Owners nominated to serve on council for a one year period are as follows:

Barry Cashmore – # 53	Bill Cheb- # 93	Veronica Porter- #89	Doris Cummings - #48
Roy Gattinger - #79	Bev Nicholas - #49	D'Arcy Warner - #55	Dave Aune - #46

Gerry noted the bylaws state that only a maximum of 7 Owners can be on council. Voting ballots were distributed to the Ownership and they voted as follows:

Barry Cashmore – # 53	Bill Cheb- # 93	Doris Cummings - #48	Roy Gattinger - #79
Bev Nicholas - #49	D'Arcy Warner - #55	Dave Aune - #46	

A warm round of applause was given to the newly elected council.

(12) DISCUSSION

12.1 GARBAGE, RE-CYCLING, GREEN BINS

All City of Surrey bins must be kept in your garage. We note the bylaw that the Ownership directed the new council to enforce:

46. General

- (1) An owner or occupant shall remove ordinary household refuse and garbage from their strata lot and deposit it in front of the strata lot in an enclosed garbage container (as approved by the City of Surrey) no sooner than 7:00 PM on the evening prior to the scheduled collection day. Garbage containers are to be removed from common property or limited common property as soon as possible after collection and no later than 9:00 PM on the day collection takes place. Owners are responsible for cleaning up any debris from their garbage containers whether caused by the collection company or by birds, animals, wind or other causes.

12.2 EXTERIOR TRELLIS SIGNAGE

It was MOVED/SECONDED to direct the new council to research the cost, design and cost-sharing with Crescent I options to place a quality sign on the trellis on the corner of Crescent Road and King George Boulevard and report back to the Ownership at the next AGM. CARRIED

12.3 PARKING

Council was directed to enforce the parking bylaws within the complex. A number of Owners and their Residents are parking off their driveway aprons, and in visitor parking locations.

12.4 CONCRETE SEALING

An Owner noted that the concrete sidewalks and steps leading to the front entry door are deteriorating and they should be sealed to preserve the concrete. Council will search the cost of doing this work and report back to the Ownership.

(13) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:25 p.m. Council will meet for their first meeting of the Strata Council on Tuesday, March 5, 2013 at 9:00 a.m. in the Clubhouse.

Gerry Blanchard,
Strata Manager

Report from the Chair

Good Evening – thank you for your attendance tonight.

Unfortunately, an unforeseen death in the family has made it impossible for me to attend.

I want to thank last year's council for their continued commitment and applaud them once again for an exemplary job.

2012 was a year committed to following through with the plans developed in the previous year. Landscaping and Maintenance continued to be Council's primary concern and the results, I believe, are obvious to all of us. I particularly want to thank Bev and Roy for their enormous efforts in their areas of Landscaping & Maintenance. The follow-up this year will be the exterior painting of the buildings and divider fences., giving us a fresh new look that will maintain our community's attractiveness and marketability.

We will be deciding tonight on the funding of this project as well as the succession of council. I urge you to step forward and offer your name to serve on the 2013 council.

Once again, thank you all for your contribution to our community.

Harry Harris

Treasurer's Report for LMS 4530 Year Ending December 31, 2012 & the Budget year 2013

Council is happy to report another year where revenues exceeded expenses and we have recorded a surplus of \$10,837 for the year ending December 2012. Once again all Strata fees were paid on time recording no arrears during the year. The 2012 Council recommends this surplus be transferred to the CRF (Contingency Reserve Fund) to assist with the rebuilding of the fund.

Expenses fall into four broad categories. Landscaping and Grounds, Repairs and Maintenance, Utilities, and Administration

Landscaping & Grounds

Expenses were \$3415 under budget for the year showing real restraint given all the opportunity to spend. The 2013 budget at \$62,278 is a slight decrease over last year but sufficient to maintain the standard established.

Repairs & Maintenance

R&M expenses during the year included \$40,582 funded via the CRF plus the normal R&M. The total was under the approved 2012 budget by \$6900. Given the amount of work undertaken and the surprises encountered, the ownership owe a huge vote of gratitude to Roy Gattinger for the work he did in planning and supervising the work completed. Thanks Roy! The 2013 budget covers the required replacement of smoke alarms plus previously identified issues not covered in the past year. Budget is \$43,100, an increase of \$13,374 over last year.

Utilities

This is your Water/Sewer City of Surrey and BC Hydro expenses and they will remain constant in the new budget.

Administration

The key items are Property Management and Insurance. No change for management and a slight (\$1313) increase for insurance.

Contingent Reserve Fund

Two major expenses were authorized for payment out of the CRF during 2012. They are \$42,000 for special R&M and \$7,000 for the new Depreciation Report. Additions to the funds included \$36,071 for contributions, prior year surpluses and interest, \$1,937 from roll back of unused previously approved CFS withdrawals. The CRF at December 31, 2012 is \$203,350.

The 2013 budget proposes owner contributions for the full year of \$35,455. Should the proposed painting be approved, a withdrawal from the CRF of \$100,000 would occur during 2013. With the current year surplus included, the projected year ending 2013 CRF balance is under \$150,000.

It should be noted LMS 4241 (Crescent I) holds approximately \$15000 in their CRF in-trust for LMS 4530 as it relates to the Shared Expenses. This asset doesn't appear on our balance sheet. Contributions to that fund are approximately \$1900 annually and are included in our annual shared expense category. This CRF fund would cover specific capital expense for the Club House, Front gate and related assets.

The next Council will have the task of dealing with the completed Depreciation Report and the implications it will present with respect to long term expenses and how they are funded. Your Strata fees will increase 8.9% with the approval of this year's budget. On the positive side, expected changes in the HST rules later this year should result in cash savings of roughly \$10,000 for the cost of labor work to be done in 2013.

Once again, it was an honor to serve with this year's Council and I congratulate all of you for your dedicated community involvement.

Barry Cashmore, #53

CRESCENT II - LMS 4530
J OPERATING BUDGET
JANUARY 1, 2013 TO DECEMBER 31, 2013

	ADOPTED BUDGET 2011	ACTUAL 2011	PROPOSED BUDGET 2012	ADOPTED BUDGET 2012	ACTUAL YTD DEC 2012	BUDGET 2013	Variance 2012/2013
INCOME:							
Strata Fees	\$142,412	\$142,412	\$157,961	\$155,961	\$155,961	\$184,059	-\$18,098
Prior Year Surplus	\$12,080	\$12,080	\$0	\$0	\$0	\$0	\$0
Interest Income	\$150	\$343	\$300	\$300	\$305	\$300	\$0
Miscellaneous		\$140	\$0	\$0	\$460		\$0
Water - Sewer - \$30.00/month/unit	\$20,520	\$20,520	\$20,520	\$20,520	\$20,520	\$20,520	\$0
Painting Income	\$17,455	\$17,455	\$17,455	\$17,455	\$17,455	\$17,455	\$0
TOTAL INCOME	\$192,617	\$192,950	\$196,236	\$204,236	\$204,701	\$222,334	-\$18,098 8.86%
COMMON EXPENSES:							
Landscaping and Grounds							
Landscape Contract	\$35,500	\$36,204	\$47,800	\$47,800	\$47,377	\$44,778	\$3,022
Drainage Repair and Maint.	\$5,000	\$800	\$5,000	\$5,000	\$3,825	\$2,500	\$2,500
Plant Replacement and Improvements	\$7,500	\$11,502	\$7,500	\$7,500	\$8,479	\$9,500	-\$2,000
Irrigation	\$2,200	\$913	\$2,464	\$2,464	\$1,769	\$2,500	-\$38
Snow Removal	\$1,500	\$120	\$1,500	\$1,500	\$165	\$1,500	\$0
Pest Control			\$2,503	\$2,503	\$1,737	\$1,500	\$1,003
TOTAL LANDSCAPING AND GROUNDS	\$51,700	\$49,539	\$66,767	\$66,767	\$63,352	\$62,278	\$4,489
REPAIR AND MAINTENANCE							
Repair and Maintenance	\$14,431	\$19,924	\$12,000	\$12,000	\$11,168	\$26,000	-\$14,000
Gutter Cleaning	\$5,000	\$2,016	\$5,000	\$5,000	\$2,184	\$4,500	\$500
Shared expenses	\$9,452	\$9,452	\$8,526	\$8,526	\$8,596	\$8,800	-\$274
Window Cleaning	\$2,200	\$1,316	\$2,200	\$2,200	\$1,450	\$2,300	-\$100
Roof Moss Control			\$2,000	\$2,000	\$846	\$1,500	\$500
TOTAL REPAIR AND MAINTENANCE	\$31,083	\$32,708	\$29,726	\$29,726	\$24,244	\$43,100	-\$13,374
UTILITIES							
Electricity	\$1,000	\$735	\$750	\$750	\$723	\$750	\$0
Water - Sewer expense	\$20,520	\$18,035	\$20,520	\$20,520	\$19,397	\$20,520	\$0
TOTAL UTILITIES	\$21,520	\$18,769	\$21,270	\$21,270	\$20,120	\$21,270	\$0
ADMINISTRATION							
Statutory Review/Depreciation report	\$0	\$56	\$100	\$100	\$56	\$2,000	-\$1,900
Legal/Audit	\$500		\$500	\$500	\$56	\$500	\$0
Office Expense/Web site	\$1,800	\$1,636	\$1,800	\$1,800	\$1,851	\$1,800	\$0
Insurance Premiums/Appraisal fees	\$39,791	\$39,791	\$41,850	\$41,850	\$41,850	\$43,163	-\$1,313
Management Fees	\$12,768	\$12,768	\$12,768	\$12,768	\$12,880	\$12,768	\$0
Contingency Contributions	\$16,000	\$16,000	\$4,000	\$12,000	\$12,000	\$18,000	-\$6,000
Painting Reserve	\$17,455	\$17,455	\$17,455	\$17,455	\$17,455	\$17,455	\$0
TOTAL ADMINISTRATION	\$88,314	\$87,706	\$78,473	\$86,473	\$96,148	\$95,686	-\$9,213
TOTAL EXPENSES	\$192,617	\$188,722	\$196,236	\$204,236	\$193,864	\$222,334	-\$18,098 8.86%
SURPLUS/ (DEFICIT)	\$0	\$4,228	\$0		\$10,837	\$0	

Strata Fees

LMS 4530 - Strata Fee Schedule						
January 1, 2013- December 31, 2013						
S/L	UNIT	U/E	BASE BUDGET	Water and Sewer	PAINTING CONTINGENCY	TOTAL MONTHLY PAYMENT OPTION 1
1	93	185	258.31	30.00	24.50	312.81
2	92	178	248.54	30.00	23.57	302.11
3	89	191	266.69	30.00	25.29	321.98
4	88	191	266.69	30.00	25.29	321.98
5	87	191	266.69	30.00	25.29	321.98
6	86	191	266.69	30.00	25.29	321.98
7	84	191	266.69	30.00	25.29	321.98
8	83	191	266.69	30.00	25.29	321.98
9	76	214	298.81	30.00	28.34	357.14
10	45	178	248.54	30.00	23.57	302.11
11	46	185	258.31	30.00	24.50	312.81
12	49	192	268.09	30.00	25.42	323.51
13	50	206	287.64	30.00	27.28	344.91
14	53	182	254.12	30.00	24.10	308.22
15	54	182	254.12	30.00	24.10	308.22
16	73	191	266.69	30.00	25.29	321.98
17	74	204	284.84	30.00	27.01	341.86
18	75	214	298.81	30.00	28.34	357.14
19	72	191	266.69	30.00	25.29	321.98
20	71	204	284.84	30.00	27.01	341.86
21	68	206	287.64	30.00	27.28	344.91
22	67	192	268.09	30.00	25.42	323.51
23	66	206	287.64	30.00	27.28	344.91
24	65	192	268.09	30.00	25.42	323.51
25	64	177	247.14	30.00	23.44	300.58
26	63	183	255.52	30.00	24.23	309.75
27	60	204	284.84	30.00	27.01	341.86
28	59	191	266.69	30.00	25.29	321.98
29	70	204	284.84	30.00	27.01	341.86
30	69	191	266.69	30.00	25.29	321.98
31	62	182	254.12	30.00	24.10	308.22
32	61	182	254.12	30.00	24.10	308.22
33	58	182	254.12	30.00	24.10	308.22
34	57	182	254.12	30.00	24.10	308.22
35	96	178	248.54	30.00	23.57	302.11
36	97	185	258.31	30.00	24.50	312.81
37	95	206	287.64	30.00	27.28	344.91
38	94	192	268.09	30.00	25.42	323.51
39	91	206	287.64	30.00	27.28	344.91
40	90	192	268.09	30.00	25.42	323.51
41	85	214	298.81	30.00	28.34	357.14
42	47	192	268.09	30.00	25.42	323.51
43	48	206	287.64	30.00	27.28	344.91
44	51	192	268.09	30.00	25.42	323.51
45	52	206	287.64	30.00	27.28	344.91
46	55	192	268.09	30.00	25.42	323.51
47	56	206	287.64	30.00	27.28	344.91

Strata Fees

48	98	204	284.84	30.00	27.01	341.86	
49	99	191	266.69	30.00	25.29	321.98	
50	100	177	247.14	30.00	23.44	300.58	
51	101	183	255.52	30.00	24.23	309.75	
52	81	191	266.69	30.00	25.29	321.98	
53	82	191	266.69	30.00	25.29	321.98	
54	77	177	247.14	30.00	23.44	300.58	
55	78	183	255.52	30.00	24.23	309.75	
56	79	204	284.84	30.00	27.01	341.86	
57	80	191	266.69	30.00	25.29	321.98	
		10,985	\$15,338.25	\$1,710.00	\$1,454.58	\$18,502.83	