

SEA VISTA STRATA NW 367

Council Meeting

Monday - October 17, 2016

Present : Susan Clark, Yvonne Henderson, Deanne Barber, Pat Carr

Chairperson: Susan Clark

Meeting Called to Order: 3:35 pm

Approval of Agenda:

Moved: Susan Clark

Seconded: Pat Carr

“...that the agenda be approved.”

Approved Unanimously

Approval of Minutes:

Moved: Deanne Barber

Seconded: Yvonne Henderson

“...that the amended minutes of the meeting of August 16, 2016 be approved”

Approved Unanimously

OLD BUSINESS:

1. Repairs to 101, 201, 301 & Fascia Board 304

All of the above repairs have been completed.

2. Signature at Bank:

As soon as possible, Deanne Barber will go to the bank to have her name included as an approved signatory on the strata bank accounts.

3. Keep Off the Grass Signs:

Deanne Barber will look for reasonably priced signs to put on the grass for next spring.

4. Fire Safety Plan:

Documentation and procedures for the Sea Vista Fire Safety Plan will be completed by the AGM in 2017.

NEW BUSINESS:

1. Replacement of Back Door:

Moved: Susan Clark

Seconded: Deanne Barber

“...that the back door be replaced. Choice of the type of door to be used, and the company to instal the door will be based on quotes received.”

Approved Unanimously

2. Balcony Doors:

Problems with balcony doors not opening and closing properly can no longer be fixed by making adjustments to the tracks and wheels. One set of doors, including the frame, needs immediate replacement. Quotes will be obtained and a decision on the repairs will be made as soon as possible. A Special General Meeting will be called to discuss payment for the repairs.

3. Depreciation Report Renewal:

The update of the Depreciation Report is due in February 2017. To have it done then or to defer it for a year will be voted on at the 2017 AGM.

4. Landscaping:

The work to replace the bushes at the north-east corner of the building has been completed.

5. Budget:

Preliminary discussions of this years spending and next years budget will take place over the next two months.

6. Gutters:

Precision Gutters will be called to clear the gutters on the east side of the building. A full cleaning of all the gutters will be done in late November.

7. Annual General Meeting:

Council is hoping to hold the Annual General Meeting before the end of January 2017.

8. Bylaws:

Council is reviewing the bylaws. Any changes suggested will be voted on at the AGM.

9. CHOA:

Membership in CHOA will be renewed for another year.

10. Bicycles in Garage:

Please inform council if you are the owner of a bicycle stored in the bike rack in the garage. If you are using your bike no longer, please remove it from the garage. The bike rack is for the use of owners only. Please do not store bikes for friends.

11. Sprinkler System:

Columbia Irrigation has turned off and drained the sprinkler system for the winter.

12. Council Meeting Dates:

A schedule of regular meeting dates will be set up as soon as possible.

Correspondence:

DATE		TO	FROM	SUBJECT
September 5, 2016	Letter	Council	Owner SL 15	Back Door
September 5, 2016	E-mail	Owner SL 15	Council	Back Door
October 10, 2016	E-mail	Council	Owner SL 13	Film for Windows

9. Meeting Adjourned: 6:25 pm

Next Regular Council Meeting: November 21, 2016 at 3:00 pm in recreation room

**** Do you own the set of golf clubs in the extra storage room? If so, please let a council member know.**

SEA VISTA STRATA NW367
Council Meeting
Tuesday August 16, 2016

Present: Susan Clark, Yvonne Henderson, Deanne Barber
Absent: Pat Carr
Chairperson: Susan Clark
Meeting Called to Order: 12:00

Approval of Agenda:

Moved: Yvonne Henderson moved that the agenda be approved.
Seconded: Deanne Barber

Approved Unanimously

Approval of Minutes:

Moved: Susan Clark moved that the minutes of the meetings of July 15, 2016 be approved
Seconded: Yvonne Henderson

Approved Unanimously

OLD BUSINESS:

1. Repairs to 101, 201 & 301:
Work will start on the balcony and fascia boards some time in mid-September. As the time comes near, strata will confirm the date and notice will go out.
2. Glass Replacement #301:
Notice Sent around Friday
3. Fire Safety Plan:
We have been in contact with the fire department and a plan will be approved by the chief before it is given to strata members. A fire drill will be organized after the approval of the plan. A notice will be posted with a confirmed date.
4. Recreation Room Reminder:
Reminder: When using the recreation room, please bolt doors and windows and turn off lights after use.
5. Moving Furniture:
Reminder: Please put up elevator pads if furniture is being delivered or moved. Please put back in the locker room on the shelf above the door when finished.

Motion:

Approve Deanne Barber permitted to be a signature on all strata documents and finances
Moved: Yvonne Seconded: Susan

Approved Unanimously

Correspondence:

DATE		TO	FROM	SUBJECT
June 20, 2016	e-mail	Council	New Owners SL12	Request re: Sm. Business
June 23, 2016	letter	Council	Owner SL11	Request re: Windows
July 5, 2016	letter	Owner SL12	Council	Approval re: Sm. Business
July 5, 2016	letter	Owner SL 11	Council	Approval re: Windows
July 24, 2016	e-mail	Owner SL3	Council	Approval re: Security

Meeting Ajourned: 1:00pm

SEA VISTA STRATA NW 367
Council Meeting - Friday July 15, 2016

MINUTES

Present : Pat Carr, Deanne Barber, Yvonne Henderson, Susan Clark
Chairperson: Susan Clark
Meeting Called to Order: 11:05 am

BUSINESS:

1. Fire Plan:

Deanne Barber will draw up a fire safety plan and will ask for two volunteers from each floor to check suites in the event of a fire alarm.

2. Painting End Walls on Each Floor:

Council has decided to leave the painting of the end walls for now. Next year, painting of hallways and suite doors will be one of our priorities. We will have all the work done by professional painters.

3. Novus Glass:

Novus Glass (previously White Rock Glass) has been contracted to replace the glass in those windows where the seal has broken. Also, they will repair any tracks and wheels needing replacement.

4. Fascia Boards:

Spanish Banks Contracting has been asked to replace the fascia boards under the balcony of #304 as soon as possible. They will also check other units to see if any other sections need repairing or replacing.

5. Lawn Signs:

Private Property signs will be placed at the edges of the lawn to discourage people from cutting across the lawn with or without pets.

6. Back Door:

Council will get quotes for replacing the back door, as the locks frequently are difficult to use and the door frame is rotting. This will be brought up at the next AGM.

Meeting Adjourned: 12:10 pm

**** Once again the back door has been left open, both during the day and at night. It is every owner's responsibility to ensure the safety of the building, by making sure the door is securely shut and locked.**

Next Regular Council Meeting: August 16, 2016 12:00 Noon

**SEA VISTA STRATA NW 367
Council Meeting
Wednesday June 29, 2016**

Agenda

Present : Jack Broadbent, Yvonne Henderson, Susan Clark

Absent: Pat Carr, Deanne Barber

Chairperson: Jack Broadbent

Meeting Called to Order: 7:15 pm

Approval of Agenda:

Moved: Susan Clark

Seconded: Jack Broadbent

"...that the agenda be approved."

Approved Unanimously

Approval of Minutes:

Moved: Yvonne Henderson

Seconded: Susan Clark

"...that the minutes of the meetings of April 21, April 24, and May 10, 2016 be approved"

Approved Unanimously

OLD BUSINESS:

1. Painting of Railings:

Once the painters have finished all the work on the railings, please check and make sure that the work has been completed satisfactorily. If you have any concerns, please contact a council member.

2. Window Cleaning:

This is a reminder that the window washers will be here to clean the windows and to soft wash the north facing walls at the back of the building on July 12th and 13th. Workers will take off and replace any screens. They will be accessing the roof to do the clerestory windows.

3. Painting End Walls on Each Floor:

Council has decided that we will wait until after the middle of July to start this painting. By that time, all the moves out and in will have occurred.

NEW BUSINESS:

4. Assessment: SL1

Moved: Jack Broadbent

Seconded: Susan Clark

"...that a letter be sent to the owner of SL 1 concerning the payment of the June 30, 2016 assessment."

Approved Unanimously

5. Request from Owner of SL 11:

Moved: Susan Clark

Seconded: Jack Broadbent

"...that the owners of Strata Lot 11 be allowed to replace the glass in their windows, as per Sea Vista Bylaw Div.1 Sect. 11(i)."

Approved Unanimously

6. Request from Future Owner of SL 12:

Moved: Yvonne Henderson

Seconded: Susan Clark

“...that the future owner be allowed to operate a small business in SL12 in accordance with the parameters outlined in her letter of June 20, 2016 and with Sea Vista Bylaw Div.1 Sect.7(1)(g). This approval will be effective on the transfer of title to the new owner and is contingent on no client meetings being held on Sea Vista Strata premises.”

Approved Unanimously

7. Registering Bylaws:

Moved: Jack Broadbent

Seconded: Susan Clark

“...that McElhanney's in Prince George, be contracted to register the bylaws passed at the Special General Meeting on June 8, 2016.”

**Approved 2 votes for
1 abstention**

8. Resignation of President:

Jack Broadbent tendered his resignation from the position of President of Sea Vista Council, effective immediately, and from his membership on council as of July 14, 2016. On behalf of all the owners, we would like to thank Jack for all he has done during his time at Sea Vista.

9. Appointment of President:

Moved: Yvonne Henderson

Seconded: Jack Broadbent

“...that Susan Clark be appointed President of Sea Vista Council, to complete the term until the next Annual General Meeting in 2017.”

**Approved 2 votes for
1 abstention**

10. Correspondence:

Date		From	To	Reason
April 26, 2016	e-mail	Council	Owner SL 9	Response to Complaint re: Bylaw 7(1)(a)(c)
April 26, 2016	e-mail	Council	Owner SL 10	Response to Complaint re: Bylaw 7(1)(a)(b)(c)
June 7, 2016	Letter	Owner SL 15	Council	Re: Proposed Smoking Bylaws
June 20, 2016	e-mail	New Owner SL12	Council	Re: Bylaw Div 1 Sect 7(1)(g)
June 23, 2016	Letter	Owners SL 11	Council	Re: Bylaw Div 1 Sect 11(i)

11. Meeting Adjourned: 7:45 pm

Next Council Meeting: To be announced.

SEA VISTA STRATA NW 367
SPECIAL GENERAL MEETING

June 8, 2016

MINUTES

Certification of Proxies: for - Patti Brook, Deanne Barber, Iynes Thompson, Pat Carr

Verification of Quorum: 14 votes present in person or by proxy

There is one vote per strata lot.

Owners Present:

# 101 -	# 204 – Mike Matheson
# 102 – Merna Hildebrandt	# 205 – Proxy
# 103 – Proxy	# 301 – Proxy
# 104 – Proxy	# 302 – Pat Tietzen
# 105 – Janet Macdonald	# 303 – Jack & Sharyn Broadbent
# 201 – John & Yvonne Henderson	# 304 – Chris Taylor
# 202 – Debbie Nissilad	# 305 – Wanda & (Alan - 7:17 pm) Florczyk
# 203 – Susan Clark	

Owners Absent:

# 101 – Judy Peterson	# 301 – Iynes & Robert Thompson
# 103 – Patti Brook	# 302 – Paul Tietzen
# 104 – Deanne Barber	
# 205 – Pat Carr	

Residents Absent:

105 – Gordon Kachuk
203 – Graham Longmuir

Proof of Notice of Meeting: Signed sheet from receipt of documents for meeting

Chairperson: Susan Clark was elected, unanimously, to chair the meeting

Meeting Called to Order: 7:07 pm

OLD BUSINESS:

1.) Tree Replacement:

Owners have expressed the opinion that the tree removed from the west side of the front garden not be replaced with a tree, but with a low, decorative shrub. This would mean that the \$1000 deposit would not be returned from the city.

Moved: Susan Clark

Seconded: Sharyn Broadbent

“... that the following resolution be approved.”

Resolution: “The liquid amber removed from the west side of the front garden not be replaced, and that the deposit paid to the City of White Rock be forfeited.”

Approved Unanimously

NEW BUSINESS:

Payment for repairs to balconies # 101, 201, 301 and Painting Railings

The total cost for the above items is

Balcony Repairs	\$12547.50
Painting Railings	<u>8505.00</u>
	\$ 21052.50

1. a) **Moved:** Jack Broadbent **Seconded:** Wanda Florczyk

“... that the following resolution be approved.”

Resolution: “The funds to pay for the repairs to the balconies of units 101, 201 and 301 and to pay for the painting of all balcony railings be raised through an assessment of \$ 18,000.00 and up to \$ 5000.00 to be taken from the Contingency Reserve Fund.”

Defeated: 3 votes for 11 votes against

1. b) **Moved:** Susan Clark **Seconded:** Wanda Florczyk

“...that the following resolution be approved.”

Resolution: The funds to pay for the repairs to the balconies of units 101, 201 and 301 and to pay for the painting of all balcony railings be raised through an assessment of \$ 15,000.00 and up to \$ 8,000.00 to be taken from the Contingency Reserve Fund.

Approved: 13 votes for 1 vote against

Approved Assessment:

	1 Payment	2=pymnts	3=pymnts
101, 201, 301 -	\$ 1017.00	508.50	339.00
102, 202, 302 -	\$ 1002.00	501.00	334.00
103, 203, 303 -	\$ 975.00	487.50	325.00
104, 204, 304 -	\$ 1003.50	501.75	334.50
105, 205, 305 -	\$ 1003.50	501.75	334.50

\$ 15003.00 in total

Payment Dates:

1 Payment - June 30, 2016

2 Payments - June 30, 2016 July 30, 2016

3 Payments - June 30, 2016 July 30, 2016 Aug 30, 2016

Assessments are based on unit entitlement.

Resolutions re: Bylaws

2.) It is proposed that the rule concerning the replacement of the glass in windows be changed to a bylaw.

Moved: Jack Broadbent

Seconded: Debbie Nissilad

“...that the following resolution be approved.”

Resolution: to add the following bylaw

Division 1 Section 11(i)

Owners who wish to replace the glass in the windows in their strata lot, without compensation, may do so, with strata council's written approval. Only approved companies may be used.

Approved Unanimously

As the two following bylaws were both registered using the same number, they need to be voted on again and re-registered.

3.) **Moved:** Yvonne Henderson

Seconded: Susan Clark

“...that the following resolution be approved.”

Resolution: to confirm the following bylaw

Division 1 Section 7 Subsection 17

Food smokers are prohibited on Sea Vista Strata Property.

Approved Unanimously

4.) **Moved:** Wanda Floreczyk

Seconded: Sharyn Broadbent

“...that the following resolution be approved.”

Resolution: to confirm the following bylaw

Division 1 Section 7 Subsection 18

No recycling, organic waste or garbage may be stored on balconies or decks.

Approved Unanimously

5. **Moved:** Jack Broadbent **Seconded:** Wanda Florczyk

“...that the following resolution be approved.”

Resolution: to make the following amendment to Bylaw Div.1 Sect 8 Subsection 6

Division 1 Section 8 Subsection 6

Sea Vista Strata (Strata Plan NW 367) is a non-smoking building. No tobacco products, marijuana or e-cigarettes may be smoked in any strata lot or on any common property of the strata, including but not exclusive to: suite balconies, decks and patios; hallways and stairwells; the elevator; the lobby; the recreation room; the locker room; and garage areas; the roof and outdoor areas, including but not exclusive to: the driveway; the sidewalks; the gardens; and the area at the rear of the building.

Defeated: 4 votes for 10 votes against

6.) **Moved:** Wanda Florczyk **Seconded:** Jack Broadbent

“...that the following resolution be approved.”

Resolution: to make the following amendment to Bylaw Div.1 Sect 8 Subsection 6

Division 1 Section 8 Subsection 6

Smoking will be permitted only within the enclosed confines of an owner's strata lot. There shall be no smoking of any tobacco products, marijuana or e-cigarettes in any of the common property areas of Sea Vista Strata (Strata Plan NW 367) including but not exclusive to: suite balconies, decks and patios; hallways and stairwells; the elevator; the lobby; the recreation room; the locker room; and garage areas; the roof and outdoor areas, including but not exclusive to: the driveway; the sidewalks; the gardens; and the area at the rear of the building.

Defeated: 10 votes for 4 votes against

DISCUSSION ITEM:

7.) Fire Safety Plan:

Information on a fire safety plan will be circulated to owners. Volunteers will be asked to be fire wardens for each floor. The evacuation procedures and meeting place will be outlined and the plan will be given to owners and posted on the bulletin board.

INFORMATION ITEMS:

- **GARAGE CLEAN-UP** – a date for the annual garage clean-up will be set soon.

- **PAINTING END WALLS ON EACH FLOOR** – council will be looking for volunteers on each floor to paint the end walls white.

- **ELEVATOR REPLACEMENT:** Our elevator maintenance company has given us a rough estimate of \$75,000 to replace the elevator. This cost would be dependent on how soon the replacement was done.

- **BUSHES ON EAST SIDE OF FRONT WALK:** A suggestion was made that the bushes bordering the east side of the front walk are becoming over-grown. It has been decided to remove the second row of the flowering shrub to ensure the rhododendrons continue to thrive.

- **CRF:** amount as of June 8, 2016 is \$ 40, 846.07 Another \$ 2500.00 to go in.

- **RENOVATIONS:** Owners must be given written permission by council before any renovations may be done in their suite. Some renovations require City of White Rock approval as well.

- **WASHING MACHINE HOSES** – please check on a regular basis.

MEETING ADJOURNED: 8:30 pm

Moved: Janet Macdonald

Seconded: Wanda Florczyk

“...that the meeting be adjourned.”

Approved Unanimously

SEA VISTA STRATA NW 367
Council Meeting
Tuesday May 10, 2016

MINUTES

Present : Jack Broadbent, Yvonne Henderson, Susan Clark, Deanne Barber

Absent: Pat Carr

Chairperson: Jack Broadbent

Meeting Called to Order: 7:05 pm

BUSINESS:

Moved: Susan Clark

Seconded: Jack Broadbent

“... that a **Special General Meeting** be held on **June 8, 2016** and that the package of materials for the meeting - including a proposed resolution concerning a future assessment - be approved.”

Approved Unanimously

Meeting Adjourned: 7:30 pm

**SEA VISTA STRATA NW 367
Council Meeting
Sunday April 24, 2016
MINUTES**

Present: Jack Broadbent, Susan Clark, Pat Carr, Deanne Barber, Yvonne Henderson
Chairperson: Jack Broadbent
Meeting Called to Order: 5:15 pm

1. Repairs to Balconies 101, 201, 301:

Moved: Deanne Barber Seconded: Susan Clark
“... that Spanish Banks Contracting carry out the repairs on the balconies of
suites 101, 201 and 301.”

Approved Unanimously

2. Painting Railings:

Moved: Pat Carr Seconded: Jack Broadbent
“... that MC Painting and Renovations carry out the painting of all Balcony and
deck railings.”

Approved Unanimously

Meeting Adjourned: 5:55 pm

MINUTES

A response, outlining the procedure for filing a bylaw complaint will be written to the owners of Strata Lots 9 and 10.

6. Correspondence:

Date		From	To	Reason
April 18, 2016	e-mail	Owner SL 9	Council	Complaint
April 19, 2016	e-mail	Owner SL 10	Council	Complaint

7. Meeting Adjourned: 8:35 pm

This meeting will be continued on Sunday April 24, 2016

SEA VISTA STRATA NW 367
Council Meeting
Thursday April 7, 2016
MINUTES

Present: Jack Broadbent, Pat Carr, Yvonne Henderson, Susan Clark
Absent: Deanne Barber
Chairperson: Jack Broadbent
Meeting Called to Order: 7:07 pm

Approval of Agenda:

Moved: Jack Broadbent
“...that the agenda be approved.”

Seconded: Susan Clark

Approved Unanimously

Approval of Minutes:

Moved: Yvonne Henderson
“...that the minutes of the meeting of March 17, 2016 and March 23, 2016 be approved.”

Seconded: Pat Carr

Approved Unanimously

OLD BUSINESS:

- 1. Quotes:** Repairs to balconies on 101, 201, 301
Council requested that certain aspects of the quotes be clarified.
The revised quotes will be considered at a meeting of council to be held on April 21, 2016. This means that a special general meeting to vote on the repairs will not be held until mid to late May.
- 2. Schedule:** Cleaning gutters
Precision Gutters will be asked to do a spot cleaning of the gutters on the east side of the building in June and September. A cleaning of the complete system will be scheduled for late November.
- 3. Proposed:** New downspout at north-east corner of building
Precision Gutters will be asked to provide a sketch of the proposed new downspout. This will be considered at the next council meeting.

NEW BUSINESS:

- 4. LinkedIn:** Impact Elevator
Council received a request to allow Impact Elevators to have us LinkedIn on their site on the internet. Council agreed, unanimously, to deny this request.

- 5. Gardening:** Quote re: rock covering at west side of driveway
Replacement of hedge behind building
Susan Clark will ask our gardener for a quote to carry out the work described above.
- 6. Booking:**
Sprinkler system activation will be booked for early May.
Window washing and soft washing of the north wall will be booked for early to mid June.
- 7. Waste Management:** Review of services
Service from the Waste Management firm has been acceptable. No change of service provider is being considered at this time.
- 8. Cap on Roof:**
A new cap, to replace the one blown off in the wind storm last month, will be purchased and installed as soon as possible.
- 9. Review of Bylaws:**
Council will be reviewing Sea Vista's bylaws over the next several months. Bylaws 1 to 7 will be considered for review at the next council meeting.
- 10. Correspondence:**

March 28, 2016 Letter From: Council To: Owner SL 3

Meeting Adjourned: 8:45 pm

Next Regular Council Meeting:

Thursday - April 21, 2016 7:00 pm Recreation Room

**SEA VISTA STRATA NW 367
Council Meeting
Wednesday March 23, 2016**

MINUTES

Present : Jack Broadbent, Yvonne Henderson, Deanne Barber
Absent: Susan Clark, Pat Carr
Chairperson: Jack Broadbent
Meeting Called to Order: 6:40 pm

BUSINESS

The owner of SL3 responded to council regarding the bylaw infraction outlined in the letter sent to her on February 26, 2016. After the response was considered, the following motion was made.

Moved: Jack Broadbent

Seconded: Deanne Barber

“...that the bylaw infraction outlined in the letter of February 26, 2016 stands and that the owner of SL3 be informed, by letter, of council's decision.”

Approved Unanimously

Meeting Adjourned: 7:00 pm

SEA VISTA STRATA NW 367

Council Meeting

Thursday March 17, 2016

MINUTES

Present : Jack Broadbent, Pat Carr, Yvonne Henderson

Absent: Susan Clark, Deanne Barber

Chairperson: Jack Broadbent

Meeting Called to Order: 7:10 pm

Approval of Agenda:

Moved: Jack Broadbent

Seconded: Pat Carr

"...that the agenda be approved."

Approved Unanimously

Approval of Minutes:

Moved: Yvonne Henderson

Seconded: Jack Broadbent

"...that the minutes of the February 11, 2016 meeting be approved."

Approved Unanimously

OLD BUSINESS:

1. **Quote for Gutter Cleaning:** Precision Gutters has been asked to give a quote for cleaning the gutters on a regular basis, and for making changes to the downspout on the northeast section of the system, over # 304.
2. **Quotes for Repairs to Balconies of 101, 201, 301:** MC Painting and Renovations have been asked to submit a quote for repairs to the balconies of 101, 201, and 301.

NEW BUSINESS:

3. **Sprinkler System in Garage:** Vancouver Fire and Security will be here April 6, 2016 to do a full trip test of the sprinkler system in the garage.
4. **Authorized Workers:** No work should be done on the common areas in the building or outside without approval from strata council. Invoices for any work done should be submitted to the treasurer.
5. **Correspondence:**

Date		From	To
Feb. 7, 2016	Letter	Owner SL8	Council Re: Bylaw Infraction
Feb. 26, 2016	Letter	Council	Owner SL3 Re: Bylaw Infraction
March 15, 2016	Letter	Owner SL3	Council Re: Bylaw Infraction

6. Meeting Adjourned: 8:00pm

Next Regular Council Meeting: April 7, 2016 Recreation Room 7:00 pm

**SEA VISTA STRATA NW 367
ANNUAL GENERAL MEETING
February 11, 2016
MINUTES**

Certification of Proxies: for owners Pat Carr*, Patti Brook*, Susan Clark*, Judy Peterson*

Owners Present: Merna Hildebrandt*, Sharyn and Jack Broadbent*, Mike Matheson*, John and Yvonne Henderson*, Janet Macdonald*, Pat Tietzen*, Allan Florczyk*, Debbie Nissila*, Deanne Barber*,

Owners Absent: John and Karen Cline*, Chris Taylor*, Paul Tietzen, Wanda Florczyk, Susan Clark, Pat Carr, Patti Brook, Judy Peterson

Resident Present: Gordon Kachuk **Resident Absent:** Graham Longmuir

Verification of Quorum: The total number of votes in the strata is 15. 13 of the 15 votes are present or represented by proxy.

Proof of Notice of Meeting: Signature sheet from AGM materials distribution and sign displayed in the elevator.

Approval of Agenda: **Moved:** Sharyn Broadbent **Seconded:** Pat Tietzen
 “...that the agenda be approved.”
Approved Unanimously

[illegible]

Moved: Yvonne Henderson **Seconded:** Jack Broadbent
 "...that the minutes of the SGM on June 17, 2015 be approved,
 with the following correction: Paul Tietzen's name be placed
 under those present and Pat Tietzen's name be placed under
 those absent."

Approved Unanimously

OLD BUSINESS:

1. Depreciation Report: Defer until 2017

Strata was informed by Normac Appraisers, on February 10, 2016, that the review of the Depreciation Report was not due to be started until February 2017. Therefore the following resolution is unnecessary.

Resolution: "That the Depreciation Report review be deferred until 2017."

OLD BUSINESS: (Continued)

2. Tree Replacement:

Moved: Jack Broadbent

Seconded: Deanne Barber

“...that the following resolution be approved.”

BE IT RESOLVED that only one tree be planted to replace the liquid amber removed from the front yard.

Approved

12 votes for 1 against

REPORTS:

President's Report: See Attachment

INSURANCE:

Owners were reminded to review the Strata Insurance coverage and deductibles and to review their own personal policies.

An annual safety checklist for owners will be attached to these minutes.

Moved: Yvonne Henderson

Seconded: Debbie Nissila

“...that the payment of the insurance premium for 2017 be financed over 9 months.”

Approved Unanimously

BUDGET:

The budget was formulated using the same strata fees as those set for 2015.

Moved: Yvonne Henderson

Seconded: Allan Florczyk

“...that the budget be approved”

Approved Unanimously

Moved: Deanne Barber

Seconded: Sharyn Broadbent

“...that as of December 31, 2016, any monies in the Operating Fund that exceed expenses for the year, be left in the Operating Fund Chequing Account.”

Approved Unanimously

NEW BUSINESS:

3. Tree Removal:

Moved: Janet Macdonald **Seconded:** Sharyn Broadbent
“...that the following Resolution be approved.”

BE IT RESOLVED that an application be made to the City of White Rock to remove the liquid amber tree on the east side of the front walk.

Defeated
5 votes for 8 votes against

As the previous resolution was defeated the following resolution is unnecessary.

Resolution: “That the \$2000 deposit for the removal of the liquid amber be taken from the Contingency Reserve Fund.”

DISCUSSION ITEMS:

4. BUILDING:

Repairs to Balconies of #101, 201 and 301:

Repairs to the above mentioned balconies are necessary. Council has one quote on the cost to carry out this work. Other quotes will be sought.

Options for the replacement of the cedar were considered.

- vinyl siding
- shake boards instead
- cedar.

Comparison of costs using the various materials will be investigated. However, the general opinion seemed to be that cedar is the best and longest lasting material to use.

Replacing Railings:

As the balconies on 101, 201 and 301 have to be done, this would be the time to do something about the railings. The choices are:

- repaint the old railings, as expensive as new metal railings(?)
- replace the old railings with new metal railings (approx \$750 + tax per unit)
- replace the railings with glass panel railings (approx \$1325 + tax per unit)

One quote was submitted for the cost of new metal railings or glass panels. Further quotes will be obtained. It was suggested the replacement of the railings could be done in sections, over a three year period.

4. BUILDING: (Continued)

Painting Hallways and Doors:

Quotes will be gathered to have hallways and doors painted.
Various colour schemes will be investigated

Rain Water on Roof:

There was considerable opposition to cutting into the roof to put in scuppers.
A company will be hired to clear the eaves troughs on a regular basis, to see if this will deal with the rainwater overflowing the gutter over the northeast section of the building. The effectiveness of this strategy will be monitored throughout the year and the issue will be revisited at the 2017 AGM or earlier, if needed.

A Special General Meeting will be held in late April to approve any work to be done on the building.

5. Garbage and Recycling:

Owners have made an excellent effort to sort and dispose of items as required.
The only concern is that plastic bags are still showing up in various bins.
Please remember:

Plastic bags are not to be put in any recycling bin or in the composting bin.

6. Use of Extra Storage Room:

Please remember, the extra storage room is for everyone's use. Do not use an inordinate amount of space and please keep the area neat and tidy.

7. Use of Back Door:

Owners are reminded that the back door should be kept locked.
Early in the morning or late at night, please be considerate of your neighbours by not pounding up and down the stairs and by closing doors quietly.

8. Recreation Room:

A system for booking the use of the recreation room, as well as suggested fees and conditions, will be prepared for discussion at the Special General Meeting to be held in late April.

ELECTION OF COUNCIL:

The following owners were elected to the council by a **unanimous vote**

Jack Broadbent

Pat Carr

Susan Clark

Deanne Barber

Yvonne Henderson

ADJOURNMENT: 9:00 PM

Moved: Merna Hilderbrandt

Seconded: Sharyn Broadbent

"...that the meeting be adjourned."

Approved Unanimously

SEA VISTA STRATA NW 367

The following schedule of strata fees was approved at the Annual General Meeting on February 11, 2016 as part of the budget. There is no increase in fees this year.

Schedule of strata fees:

Suites 101,201,301-	\$ 350.00/month (\$28.25/mo to CRF)
Suites 102,202,302-	\$ 345.00/month (\$27.83/mo to CRF)
Suites 103,203,303-	\$ 335.50/month (\$27.08/mo to CRF)
Suites 104,204,304-	\$ 345.50/month (\$27.88/mo to CRF)
Suites 105,205,305-	\$ 345.50/month (\$27.88/mo to CRF)

Sea Vista Strata Plan NW 367
Budget for 2016

	2016 Budget
INCOME:	
Strata Fees	61974.00
Interest	50.00
Other Income	200.00
 TOTAL INCOME	 62224.00
 OPERATING EX:	
Utilities Hydro	5000.00
Gas	10000.00
Water	2000.00
Cleaning	3400.00
Gardening River Rock	4000.00
Other	2000.00
Elevator	3500.00
Building	7000.00
Fire Safety	1000.00
Fire Safety Upgrades	0.00
 MISC. OPERATING EX:	
Mem.Fees	
Office	
Stamps	
Paper	
Copies etc.	
Workshops	
Bank Charges	
TOTAL	700.00
 Legal Fees	 00.00
Insurance	13032.00
Int to Finance Ins	405.94
Window Cleaning	800.00
Window Replacement	1000.00
Consultation Fees	00.00
Garbage & Recycling	3200.00
 TOTAL	 57037.94
 CRF:	 5000.00

SEA VISTA NW367 - PRESIDENTS REPORT FEB. 2015 - FEB. 2016

Another busy year at the Sea Vista. A number of projects, repairs and improvements done by your Strata council throughout the year.

At last year's AGM a number of resolutions were presented and none were approved at that time.

SWR Drains required replacement above the ceiling in the recreation room on an emergency basis as they had failed.

Garbage collection for all condo buildings in White Rock became the responsibility of the owners effective June 30/2015. the council researched the best alternatives and hired a company to perform the work (Waste Management).

All owners were made aware of the new recycle procedures that all residents are required to follow. We still struggle with some people not following the directions.

Special General Meeting scheduled for June17/2015.

Repairs to the basement wall completed and paid from CRF at considerably less than the original anticipated amount.

Removal of maple tree from front of building approved. Security deposit approved as part of removal of maple tree in front of building.

Removal and disposal of piano from recreation room approved.

Flooring replacement approved by owners and funded through a special assessment. Quotes were submitted with product options. Contract awarded and work completed in fall of 2015.

New cleaners hired during the year.

Report done on the condition of the exterior of the building by Spanish Banks Contracting.

Replacement of the maple tree with two smaller trees is in process and will be discussed at AGM.

The use of the extra storage room has become a concern of council. The fire inspectors have shown concern about the type of things being stored and the quantity of items in the space. A plan will need to be made and implemented by this year's council.

The management of the Sea Vista by your Strata Council is a very large job. Without the dedication of a small group of people the Sea Vista would not be in the condition it is. Thank you for the efforts by all council members. A special recognition to Yvonne Henderson for all the work she does on behalf of all the owners at Sea Vista.

SEA VISTA STRATA
HOME MAINTENANCE CHECKLIST
page 1

KITCHEN

- clean faucet aerators
- check for dripping taps
- clean range hood filters
- flush garbodor with baking soda and hot water
- check grouting around the sink
- check kitchen sink for slow drainage
- check pipes under the sink for
 - loose joints
 - leaking around joints
 - sweating or moisture on or around pipes
- check dishwasher
- check for dripping from shut-off valves
- check stove/oven indicator lights and fuses
- check auto-defrost refrigerator tray is clean
- check roof ventilation fan

BATHROOMS

- clean faucet aerators and shower heads
- check for dripping taps
- check pipes under the sink for
 - loose joints
 - leaking around joints
 - sweating or moisture on or around pipes
- check grouting around tiles, sinks, tubs, and showers
- check for loose or cracked tiles
- check roof ventilation fans
- check toilets
 - to make sure they are well secured to floor
 - for leaking from feed lines, tank, base of toilet, or shut-off valves
 - sweating tanks (can cause floor damage)
 - if they are constantly running or need to be flushed more than once to clear the bowl

SEA VISTA STRATA
HOME MAINTENANCE CHECKLIST
page 2

WINDOWS / DOORS

- check for cracks in the glass
- check for failed seals (moisture between glass)
- check caulking around windows
- check weather stripping on balcony doors
- check for signs of staining, flaking, mold, or excessive condensation around windows/doors
- check that windows and doors operate properly
- check that windows and doors secure properly, to insure safety

WALLS / CEILINGS

- check for damp spots
- check for scaling, flaking, or peeling paint
- check for stained, warped, or lifting wallboard

LAUNDRY

- check for dripping taps
- check washing machine hoses (squeeze them)
- clean dryer vents

SAFETY EQUIPMENT

- test and clean if necessary
 - smoke detectors
 - carbon monoxide detectors
- check fire extinguishers
- check circuit breakers

OTHER

- check fireplace and clean if necessary
- add water to drains not used regularly, to maintain 'sewer gas' barrier
- check light switches and electrical outlets

SEA VISTA STRATA NW 367
Council Meeting
Thursday, February 11, 2016

MINUTES

Present : Jack Broadbent, Deanne Barber, Yvonne Henderson
Absent: Susan Clark, Pat Carr
Chairperson: Jack Broadbent
Meeting Called to Order: 9:00 pm

1. Council met to decide who would fill the council positions for 2016

Moved: Jack Broadbent

Seconded: Deanne Barber

“...that the council positions be as follows

President: Jack Broadbent

Vice-President: Pat Carr

Sec./Treasurer: Yvonne Henderson

Members-at-large: Susan Clark
Deanne Barber

Approved Unanimously

2. **Complaint:**

A written complaint was received by council regarding the violation of a Sea Vista Strata Bylaw

Moved: Jack Broadbent

Seconded: Yvonne Henderson

“...that a letter be sent to the to the owner of SL3 regarding the contravention of a bylaw.”

Approved Unanimously

Meeting Adjourned: 9:30 pm

**SEA VISTA STRATA NW 367
Council Meeting
Thursday January 14, 2016**

MINUTES

Present : Jack Broadbent, Pat Carr, Yvonne Henderson, Deanne Barber,
Susan Clark

Absent:

Guest: Ian Brown

Chairperson: Jack Broadbent

Meeting Called to Order: 7:00 pm

Approval of Agenda:

Moved: Jack Broadbent Seconded: Susan Clark
"...that the agenda be approved."

Approved Unanimously

Approval of Minutes:

Moved: Yvonne Henderson Seconded: Pat Carr
"...that the minutes of the meetings of December 9, 2015 be approved"

Approved Unanimously

OLD BUSINESS:

1. Building Report: Ian Smith

Repairs to the balconies of #101, 201 and 301 were discussed. As these repairs could be used to change the appearance of the building (vinyl instead of cedar? new railings?), they will be discussed at the Annual General Meeting, for input from all owners.

2. Tree Replacement:

The question was raised as to planting one or two trees to replace the liquid amber removed from the front of the building. As this affects the refund from the City of White Rock, it will be discussed at the AGM.

3. Depreciation Report:

As the Depreciation Report was done in the fall of 2013, the three year update is due to be carried out. This update can be deferred for a year. This will be put to a vote at the AGM.

4. Budget:

Moved: Yvonne Henderson Seconded: Jack Broadbent
"...that the proposed budget be approved."

Approved Unanimously

5. AGM:

The agenda for the AGM was set.

The date of the AGM has been changed to **FEBRUARY 11, 2016.**

6. Meeting Adjourned: 9:00 pm

Next Regular Council Meeting: To be decided after the AGM.

**SEA VISTA STRATA NW 367
Council Meeting
Wednesday December 9 2015**

MINUTES

Present : Yvonne Henderson, Susan Clark, Jack Broadbent

Absent: Pat Carr, Deanne Barber

Chairperson: Jack Broadbent

Meeting Called to Order: 7:00 pm

Approval of Agenda:

Moved: Jack Broadbent

Seconded: Susan Clark

“...that the agenda be approved.”

Approved Unanimously

Approval of Minutes:

Moved: Yvonne Henderson

Seconded: Susan Clark

“...that the minutes of the meetings of November 5, 2015 be approved”

Approved Unanimously

OLD BUSINESS:

- 1. Report from Ian Brown:** Ian Brown, from Spanish Banks Contracting, submitted his maintenance report after inspecting the exterior of the building. He will be invited to the January council meeting to outline any proposed work.
- 2. Oil on Garage Floor:** There are several vehicles which appear to be leaking oil. Please check your parking stall to ensure there are no stains on the garage floor. Any stains are to be cleaned as soon as possible. If strata is required to hire someone to do this, the cost will be passed on to the owner(s), as per Bylaw Div. 1 Section 9(2).
- 3. Flooring Installation:** The flooring installation has been completed, except for nosing on several landings. These have been delayed as additional supplies had to be ordered. The main installation has been paid for and additional charges will be billed in the new year.
- 4. Tree Replacement:** An arborist will be contacted to purchase and plant two trees, recommended by the City, to replace the liquid amber.

NEW BUSINESS:

- 5. Preparing for Wind Storms:** Please ensure your balcony furniture is secured so it will not be blown about during severe wind storms.

6. Extra Storage Room: As the fire department will soon be making their annual inspection and indicated there could be some problem with the extra storage room, owners are asked to be sure their belongings are stored in an orderly fashion. Council requests that all extra cardboard be removed from the area, including empty shipping boxes. If you wish to keep these items, please store them in your locker. Owners are reminded that the extra storage room is for the use of all owners and no one should use an inordinate amount of space.

7. Insurance: The strata insurance has been renewed through Hub International.

8. Budget: A preliminary discussion on the 2016 budget was held.

9. AGM: The Annual General Meeting will be held **Thursday, February 18, 2016.**

10. Correspondence:

Nov. 17, 2015 E-mail From Council To Owner SL 15 Re: Flooring

11. Adjournment: 9:00 pm

Next Regular Council Meeting: Date to be determined. Owners will be notified.

SEA VISTA STRATA NW 367
Council Meeting
November 5, 2015

Present : Jack Broadbent, Susan Clark, Yvonne Henderson, Pat Carr
Absent: Deanne Barber
Chairperson: Jack Broadbent
Meeting Called to Order: 7:05 pm

Approval of Agenda: **Moved:** Pat Carr **Seconded:** Susan Clark
 "...that the agenda be approved."

Approved Unanimously

Approval of Minutes: **Moved:** Jack Broadbent **Seconded:** Pat Carr
 "...that the minutes of the meetings of July 15, 2015, August 25, 2015, and
September 2, 2015 be approved."

Approved Unanimously

OLD BUSINESS:

- 1. Cleaners:** Our previous cleaners, CleanIt, decided to limit their work to carpet cleaning only. Council has selected a new cleaner who will begin in the first week of December, if flooring installations have been completed.
- 2. Garbage/Recycling Schedule:** The garbage and recycling schedule has been changed again.
Every Monday – Mixed paper and Composting
Every 2nd and 4th Monday - Mixed tins and recyclable plastic containers
Every 2nd and 4th Tuesday - the large container in the lane
On request - glass jars
- 3. Tree Removal and Replacement:** Susan and Yvonne will speak with Aelicia Otto, the City arborist, to discuss trees to be planted to replace the liquid amber that was removed.
- 4. Carpet Installation:** Work on the installation of new flooring will start on Monday November 9, 2015.
- 5. Registering Bylaws:** **Moved:** Susan Clark **Seconded:** Jack Broadbent
 "... that McElhanney,s Surveying and Engineering company
register the bylaw passed at our Special General Meeting of
June 17, 2015."

Approved:

For 3 Abstention: Y Henderson

NEW BUSINESS:

- 6. Normac Appraisal:** The total cost replacement of the building has been set at \$ 4,068,000.
- 7. Insurance:** HUB International Coastal Insurance will be contacted to submit a quote to insure the building for 2016. The legal coverage with Clark Wilson LLP will be removed from the policy.

- 8. Gardener – New Contract:** The contract with River Rock Landscaping has been signed for 2016
- 9. Back Door:** At times there have been some problems with locking and unlocking the backdoor, from the outside. We will have Spanish Banks Contracting look at it when they are doing their regular maintenance around the building.
- 10. Maintenance:** The following regular maintenance will be booked for early December. Owners will be notified once the schedule has been set.
- Garage Door – Creative Doors**
Fire Safety Inspection – Vancouver Fire and Security
HVAC - Gandy
- 11. Date for 2016 General Meeting:** The 2016 General Meeting will be held in early February.
- 12. Christmas Party:** Our annual Christmas get-together will be held on December 17th beginning at 6:30pm.

13. Correspondence:

DATE		TO	FROM	SUBJECT
Sept. 2, 2015	Letter	Owner SL4	Council	Bylaw 32(3)
Sept. 12, 2015	Letter	Council	Owner SL15	Carpets

- 14.** Cori Charette will be presented with a small gift to show our appreciation for the work she has done for the strata. This was approved, unanimously, by the council.

- 15. Meeting Adjourned:** 8:30pm

Next Regular Council Meeting: December 10, 2015 at 7pm in the Recreation Room

SEA VISTA STRATA NW 367
Council Meeting - Wednesday September 2, 2015

MINUTES

Present : Jack Broadbent, Pat Carr, Yvonne Henderson
Absent: Susan Clark, Deanne Barber
Chairperson: Jack Broadbent
Meeting Called to Order: 9:00 pm

Moved: Pat Carr

Seconded: Yvonne Henderson

“...that the owner of SL4 be sent a letter regarding Sea Vista Strata Bylaw Section 32(3).”

Approved Unanimously

Meeting Adjourned: 9:10 pm

SEA VISTA STRATA NW 367
Council Meeting
Wednesday - July 15, 2015

MINUTES

Present: Pat Carr, Jack Broadbent, Susan Clark, Yvonne Henderson
Absent: Deanne Barber
Chairperson: Jack Broadbent
Meeting Called to Order: 6:35 pm

Approval of Agenda:

Moved: Susan Clark
"...that the agenda be approved."

Seconded: Pat Carr

Approved Unanimously

Approval of Minutes:

Moved: Jack Broadbent
"...that the minutes of the meetings of May 19, 2015 and June 30, 2015 be approved"

Seconded: Yvonne Henderson

Approved Unanimously

OLD BUSINESS:

1. Tree Removal: The application for the removal of the liquid maple has been completed and will be submitted to the City of White Rock.

2. Carpet Replacement: Quotes will be obtained and reviewed as soon as possible.

3. Building Maintenance: Regular maintenance has been completed on the drains, dryer vents, and the elevator. Thanks to everyone for your patience and cooperation during the times the work was being carried out.

4. Oil Clean-up: Owners are asked to make sure any oil spills or other stains are cleaned from parking spaces during the coming week.

NEW BUSINESS:

5. Garage Clean-up: Our yearly garage clean-up will be held on
SATURDAY - JULY 25, 2015 beginning at **9:00 am**.

Please be sure any items in the extra storage room are stored neatly and have your suite number on them. Any unmarked items will be removed.

Correspondence:

DATE		TO	FROM	SUBJECT
June 25, 2015	e-mail	Strata Council	Owner SL10	Request Permission to Renovate
June 30, 2015	Letter	Owner SL10	Strata Council	Permission to Renovate
July 12, 2015	letter	Strata Council	Owner SL15	Carpet Information

Meeting Adjourned: 7:30 pm

Next Regular Council Meeting: Notice will be sent out when a date has been determined.

**SEA VISTA STRATA NW 367
Council Meeting
June 30, 2015**

MINUTES

Present : Yvonne Henderson, Susan Clark, Pat Carr

Absent: Deanne Barber, Jack Broadbent

Chairperson: Pat Carr

Meeting Called to Order: 4:05 pm

1. Request Permission for Renovations:

Moved: Pat Carr

Seconded: Susan Clark

“...that permission be given to the owner of Strata Lot 10 to carry out the renovations outlined on the request form dated June 27, 2015.”

Approved Unanimously

Meeting Adjourned: 4:15 pm

MINUTES

Meeting Adjourned: 8:15pm

SEA VISTA STRATA NW 367
SPECIAL GENERAL MEETING
June 17, 2015
MINUTES

Certification of Proxies For: Karen Cline*, Patti Brook*, Judy Peterson*, Pat Carr*, Janet Macdonald*, Cori Charette (7:25pm)

Verification of Quorum: Quorum is verified by the list of those in attendance and proxies.

*denotes owner(s)

Present:

#102 – Merna Hildebrandt*	#204 – Mike Matheson*
#104 – Deanne Barber*	#302 – Pat Tietzen*
#105 – Gordon Kachuk	#303 – Jack and Sharyn Broadbent*
#201 – John and Yvonne Henderson*	#304 – Cori Charette (left at 7:25pm)*
#202 – Debbie Nissila*	#305 – Allan and Wanda Florczyk*
#203 – Susan Clark*	

Absent:

#101 – Judy Peterson	#205 – Pat Carr
#103 – Patti Brook	#301 – Karen and John Cline
#105 – Janet Macdonald	#302 – Paul Tietzen
#203 – Graham Longmuir	#304 – Cori Charette (7:25pm)

Proof of Notice of Meeting: Notice was included in materials received for the SGM as well as being posted in the building.

Meeting Called to Order: 7:05 pm

Chairperson: Jack Broadbent

Approval of Agenda:

Moved: Yvonne Henderson

Seconded: Susan Clark

“... that the agenda be approved, with the correction of #4 being the proposed approval of deposit for the removal of the liquid amber tree, #5 being the proposed new bylaw, and #6 being the proposed removal of furniture from the recreation room.”

Approved Unanimously

NEW BUSINESS:

1. Payment of Repairs to Basement Wall:

Moved: Jack Broadbent

Seconded: Susan Clark

“...that the following resolution be approved.”

BE IT RESOLVED that the funds for the repair of the cold joint on the east side of the building be paid from the Contingency Reserve Fund.”

Approved Unanimously

2. Assessment for Carpet Replacement:

Moved: Susan Clark

Seconded: Wanda Florczyk

"...that the following resolution be approved."

BE IT RESOLVED that the carpets in the common areas be replaced at a cost of up to \$21,000 to be financed through the following assessment:

Assessment schedule

	(1 payment)	(2 = payments)	(4 = payments)
Suites 101, 201, 301	\$ 1423.80	\$ 711.90	\$ 355.95
Suites 102, 202, 302	\$ 1402.80	\$ 701.40	\$ 350.70
Suites 103, 203, 303	\$ 1365.00	\$ 682.50	\$ 341.25
Suites 104, 204, 304	\$ 1404.90	\$ 702.45	\$ 351.22 x 3 + \$351.24
Suites 105, 205, 305	\$ 1404.90	\$ 702.45	\$ 351.22 x 3 + \$351.24

These calculations are based on unit entitlement.

Note the payments for the 04 and 05 suites are not equal over the 4 payments – the last payment being \$0.02 greater than the other three – to total \$1404.90

Payment Options:

1 payment due	September 1, 2015	
2 equal payments due	September 1, 2015	November 1, 2015
4 equal payments due	September 1, 2015 October 1, 2015	November 1, 2015 December 1, 2015

Approved 13 For 2 Against
This motion passed a 3/4 vote

**** Jack Broadbent will obtain several estimates for the replacement of the carpets.**

3. Removal of Liquid Amber Tree:

Moved: Yvonne Henderson

Seconded: Pat Tietzen

"...that the following resolution be approved."

BE IT RESOLVED that the liquid amber (maple) on the west side of the front yard be removed and replaced with a smaller variety of tree.

Approved Unanimously

4. Security Deposit for Tree Removal:

Moved: Jack Broadbent

Seconded: Deanne Barber

"...that the following resolution be approved."

BE IT RESOLVED that the security deposit of \$2,000 for the removal of the liquid amber (maple) on the west side of the front yard be taken from the Contingency Reserve Fund.

Approved Unanimously

5. New Bylaw:

Moved: Yvonne Henderson

Seconded: Susan Clark

"...that the following resolution be approved."

BE IT RESOLVED that the following be added as a Sea Vista Strata Bylaw.

Division1 Section 7 Subsection 17

No recycling, organic waste or garbage may be stored on balconies or decks.

Approved Unanimously

6. Removal of Furniture from Rec Room:

Moved: Wanda Florczyk

Seconded: Merna Hildebrandt

"...that the piano be removed from the recreation room."

Approved

11 For 4 Against

Moved: Wanda Florczyk

Seconded: Merna Hildebrandt

"...that the pool table be removed from the recreation room."

Not Approved

4 For 11 Against

Moved: Wanda Florczyk

Seconded: Merna Hildebrandt

"...that the shuffleboard table be removed from the recreation room."

Not Approved

3 For 12 Against

INFORMATION ITEM:

Garbage and Recycling:

Strata signed a one year contract, beginning July 1, 2015, with Waste Management.

Susan Clark discussed the new garbage and recycling requirements.

- all organic waste must be wrapped in paper and placed in the organic recycling bin
- mixed paper not used for organic waste is to be placed in the appropriate bin. Owners are asked to flatten any paper containers and to cut cardboard into small pieces to make the best use of the space
- as before, owners are asked to wash out tins and bottles to be placed in the mixed materials bin
- any materials not allowed in the recycling bins will be placed in the regular garbage container behind the building. This bin will be locked.
- signs will be put up near the bins in the garage to assist owners with sorting items
- organics and mixed paper will be picked up each week
- mixed paper and co-mingled bins (glass, plastic, tins) will be picked up on even weeks

ADJOURNMENT: 8:25 PM

SEA VISTA STRATA NW 367
Council Meeting
Tuesday May 19, 2015

MINUTES

Present: Jack Broadbent, Pat Carr, Yvonne Henderson, Susan Clark
Absent: Deanne Barber
Chairperson: Jack Broadbent
Meeting Called to Order: 6:35 pm

Approval of Agenda:

Moved: Yvonne Henderson
“...that the agenda be approved.”

Seconded: Pat Carr

Approved Unanimously

Approval of Minutes:

Moved: Jack Broadbent
“...that the minutes of the meeting of April 29, 2015 be approved”

Seconded: Susan Clark

Approved Unanimously

OLD BUSINESS:

1. Contract for Garbage Removal:

Moved: Susan Clark
“...that Waste Management be contracted to collect Sea Vista's garbage, organic waste and materials for recycling, as of July 1, 2015.”

Seconded: Jack Broadbent

Approved Unanimously

2. Special General Meeting:

A Special General Meeting will be held **Wednesday June 17, 2015** at 7:00 pm in the Recreation Room.

3. SWR Drain Service:

SWR Drain Service will be here to clean the drains in the interior of the building. Notice will be sent to owners once a date has been set.

4. Meeting Adjourned: 8:00 pm.

Next Regular Council Meeting:

Wednesday July 15, 2015 6:30 pm Recreation Room

SEA VISTA STRATA NW 367
Council Meeting
Wednesday April 29, 2015

MINUTES

Present : Jack Broadbent, Pat Carr, Yvonne Henderson, Deanne Barber,
Susan Clark
Chairperson: Jack Broadbent
Meeting Called to Order: 6:30 pm

Approval of Agenda:

Moved: Pat Carr

Seconded: Deanne Barber

“...that the agenda be approved, with the addition of 8a and b.”

Approved Unanimously

Approval of Minutes:

Moved: Yvonne Henderson

Seconded: Pat Carr

“...that the minutes of the meeting of March 14, 2015 be approved”

Approved Unanimously

OLD BUSINESS:

1. Lights in Garage: Sea Vista will not change the lighting system in the garage to the LED format. Existing ballasts will be repaired or replaced as necessary.

2a. Roof: After observing the situation carefully over the past several months, it has been decided that the water on the roof can be dealt with by cleaning the gutters more often. An additional scupper on the roof will be discussed when it is necessary to replace the torch-on on the flat sections of the roof.

2b. East Wall: The cold joint at the top of the east wall in the garage will be repaired to prevent any further water ingress. Funding for this project will be decided at the Special General Meeting in June.

Moved: Susan Clark

Seconded: Deanne Barber

“...that Ian Brown be contracted to do the repairs on the cold joint at the top of the east wall in the garage at a cost of approximately \$3000.”

Approved Unanimously

3. Repairs to Ceiling in Rec Room: Strata is waiting for Handy Hands to make repairs to the ceiling in the recreation room. Monies for the repairs to the drain pipe and ceiling will be taken from the Contingency Reserve Fund. This repair had to be done immediately and is covered under section 98(3) of the Strata Property Act.

4. Roof Hatch Repair:

Moved: Pat Carr

Seconded: Susan Clark

“...that the roof hatch be replaced. Ian Brown will be contracted to carry out the work.”

Approved Unanimously

5. Contract for Garbage Removal:

Susan Clark will meet with Waste Management of Canada to discuss their garbage removal services.

6. Maintenance Schedule: Windows, Main Drains, Dryer Vents, Air Exchange Unit

Companies will be contacted to arrange to have the drains snaked, the dryer vents cleaned, and the air exchange unit serviced. Once dates have been confirmed, owners will be sent a notice. Please print and keep this notice for future reference.

7. Maintenance Proposal:

Moved: Jack Broadbent

Seconded: Pat Carr

“...that Ian Brown carry out a review of the building and produce a report identifying maintenance issues needing immediate attention during the coming year.”

Approved Unanimously

8a. Maintenance of Slab on East Side of Building:

Weeds growing between the paving stones on the slab on the east side of the building will be dealt with as soon as possible.

8b. Front Patio:

The front patio will be sealed and painted again this year. When this happens is dependent on the weather.

NEW BUSINESS:

9. Date for Special General Meeting:

A date will be set for a Special General Meeting to update owners on issues raised at the AGM. Hopefully this meeting will take place during the latter part of June.

10. Meeting Adjourned: 8:15 pm

Next Regular Council Meeting:

May 19, 2015 - 6:30 pm - recreation room

SEA VISTA STRATA NW 367
Council Meeting
Saturday March 14, 2015

Minutes

Present : Jack Broadbent, Pat Carr, Yvonne Henderson, Deanne Barber,
Ian Brown (9:30 – 9:45 am)

Absent: Susan Clark

Chairperson: Jack Broadbent

Meeting Called to Order: 9:30 am

Approval of Agenda:

Moved: Deanne Barber
“...that the agenda be approved.”

Seconded: Jack Broadbent

Approved Unanimously

Approval of Minutes:

Moved: Pat Carr
“...that the minutes of the meetings of February 14, 2015 be approved”

Seconded: Yvonne Henderson

Approved Unanimously

OLD BUSINESS:

1. Water Issues – North East Side of Building:

There are two issues affecting the north-east side of the building:

- drainage of water from the roof
- ingress of water in the garage

To alleviate the drainage of water from the roof, it has been recommended an additional scupper be installed.

To deal with the water in the garage, it has been recommended the cold seal at the top of the garage wall be sealed.

Once council receives quotes for these items, a date will be set for a special general meeting.

2. Maintenance Program Proposal - Ian Brown:

This item is deferred to a later date.

3. Repairs to Drain – Recreation Room

SWR Drains replaced the drain above the ceiling in the recreation room as it was rusted, due to standing water and to the use of corrosive drain cleaners. A bottle of the enzyme based Zep Drain Care Solution has been provided to each suite for use in all drains. Repairs to the ceiling will be done as soon as possible.

4. Garden Projects:

Council will ask Susan Clark if she will continue to liaise with River Rock Landscaping regarding grounds maintenance.

5. Wall Sconces:

G & G Electric will be asked to check the new wall sconces to see why bulbs are burning out so quickly.

6. Garbage Collection: Meeting at City Hall

A meeting will be held on **April 1, 2015 from 6:30 to 8:30 pm.** to discuss information on the end of multifamily collection of garbage, organics and recycling as of **June 30.**

Any owners interested in attending this meeting, please contact Yvonne Henderson.

7. G & G Electric Quote:

Council is waiting for a quote on changing the lighting in the garage to one using LED bulbs.

8. Update on Cleaners:

CleanIt Company has been working in our building for the past month and a half. Council is very pleased with the results.

9. Vancouver Fire and Security:

Yvonne Henderson will contact Vancouver Fire and Security to discuss items in the annual inspection report.

10. Correspondence:

DATE		TO	FROM	SUBJECT
Feb. 25, 2015	Letter	Owner SL 3	Council	Bylaw Div1 Sect 9(7)

11. Meeting Adjourned: 10:30 am

Next Regular Council Meeting: April 22, 2015 at 6:30 pm in the recreation room.

SEA VISTA STRATA NW 367
Council Meeting
Saturday February 14, 2015

Minutes

Present : Jack Broadbent, Pat Carr, Yvonne Henderson

Absent: Deanne Barber, Susan Clark

Chairperson: Jack Broadbent

Meeting Called to Order: 10:50 am

Approval of Agenda:

Moved: Jack Broadbent Seconded: Pat Carr

“...that the agenda be approved.”

Approved Unanimously

Approval of Minutes:

Moved: Jack Broadbent Seconded: Pat Carr

“...that the minutes of the meetings of January 7, 2015 be approved”

Approved Unanimously

ELECTION OF OFFICERS:

President: Jack Broadbent **Vice President:** Pat Carr

Secretarty/Treasurer: Yvonne Henderson

OLD BUSINESS:

1. Drains Tiles and East Wall:

Investigation and consultation is ongoing.

2. Contract with Gardener:

The contract with River Rock Landscaping has been renewed.

3. Maintenance Proposal - Ian Brown

Council will have Ian come to a meeting to discuss his maintenance program.

NEW BUSINESS:

4. Non-council Members Representing Council:

Non-council members must have written authority to represent the strata.

5. Garbage Collection:

Council will continue to gather information on changes to garbage collection and will investigate companies recommended by the city.

6. Uninsured Auto:

The owner of SL3 will receive a letter regarding an uninsured vehicle parked in the garage.

7. Proposal re: Lighting in Garage

Council will investigate changes to lighting system in the garage.

8. Correspondence:

DATE		TO	FROM	SUBJECT
Dec.19, 2014	Letter	Owner SL3	Strata	Fortis Rebate
Dec.19, 2014	Letter	Owner SL7	Strata	Fortis Rebate

9. Meeting Adjourned: 12:20 pm

Next Regular Council Meeting:

Next regular council meeting: **Saturday, March 14, 2015 - 10:30 am.**

SEA VISTA STRATA NW 367
ANNUAL GENERAL MEETING
January 29, 2015

Minutes

Certification of Proxies: There were no proxies given.

Verification of Quorum: A quorum was verified. See list of attendees.

Proof of Notice of Meeting: The notice was included in the information package and posted in three areas in the building.

Present:

#101	Judy Peterson (Arr. 7:30 pm)	#203	Susan Clark
#102	Patti Brook	#204	Mike Matheson
#103	Merna Hildebrandt	#205	Pat Carr
#104	Deanne Barber	#302	Paul Tietzen
#105	Janet Macdonald	#303	Sharyn Broadbent
	Gordon Kachuk		Jack Broadbent
#201	John Henderson	#304	Cori Charette
	Yvonne Henderson	#305	Alan Florczyk
#202	Debbie Nissila		Wanda Florczyk

Absent: # 301 Karen and John Cline

Approval of Agenda: **Moved:** Deanne Barber **Seconded:** Cori Charette
"...that the agenda be approved."

Approved Unanimously

Approval of Minutes: **Moved:** Sharyn Broadbent **Seconded:** Cori Charette
"...that the minutes of the Feb.6, 2014 AGM be approved."

Approved Unanimously

OLD BUSINESS:

Depreciation Report: A discussion of the importance of the Depreciation Report took place. It was explained that the report provides a guideline for future repairs and suggests projected costs for repairs to and replacement of building components. Owners were encouraged to read the document.

REPORTS:

President's Report - Jack Broadbent - see attachment

Fire and Safety Report - Yvonne Henderson

- annual fire inspection done Dec. 10, 2014

- hard wired smoke alarms are now checked by Vancouver

Fire and Security and requires access to all suites

INSURANCE:

The strata insurance agent continues to be **HUB International Coastal Insurance Brokers**. Owners were encouraged to check their personal policies for upgrade and deductible coverage. Home Maintenance Checklists were passed out.

Moved: Yvonne Henderson **Seconded:** Susan Clark
"...that the payment of the insurance premium for 2016 be financed over 9 months, from January to September 2016."

Approved Unanimously

BUDGET:

Moved: Yvonne Henderson **Seconded:** Patti Brook
"...that the budget, with an increase of \$20 per suite per month in strata fees, calculated using unit entitlement, be approved"

Motion Passed
10 for 4 against

BUDGET: (continued)

Moved: Yvonne Henderson

Seconded: Patti Brook

"...that as of December 31, 2015, any monies in the Chequing Account that exceed \$3000, after expenses for the year are covered, be transferred to the Contingency Reserve Fund Chequing Account."

Approved Unanimously

NEW BUSINESS:

1. Repairs to Garage Wall and Drainage Tiles:

Moved: Yvonne Henderson

Seconded: Deanne Barber

"...that the following resolution be approved by a 3/4 vote"

BE IT RESOLVED that the repairs to the east garage wall and drainage tiles abutting the wall be financed through an assessment of \$14,000 and up to \$5,000 taken from the Contingency Reserve Fund.

Motion Defeated

2 for 12 against

This motion was defeated as Council had been unable to gather sufficient data, before the meeting, for a decision to be made. Investigation of the situation is ongoing.

2. Carpets and Suite Doors:

a) **Moved:** Yvonne Henderson

Seconded: Sharyn Broadbent

"...that the following resolution be approved by a 3/4 vote"

BE IT RESOLVED that the carpets in the common areas and all suite doors be replaced at a cost of \$35,000 to be financed through an assessment.

Motion Defeated

1 for 13 against

b) **Moved:** Susan Clark

Seconded: Sharyn Broadbent

"...that the following resolution be approved by a 3/4 vote"

BE IT RESOLVED that the carpets in the common areas be replaced and all suite doors be painted at a cost of \$25,000 to be financed through an assessment.

Motion Defeated

6 for 8 against

c) **Moved:** Susan Clark

Seconded: Sharyn Broadbent

"...that the following resolution be approved by a 3/4 vote"

BE IT RESOLVED that the carpets in the common areas be replaced at a cost of \$19,000 to be financed through an assessment.

Motion Defeated

10 for 4 against

d) **Moved:** Patti Brook

Seconded: Janet Macdonald

"...that the following resolution be approved by a 3/4 vote"

BE IT RESOLVED that all suite doors be replaced at a cost of \$17,000 to be financed through an assessment.

Motion Defeated

0 for 14 against

- e) **Moved:** Patti Brook **Seconded:** Sharyn Broadbent
“...that the following resolution be approved by a 3/4 vote”

BE IT RESOLVED that all suite doors be painted at a cost of \$8,000 to be financed through an assessment.

Motion Defeated
0 for 14 against

3. Amendment to Bylaws:

- a) **Moved:** Mike Matheson **Seconded:** Deanne Barber
“...that the following resolution be approved by a 3/4 vote”

BE IT RESOLVED that Bylaw Div. 1 Sect. 5 be amended to read a maximum of one suite may be rented except as provided for in sections 142, 143 and 144 of the Strata Property Act.

Motion Defeated
0 for 14 against

- b) **Moved:** Mike Matheson **Seconded:** Patti Brook
“...that the following resolution be approved by a 3/4 vote”

BE IT RESOLVED that Bylaw Div. 1 Sect. 5 be amended to read a maximum of two suites may be rented except as provided for in sections 142, 143 and 144 of the Strata Property Act.

Motion Defeated
0 for 14 against

- c) **Moved:** Mike Matheson **Seconded:** Deanne Barber
“...that the following resolution be approved by a 3/4 vote”

BE IT RESOLVED that Bylaw Div.1 Sect. 7(13) be amended to read an owner, tenant or occupant must not keep any pets on a strata lot other than one cat.

Motion Defeated
8 for 6 against

Discussion Item:

Proposal that the recreation meeting room be made into an exercise gym and pool table room.

The following questions were raised:

- how will the equipment and its maintenance be funded
- what legal safeguards need to be in place (re: liability/waivers etc.)
- what are the insurance implications
- how will access be restricted. Usually, in new buildings, gym areas are separate from the meeting room / recreational area and are in a secured area

ELECTION of COUNCIL: The following council members were elected unanimously

Susan Clark	Pat Carr	Deanne Barber
Jack Broadbent	Yvonne Henderson	

Adjournment: The meeting was adjourned at 9:30 pm

Sea Vista Strata Plan NW 367
Approved Budget for 2015

Strata Fees Income	61383.00
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OPERATING EX:

Utilities	Hydro	5000.00
	Gas	10000.00
	Water	2000.00
Cleaning		3000.00
Gardening	River Rock	4000.00
	Other	1000.00
Elevator		3500.00
Building		8000.00
Fire Safety		900.00
Fire Safety Upgrades		0.00
MISC Operating Expenses		
	Mem.Fees	
	Office	
	Stamps	
	Paper	
	Copies etc.	
	Workshops	
	Bank Charges	
TOTAL		700.00
Legal Fees		350.00
Insurance		12660.00
	Int to Finance Ins	394.35
Window Cleaning		850.00
Window Replacement		1000.00
Consultation Fees		00.00

TOTALS	53354.35
CRF:	8000.00

Sea Vista – NW 367

Presidents Report: February 2014 – January 2015

- A final copy of the Depreciation Report arrived in February.
- Outside lights done were by Peace Arch Electric.
- Gandy Installations attended and inspected our make-up air exchange. They determined it was not working which was causing the majority of the odors in the common area. Repairs have been done.
- Spanish Banks Reno did work to the wall in the garage. Additional work is required and has been completed within our yearly budget.
- Hallway lighting sconces have been replaced.
- A number of owners had requested and have received approval to do renovations to their suites throughout the year.
- Interior cleaners were changed this year. We are still working on a suitable replacement. The service we were receiving was not acceptable so change was necessary.
- The power-washing and soft scrub of the east and north walls has been completed.
- Trident Keys was contracted to re-key the building, reducing the amount of keys the owners now require. Security has been upgraded in both entries to the building.
- Columbia Sprinkler Systems was appointed to do the yearly maintenance system.
- Electrical repairs were completed, including the new outside lighting. It is a great improvement.
- Landscapers removed trees that had overgrown in the area around the ground level decks. They have been replaced with more appropriate bushes.
- The water heater (boiler) required replacement. Council had it replaced. Funds have been taken from our Contingency Reserve Fund.
- A courtesy and security reminder had been sent to all owners. There has been a marked improvement in both areas. Thank you to all owners!
- There were a number of new Council members. Thank you to everyone for their hard work. Special thanks to Yvonne Henderson as we would not have possibly survived without all of her help. Susan Clark was also a big help to a new Council President.
- This is a self-managed building which is only possible because of a small group of individuals who give their time and expertise. I would personally like to see some new members to the Council. We need people who want to be involved.

**SEA VISTA STRATA NW 367
ANNUAL GENERAL MEETING
Thursday January 29, 2015**

The following schedule of strata fees was approved at the Annual General Meeting on January 29, 2015.

Schedule of strata fees:

Suites 101,201,301	-	\$350.00/month	(\$45.20/mo to CRF)
Suites 102,202,302	-	\$345.00/month	(\$44.53/mo to CRF)
Suites 103,203,303	-	\$335.50/month	(\$43.33/mo to CRF)
Suites 104,204,304	-	\$345.50/month	(\$44.60/mo to CRF)
Suites 105,205,305	-	\$345.50/month	(\$44.60/mo to CRF)

Please give post dated cheques for **March 1, 2015 to February 1, 2016** inclusive to Yvonne Henderson on or before **February 23, 2015.**

****Cheques are to be made payable to Strata Plan NW 367**

SEA VISTA STRATA NW 367

Meeting Thursday, January 7, 2015

Chair Person: Jack Broadbent

Present: Jack Broadbent, Susan Clark, Mike Matheson, Deanne Barber, Yvonne Henderson

Absent: Pat Carr

Meeting Called to Order: 7:00

Approval of Agenda:

Moved: Susan Clark **Seconded:** Jack Broadbent

"... that the agenda be approved "

Approved Unanimously

Approval of Minutes:

Moved: Mike Matheson **Seconded:** Yvonne Henderson

"... that the minutes of December 15, 2014 meeting be approved."

Approved Unanimously

NEW BUSINESS:

1. Annual General Meeting date set for Thursday, January 29th, 2015 .
2. Budget discussed to present at Annual General Meeting.
Moved: Yvonne Henderson Seconded: Jack Broadbent
Budget approved unanimously

Adjournment: 8:00

SEA VISTA STRATA NW 367
Council Meeting
Monday December 15, 2014

MINUTES

Present : Susan Clark, Yvonne Henderson, Jack Broadbent

Absent: Pat Carr, Deanne Barber, Mike Matheson

Chairperson: Jack Broadbent

Meeting Called to Order: 8:00 pm

1. Renewal of Insurance

Moved: Susan Clark

Seconded: Jack Broadbent

“...that Sea Vista Strata continue its insurance coverage through HUB International Coastal Insurance.”

Approved Unanimously

2. Fortis Fireplace Rebate Program:

Once council has confirmed the procedures for this program, it will authorize Fortis to rebate those owners who have installed fireplaces that meet the requirements.

3. Correspondence:

DATE		TO	FROM	SUBJECT
Dec. 8, 2014	E-mail	Strata Council	Owner SL3	Fortis Rebate

4. Meeting Adjourned: 8:15 pm

Next Council Meeting: Wednesday January 7, 2015 at 7:00 pm

AGM - tentative date of January 29, 2015

SEA VISTA STRATA NW 367
Minutes - Council Meeting Wednesday, October 28, 2014

Chair Person: Jack Broadbent

Present: Jack Broadbent, Susan Clark, Mike Matheson, Deanne Barber, Yvonne Henderson

Absent: Pat Carr

Meeting Called to Order: 6:30

Approval of Agenda:

Moved: Susan Clark **Seconded:** Deanne Barber

"...that the agenda be approved "

Approved Unanimously

Approval of Minutes:

Moved: Mike Matheson **Seconded:** Yvonne Henderson

"... that the minutes of September 20 , 2014 meeting be approved."

Approved Unanimously

OLD BUSINESS:

1. **Cleaners:** New Cleaners have been hired.
2. **Electrical Repairs:** New lights at the side of the driveway were installed and ballasts in the garage replaced.
3. **Security:** Security has been upgraded on both the back and the front doors.
4. **Depreciation Report:** An information meeting for all owners will be held November 19th, 2014 at 7:00 pm in the rec room.

NEW BUSINESS:

1. **Annual Fire and Safety Inspection:** Vancouver Fire and Security has been contacted and an appointment will be scheduled late November. A notice will be posted.

Please make sure all items are cleared behind the cars before the inspection.

Extra Storage Room - Please make sure boxes that are empty are flattened. Also, check through and get rid of anything you don't need.

2. **Annual Appraisal – NORMAC:** Will be contacted to do the annual appraisal and send the information on to the insurance company.

3. **Garden Sprinkler System:** Columbia will be contacted to winterize the sprinkler system.

4. **Special General Meeting:** The special meeting scheduled for November 19th will not be held. The vote for carpeting and the doors will be taken at the Annual General Meeting.

5. Renovation Requests:

Strata Lot 3

Motion: "... that the request for installation of hardwood floors in SL3 be approved, providing conditions outlined in council's letter be met."

Moved: Yvonne Henderson **Seconded:** Jack Broadbent **Approved Unanimously**

Strata Lot 3

Motion: "...that the request to install a Savannah fireplace system be approved, providing its suitability is confirmed by an independent source."

Moved: Yvonne Henderson **Seconded:** Jack Broadbent **Approved Unanimously**

Strata Lot 8

Motion: "...that the request to carry out renovations to the master bathroom in Strata Lot 8 be approved."

Moved: Jack Broadbent **Seconded:** Susan Clark **Approved Unanimously**

6. **Back Stairwell:** Complaints of Vibration/ Noise noticed in the back stairwell. Will be investigated

CORRESPONDENCE:

Date: 22/09/14	Letter To: SL 3	From: Council	Subject: Response to letter from SL3
Date: 13/10/14	Letter To: Council	From: SL 3	Subject: Renovations
Date: 20/10/14	E-mail To: Council	From: SL 8	Subject: Renovations

Adjournment: 8:00 pm

Next Council Meeting: To be announced after November information meeting