

MEMORANDUM

TO: The Owners, Strata Plan EPS 226 **DATE:** August 08, 2017
FROM: Cynthia Lezetc
RE: **ANNUAL GENERAL MEETING MINUTES**

Attached are the minutes of the Annual General Meeting held on Thursday, July 27, 2017. Please read and retain them for future reference.

STRATA FEES:

Strata fees have increased, retroactive to June 1, 2017.

BYLAWS/RULES: **NEW BYLAWS/RULES WERE PASSED.** Please access **FSRConnect™** Association Documents for the current Bylaws/Rules.

NEW COUNCIL:

- *Glen Gerow*
- *Kent Williamson*
- *Jeffrey Mark Starchuck*
- *Kim Macfarlane*
- *Douglas Graeb*
- *Holly Scott*
- *Keith Best*

FSRConnect™ REGISTRATION

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Encl.

CL/tm

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Thursday, July 27, 2017
Within St. John's Presbyterian Church
1480 George Street, White Rock, BC***

The meeting was called to order at 7:00 p.m. by Glen Gerow, Council President.

FirstService Residential BC Ltd. was represented by Vivian Yang, Strata Manager.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 94 eligible voters, 32 represents quorum in this instance. At the commencement of the meeting there were 33 eligible voters in attendance and 1 represented by proxy for a total of 34 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated July 5, 2017, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting.
CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held July 21, 2016 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

The Council President, Mr. Glen Gerow, addressed the ownership and provided an overview of the financial requirements that resulted in the Council decision to present owners with 3/4 Resolution "K" for consideration.

RATIFICATION OF RULES – MAJORITY VOTE

It was moved and seconded to ratify the Rules or changes to the Rules as circulated.

34 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

INSURANCE REPORT

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$10,000.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$30,744,000 based on information received from the Appraisal.

The Chairperson reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Owners are encouraged to share the Strata's BFL Canada Insurance Summary with their insurance advisors to facilitate conversations regarding appropriate coverage options available to individual homeowners. Individual homeowner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). **Displacement coverage** would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

*****Example*****

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

BUDGET APPROVAL

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

After some discussion, the vote was called. The results were as follows:

33 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to June 1st.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan EPS 226, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329.

3/4 VOTE RESOLUTION "A"
BYLAW AMENDMENT

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

by *amending* Bylaw 43 (2) which currently reads:

- 43 (2) *A resident must provide notice to the strata corporation of all moving arrangements at least 48 hours before the moving date. All moves must take place between 9:00 a.m. and 6:00 p.m., Monday through Friday and 10:00 a.m. to 5:00 p.m. on Saturdays, Sundays and statutory holidays.*

to read as follows:

- 43 (2) *A resident must provide notice to the strata corporation of all moving arrangements at least **one week (7 days)** before the moving date. All moves must take place between 9:00 a.m. and 6:00 p.m., Monday through Friday and 10:00 a.m. to 5:00 p.m. on Saturdays, Sundays and statutory holidays.*

After some discussion, the vote was called. The results were as follows:

34 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

3/4 VOTE RESOLUTION "B"
BYLAW AMENDMENT

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "B" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

by adding Bylaw 11(9) to read as follows:

- 11 (9) *All hard surface flooring (including but not limited to hardwood, laminates, tiles) on floors in hallways, living rooms, dining rooms or bedrooms must be installed with underlayment, with IIC (Impact Insulation Class) rating of 72 or more. If underlayment other than cork is used, a copy of the underlayment specification must be submitted for approval*

By adding Bylaw 11 (9), all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

30 IN FAVOUR, 2 OPPOSED, 2 ABSTAINED. **CARRIED.**

**3/4 VOTE RESOLUTION "C"
BYLAW AMENDMENT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "C" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

by adding Bylaw 51 to read as follows:

Mandatory Inspections of In-suite Fire Safety Devices

- 51 (1) *In-suite fire safety devices should be inspected at least one time per year to ensure that these are operating properly as intended. Where the strata corporation provides 7 days' notice to enter a strata lot for the purpose of inspecting in-suite fire safety devices, an owner, tenant, occupant or visitor must provide access to those devices to the person(s) authorized by the strata corporation.*
- (2) *An owner, tenant or occupant who does not provide access to the in-suite fire safety devices in their strata lot, on the date of the scheduled annual in- suite fire safety devices inspection in accordance with the notice provided by the Strata Corporation under Bylaw 45(1), will be assessed the total costs of having the fire safety inspector come back to inspect the missed in-suite fire safety devices.*

By adding Bylaw 51, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

34 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**3/4 VOTE RESOLUTION "D"
BYLAW AMENDMENT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "D" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

by *deleting* Bylaw 48, which currently reads as follows:

No Smoking

48 *For the purposes of this Bylaw, the following definitions apply:*

- (1) (a) *"smoke" or "smoking" includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances;*
- (2) *A resident or visitor must not smoke in or on the following areas:*
 - (a) *any common property that is located within a building (including hallways, elevators, parking garages, service rooms, storage lockers, stairs and amenity rooms) or on a balcony, patio or deck that is designated as limited common property;*
 - (b) *any limited common property, including a balcony, patio or deck;*
 - (c) *anywhere on the exterior common property that is within seven and a half metres of a door, window or air intake.*

by *adding* Bylaw 48 to read as follows:

No Smoking

48.1 *Smoking is prohibited:*

- (a) *in a strata lot;*

- (b) *on the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms,*
 - (c) *on patios and balconies;*
 - (d) *within three (3) metres of a door, window or air intake; and*
 - (e) *on any land that is a common asset.*
- 48.2 *All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw.*
- 48.3 *As determined by the City of Surrey, smoking means to inhale, exhale, burn or carry a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or another substance.*
- 48.4 *A resident or visitor must not throw or dispose of anything including, but not limited to lit objects such as cigarettes, cigars or matches, from any window, door, balcony, patio or any other part of the strata lot or common property.*
- 48.5 *An owner, resident, tenant or visitor contravening any of bylaws #48.1 to #48.4 (inclusive) will be subject to a fine of up to \$200.00 per contravention assessed to the strata lot owner.*
- 48.6 *Council must make reasonable accommodation, pursuant to section 8 of the Human Rights Code and the whole of the Code for a resident who has proven by medical evidence that he or she is physically and/or mentally disabled and is unable to control his or her addiction to nicotine. Whether the resident has proven the disability will be determined in the sole reasonable discretion of the Council. What accommodation will be made will be based on all of the circumstances and the accommodation may include but is not limited to:*
 - (a) *allowing smoking in one or more designated areas of the common property; and/or*
 - (b) *paying for one or more treatment programs to assist with the cessation of smoking, including but not limited to paying for nicotine replacement therapy.*
 - (c) *reasonable accommodation granted pursuant to subsection 3 may be for a fixed period of time at which time the resident is free to re-apply to Council for further reasonable accommodation to be made.*
- 48.7 *In addition to accommodation made under subsection 48.6, reasonable accommodation will be made by the Council if a resident proves that to not allow smoking would result in other discrimination prohibited by the Human Rights Code. Council, in its sole reasonable discretion, will determine whether or not the resident has proven that to not allow smoking would be discriminatory pursuant to the Human Rights Code. The Council will make reasonable accommodation in the case where a resident intends to use tobacco in relation to a traditional aboriginal cultural activity, or smoking is intended to be done by a prescribed group for a prescribed purpose. In*

making the accommodation the Council will only do so in writing and may prescribe in writing when the permission is granted for, the duration of the permission and where smoking will be allowed.

By adding Bylaw 48, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

30 IN FAVOUR, 3 OPPOSED, 1 ABSTAINED. **CARRIED.**

**3/4 VOTE RESOLUTION “E”
BYLAW AMENDMENT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “E” reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

by *deleting* Bylaw 47 (2), which currently reads as follows:

47 (2) *A resident or visitor must not use or store barbecues on common property.*

After some discussion, the vote was called. The results were as follows:

34 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**3/4 VOTE RESOLUTION “F”
BYLAW AMENDMENT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “F” reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows,

such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

by adding Bylaw 42 (4), 42 (5), 42 (6) to read as follows:

- 42 (4) *No commercial vehicles are permitted to park in the visitors parking area overnight.*
- 42 (5) *No vehicle shall be parked in a manner which reduces the width of your neighbour's parking space. Parking is not permitted in the turn around area of the Visitor Parking spaces.*
- 42 (6) *Vehicles in violation of these rules will be towed at the liability and expense of the vehicle owner.*

By adding Bylaw 42 (4), 42 (5), 42 (6), all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

34 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**3/4 VOTE RESOLUTION "G"
WAIVER OF DEPRECIATION REPORT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "G" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, wish to waive the requirement to update the existing Depreciation Report otherwise required every three years under Section 94 of the *Strata Property Act*;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to update the existing Depreciation Report is hereby waived until the next Annual General Meeting.

After some discussion, the vote was called. The results were as follows:

33 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

**MAJORITY VOTE RESOLUTION "H"
DEPRECIATION REPORT**

(will only be voted on if Resolution "G" fails)

As Resolution "G" Waiver of Depreciation Report, was carried, Majority Vote Resolution "H", was not considered.

**3/4 VOTE RESOLUTION “I”
5 YEAR WARRANTY REPORT FROM THE CONTINGENCY RESERVE FUND**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “I” reads as follows:

WHEREAS Section 96 of the *Strata Property Act* states that a Strata Corporation must not spend money from the Contingency Reserve Fund unless first approved by a 3/4 vote resolution at an Annual or Special General Meeting, or authorized under Section 98(3);

AND WHEREAS The Owners, Strata Plan EPS 226, wish to obtain a 5 Year Warranty Report as required before the five-year warranty due March 20, 2018;

BE IT RESOLVED that the Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting approve to take \$4,500 from the Contingency Reserve Fund for the purpose of obtaining a 5-year warranty report.

After some discussion, the vote was called. The results were as follows:

34 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**3/4 VOTE RESOLUTION “J”
RADIO SYSTEM UPGRADE FROM THE CONTINGENCY RESERVE FUND**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “J” reads as follows:

WHEREAS Section 96 of the *Strata Property Act* states that a Strata Corporation must not spend money from the Contingency Reserve Fund unless first approved by a 3/4 vote resolution at an Annual or Special General Meeting, or authorized under Section 98(3);

AND WHEREAS The Owners, Strata Plan EPS 226, are required to upgrade the current emergency radio communication system by the City of White Rock;

BE IT RESOLVED that the Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting approve to take \$15,900 from the Contingency Reserve Fund to upgrade the emergency radio communication system from 800 MHz to 700 MHz, per requirement of the City of White Rock.

After some discussion, the vote was called. The results were as follows:

34 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**3/4 VOTE RESOLUTION “K”
SALE OF THE GUEST SUITE**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “K” reads as follows:

WHEREAS Section 80 of the *Strata Property Act* states that a dispose of common property in a way set out, the strata corporation must ensure a resolution approving the disposition be passed by a 3/4 vote at an annual or special general meeting;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to sell The Guest Suite located in the building to stop paying the mortgage and interest due to the low usage;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, in person or by proxy at this General Meeting to sell The Guest Suite according to market price.

After some discussion, the vote was called. The results were as follows:

29 IN FAVOUR, 3 OPPOSED, 2 ABSTAINED. **CARRIED.**

ELECTION OF COUNCIL

The Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

- Glen Gerow
- Kent Williamson
- Jeffrey Mark Starchuck
- Kim Macfarlane
- Douglas Graeb
- Holly Scott
- Keith Best

Hearing no objections, the above-noted were elected by majority vote.

GENERAL DISCUSSION

The Chairperson opened the floor for questions. The floor had several routine maintenance concerns. The Strata Manager will bring these concerns forward to the newly elected Strata Council for discussion and direction.

1. **Elevators:** An Owner advised that there is an ongoing issue with the elevators automatically going to the 2nd floor.

2. **Strata Manager Change:** It was announced that Vivian Yang was moving on from FirstService Residential and that Cynthia Lezetc would be the new Strata Manager effective July 28th. Council thanked Vivian for her excellent work and welcomed Cynthia to the Strata.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 9:20 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Cynthia Lezetc
Strata Manager
Per the Owners
Strata Plan EPS 226

CL/tm

Email: cynthia.lezetc@fsresidential.com
Direct Line: 604.601.6370
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

EPS 226 - AVRA
Approved Budget
Jun 01, 2017 to May 31, 2018

INCOME

FEES

Operating Fund Contribution	412,860
Contingency Fund Contribution	47,500
TOTAL FEES	460,360

Bylaw / Late Payment Fine	100
Move In / Move Out Fee	500
Rental Income / Amenity Room	1,500
Rental-Strata Suite	5,000
TOTAL INCOME	467,460

EXPENSES

OPERATING EXPENSES

Alarm Monitoring	4,000
Audit / Legal	800
Strata Suite - Mortgage Payment	40,044
Strata's Suite-Property Taxes	500
Strata's Suite - Strata Fee	5,932
Caretaker Wages & Benefits	50,000
Electricity	36,000
Elevator Maintenance	20,500
Equipment Lease	12,100
Enterphone Lease	14,160
Fire Equipment Maintenance / Monitoring	14,000
Garbage Removal	12,000
Gas	21,500
Guest Suite-Mortgage	23,378
Guest Suite-Property Taxes	400
Insurance	53,000
Landscape - Maintenance	6,000
Management Fees	27,760
Mechanical Maintenance	16,500
Miscellaneous	6,000
Recreation Facilities	1,000
Repair and Maintenance	45,949
Snow Removal	1,000
Special Projects	4,226
Telephone and Pager	1,200
Water / Sewer	13,800
Window Cleaning	5,500
TOTAL OPERATING EXPENSES	437,249

Reserve - Contingency Fund	47,500
TOTAL EXPENSES	484,749

CURRENT YEAR SURPLUS/(DEFICIT)	(17,289)
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Operating Surplus (Deficit) Balance Forward	17,289
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ENDING OP SURPLUS/(DEFICIT)	0
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STRATA PLAN EPS 226
AVRA
APPROVED STRATA FEE SCHEDULE
Jun 01, 2017 to May 31, 2018

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>2017-2018 Strata Fee</u>
1	101 - 1455 George Street	65	\$ 313.98
2	102 - 1455 George Street	66	318.81
3	103 - 1455 George Street	70	338.13
4	105 - 1455 George Street	64	309.15
5	201 - 1455 George Street	86	415.42
6	202 - 1455 George Street	68	328.47
7	203 - 1455 George Street	70	338.13
8	205 - 1455 George Street	70	338.13
9	206 - 1455 George Street (Guest Suite)	39	188.39
10	301 - 1455 George Street	80	386.43
11	302 - 1455 George Street	62	299.49
12	303 - 1455 George Street	81	391.27
13	305 - 1455 George Street	63	304.32
14	306 - 1455 George Street	116	560.33
15	307 - 1455 George Street	60	289.83
16	308 - 1455 George Street	90	434.74
17	501 - 1455 George Street	80	386.43
18	502 - 1455 George Street	63	304.32
19	503 - 1455 George Street	59	285.00
20	505 - 1455 George Street	65	313.98
21	506 - 1455 George Street	83	400.93
22	507 - 1455 George Street	60	289.83
23	508 - 1455 George Street	90	434.74
24	601 - 1455 George Street	80	386.43
25	602 - 1455 George Street	63	304.32
26	603 - 1455 George Street	60	289.83
27	605 - 1455 George Street	66	318.81
28	606 - 1455 George Street	83	400.93
29	607 - 1455 George Street	60	289.83
30	608 - 1455 George Street	90	434.74
31	701 - 1455 George Street	80	386.43
32	702 - 1455 George Street	63	304.32
33	703 - 1455 George Street	60	289.83
34	705 - 1455 George Street	65	313.98
35	706 - 1455 George Street	83	400.93
36	707 - 1455 George Street	60	289.83
37	708 - 1455 George Street	90	434.74
38	801 - 1455 George Street	80	386.43

STRATA PLAN EPS 226
AVRA
APPROVED STRATA FEE SCHEDULE
Jun 01, 2017 to May 31, 2018

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>2017-2018 Strata Fee</u>
39	802 - 1455 George Street	63	304.32
40	803 - 1455 George Street	60	\$ 289.83
41	805 - 1455 George Street	65	313.98
42	806 - 1455 George Street	83	400.93
43	807 - 1455 George Street	60	289.83
44	808 - 1455 George Street	90	434.74
45	901 - 1455 George Street	80	386.43
46	902 - 1455 George Street	63	304.32
47	903 - 1455 George Street	60	289.83
48	905 - 1455 George Street	65	313.98
49	906 - 1455 George Street	83	400.93
50	907 - 1455 George Street	60	289.83
51	908 - 1455 George Street	90	434.74
52	1001 - 1455 George Street	80	386.43
53	1002 - 1455 George Street	63	304.32
54	1003 - 1455 George Street	60	289.83
55	1005 - 1455 George Street	149	719.74
56	1007 - 1455 George Street	60	289.83
57	1008 - 1455 George Street	90	434.74
58	1101 - 1455 George Street	80	386.43
59	1102 - 1455 George Street	122	589.31
60	1105 - 1455 George Street	149	719.74
61	1107 - 1455 George Street	60	289.83
62	1108 - 1455 George Street	90	434.74
63	1201 - 1455 George Street	80	386.43
64	1202 - 1455 George Street	122	589.31
65	1205 - 1455 George Street	65	313.98
66	1206 - 1455 George Street	83	400.93
67	1207 - 1455 George Street	150	724.57
68	1501 - 1455 George Street	80	386.43
69	1502 - 1455 George Street	122	589.31
70	1505 - 1455 George Street	65	313.98
71	1506 - 1455 George Street	83	400.93
72	1507 - 1455 George Street	60	289.83
73	1508 - 1455 George Street	90	434.74
74	1601 - 1455 George Street	80	386.43
75	1602 - 1455 George Street	63	304.32
76	1603 - 1455 George Street	125	603.80

STRATA PLAN EPS 226
AVRA
APPROVED STRATA FEE SCHEDULE
Jun 01, 2017 to May 31, 2018

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>2017-2018 Strata Fee</u>
77	1606 - 1455 George Street	83	400.93
78	1607 - 1455 George Street	150	724.57
79	1701 - 1455 George Street	80	\$ 386.43
80	1702 - 1455 George Street	63	304.32
81	1703 - 1455 George Street	125	603.80
82	1706 - 1455 George Street	83	400.93
83	1707 - 1455 George Street	60	289.83
84	1708 - 1455 George Street	90	434.74
85	1801 - 1455 George Street	80	386.43
86	1802 - 1455 George Street	63	304.32
87	1803 - 1455 George Street	125	603.80
88	1806 - 1455 George Street	83	400.93
89	1807 - 1455 George Street	60	289.83
90	1808 - 1455 George Street	90	434.74
91	1901 - 1455 George Street	199	961.26
92	1902 - 1455 George Street	193	932.27
93	2001 - 1455 George Street	189	912.95
94	2003 - 1455 George Street	200	966.09
		<u>7,942</u>	<u>38,363.42</u>

Total Annual Strata Fees (x 12 months) = 460,361.04

Note:

The monthly strata fee includes a 11% contribution to the Contingency Reserve Fund

Penthouse Units UE 781

FIRSTSERVICE OFFERS CONVENIENCE!

1. ***Pre-Authorized Debit Payment (PAD)***

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

2. ***Online/Telephone Banking***

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer’s responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Tuesday, May 30, 2017
Within Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	Council President
	Douglas Graeb	Vice-President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping Committee
	Kent Williamson	Council Member
	Yvonne Miller	Council Member
	Holly Scott	Council Member

STRATA MANAGER:	Vivian Yang	FirstService Residential
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The Strata Council meeting was called to order at 7:02 p.m.

GUEST BUSINESS

An Owner attended the meeting and expressed concerns regarding bylaw infractions. Council thanked her attendance and directed the Strata Manager how to respond the Owner.

RESIDENT MANAGER BUSINESS

1. ***Caretaker Responsibilities and Services:*** Owners wishing to view the document are encouraged to log onto **FSRConnect™**. Owners may log onto www.fsresidential.com, click on "My Community", click on "Forms and Documents", click on "Association Documents" and download "Caretaker Responsibilities and Services".
2. ***LED Light Bulbs:*** The Resident Manager reported that several LED light bulbs were found to be off in the building. The Strata Manager will contact Lumenix to come back and fix the problems.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was noted that the wording "Caretaker Survey Results" under the item "BUSINESS ARISING" in the Minutes of Council Meeting held April 10, 2017 needed to be amended and read:

"Two Council Members will be reviewing the survey with the caretakers and a subsequent formal performance review will be collaboratively done by Council."

It was then moved and seconded to approve the Minutes of the Strata Council Meeting held April 10, 2017 as circulated. **CARRIED.**

STRATA DOCUMENTS

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To sign up, please visit <http://fsresidential.com/BritishColumbia/Homeowners/Forms> and complete our online “FSRConnect™ Registration” form.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** Blue Sky Window & Gutter Cleaning had done window cleaning on May 19, 2017. As there were some outstanding deficiencies where need to be addressed, after discussion, Council decided to hold back 20% of the cost until all the deficiencies be completed.
3. **Monthly Statements:** The Treasurer confirmed that he has reviewed the financial statements for February through April 2017. It was moved and seconded to approve the financial statements as presented. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Concrete Repairs/Roof Repairs:** It was reported that due to the weather conditions, the builder cannot arrange with contractors to undertake the deficiency repair.
2. **Canopy Glass Replacement:** The canopy glass above the building front entrance is broken for months. It was reported that this item is weather sensitive, Action Glass is still awaiting a dry weather to complete the replacement.
3. **Landscaping Upgrades:** The Landscaping Committee forwarded a quote to Council that was submitted by the current landscaping contractor which proposed to replace front planter boxes with box woods. It was moved and seconded to approve the quote as presented. **CARRIED.**
4. **Sewer Pipe Cleaning:** Council will bring the sewer pipe cleaning up at the next Annual General Meeting, and will seek Owners’ approval.

5. **Resident Manager's Performance Review:** A Council member drafted a template of monthly report for Resident Managers, and April and May monthly reports were made for Council's review. Council appreciated that the information the Resident Managers provided and requested them to continue with these reports. Council will review an overall performance when six monthly reports are received.
6. **Fire Equipment Maintenance:** It was noted that Council sourced and purchased batteries to reduce the cost for the maintenance in fire system. Fire Pro will replace those batteries for the monitoring panel in the lobby when next visit without extra charges.
7. **AGM Items:**
 - (a) **Draft Budget 2017/2018:** Council will finalize the proposed budget to be brought to the Annual General Meeting scheduled for July 27, 2017 for Owners' approval.
 - (b) **3/4 Vote Resolutions:** Council will finalize the proposed 3/4 vote resolutions including bylaw amendments for Owners' decision at the AGM.
8. **Window Cleaning:** It was noted as above.
9. **Dryer Duct Cleaning:** Dryer Duct Cleaning is scheduled for June 15, 16, 19, 20, 2017 for both inside and outside services. A letter was sent to all unit number ending "01" and a penthouse unit inquiring if the Owners wish to install high flow grills which are less prone to clogging at their own expenses.
10. **Emergency Radio Communication System Upgrade:** Two quotes were received to upgrade the emergency radio communication system from 800 MHz to 700 MHz, per City of White Rock's requirement. The Strata Manager was requested to negotiate with the original installer for a lower price, to be brought to the upcoming AGM for Owners' approval.

CORRESPONDENCE

The Council reviewed correspondence sent out and/or received prior to the date of the meeting and directed the Strata Manager to issue responses. The correspondence received made reference to the following:

1. **Damage to Balcony Drywall/Ceiling:** A unit was found damaged to the drywall and ceiling caused by a barbecue function on the balcony. The Owner was required to recover the drywall and ceiling, or the Strata will hire a contractor to fix the damage and charge back to the Owner. A fine letter was also sent to the unit due to a bylaw violation. Council will check the condition then decide if a fine of \$200 be imposed.

NEW BUSINESS

1. **5 Year Warranty Inspection:** The 5-year warranty will be due March 2018. Three quotes for a 5-year warranty inspection were received and discussed. The Strata Manager was asked to obtain quotation from those engineering firms for the depreciation reports in order to reduce the total cost for both required reports and bring up to the AGM for Owners' decision.

2. **Locksmith's Invoice:** An Owner was requested to replace the unit door lock to its original Style, however, the Owner and the locksmith had an argument about the payment. The Strata Manager will advise both parties to arrange a meeting for a solution.
3. **Letter to Land Title Office:** A draft letter to Land Title Office (LTO) was circulated and reviewed. The Strata Manager will mail out the letter to find out the original strata document registered at LTO regarding the legal status of storage lockers.
4. **Imperial Fire Safety:** A quote obtained for the regular service of fire equipment was reviewed and discussed. Council decided to terminate the contract with the current service provider Fire Pro Fire Protection Ltd. and award the regular service contract to Imperial Fire Safety with a better price. The Strata Manager will check with Fire Pro to terminate the service as soon as possible.
5. **Garage Gate Repair:** The springs for both garage gates were found broken at the end of May. Council approved the quote was received and instructed that both gates will have their broken springs replaced during the next month's scheduled service call.
6. **Mortgages on Strata Suite and Guest Suite:** It has brought to Council's attention that the mortgages on Strata Suite & Guest Suite has become onerous for the Strata Corporation.

Strata Council presented a summary of the mortgages below for Owners' perusal, and wishes a direction will be coming up at the AGM.

Avra Mortgages

Strata Council is looking for a solution to a financial situation that has become onerous. Strata owes the developer \$215,000 for the second mortgage on the guest suite and the caretaker's suite. The developer wants the second mortgage paid out, and is jacking up the interest rate in order to pressure us into doing so. Last year's interest rate was increased from 12% the year before to 16%. This year they are wanting to raise it to 19%. Last year our total 2nd mortgage payments were \$34,416, which is almost the exact amount of interest that 16% represents. Consequently, we ended up not paying anything towards the principal last year. At 19% we would need to increase the total annual payments by \$6,500 just so as to continue to tread water. We've requested that the developer leave the rate at 16%, and are waiting for their response at the time of this writing.

We had hoped that the two suites would have increased in value to the point where we could increase the amount of the first mortgage, thereby allowing us to pay out the second mortgage. Market evaluations done on the two suites this year puts their collective value at \$635,000. Our total amount owing for 1st and 2nd mortgages is \$635,000. This does not leave us with enough equity to significantly increase our first mortgage with Blue Shore Financial, which has just been renewed at 3.7%.

The second mortgage needs to be paid out, and decisions need to be made as to how that will be achieved. \$215,000 represents an assessment of \$27.07 per unit entitlement. Divesting of the guest suite would reduce that amount. Divesting of the caretaker suite as well would reduce that amount further.

All owners are asked to give this situation some thought so we can have a discussion at our upcoming AGM in July.

The numbers (rounded) that we are dealing with are as follows:

<i>Value of Guest Suite</i>	<i>\$250,000</i>
<i>Value of Caretaker Suite</i>	<i>\$385,000</i>
<i>First Mortgage</i>	<i>\$420,000</i>
<i>Second Mortgage</i>	<i>\$215,000</i>

Avra Second Mortgage Thoughts:

<i>Value of Guest Suite</i>	<i>\$ 250,000</i>
<i>Value of Caretaker Suite</i>	<i>\$ 385,000</i>
<i>Total</i>	<i>\$ 635,000</i>
<i>First Mortgage Balance</i>	<i>\$ 420,313 approx</i>
<i>Second Mortgage Balance</i>	<i>\$ 215,028 approx</i>
<i>Total</i>	<i>\$ 635,000 approx</i>

We owe more on the mortgages than the suites are worth.

First Mortgages have just been renewed with Blue Shore Financial for a 1-year term @3.7%.

Second Mortgages are in the process of being renewed at either 16% or 19% - we have asked for the lower rate – Developer would like to be paid out next year at renewal – interest rate is high as Developer wants to be paid out.

- We have to come up with a solution to payout the Second Mortgages.
- We do not suggest blindsiding the owners with a special levy to payout the second mortgages at the AGM this year as we think we should present the situation at the AGM and let the owners mull over the possible outcomes.

Solution One – Special Levy to payout the 2nd Mortgages – Glen had previously communicated approximate levy for a number of suites – Basically \$215m.

Trial Balloon #1: ASSESSMENT

If we introduced a motion to the owners for an assessment, the \$215,028 we owe the developer would represent \$27.07 per unit entitlement.

To give everyone an idea what that means, we've chosen some "random" examples:

UNIT	UNIT ENTITLEMENT	ASSESSMENT
105	64	\$1,732.48
306	116	\$3,140.12
1008	90	\$2,436.30
1205	65	\$1,759.55
1207/1607	150	\$4,060.50
2001	189	\$5,116.23

- May be a hard sell at the AGM as this will be expensive for some owners.

Solution Two (Suggested by FSR) – Sell the Guest Suite for \$250m - \$300m paydown the 2nd Mortgage with the surplus and do a special levy for the difference for the Caretaker Suite – value of guest suite is not increasing and we are not gaining a lot of revenue from the suite.

2nd Mtg Balance \$215,028-\$78,962(caretaker suite portion) = \$136,066 2nd Mtg. Remaining - \$50m Additional Funds from sale = \$86066 Special Levy.

$\$86,066 / 7942(UE) = \10.83 per unit

UNIT	UNIT ENTITLEMENT	ASSESSMENT
105	64	\$693.12
306	116	\$1,256.28
1008	90	\$974.70
1205	65	\$703.95
1207/1607	150	\$1,624.50
2001	189	\$2,046.87

Solution Three – Sell both the Guest Suite and the Caretaker Suites – Payoff the Mortgages completely and bank the extra funds to cover major expenditures happening over the next number of years – Hire a full time – Maintenance Person – to clean the building and look after day to day operation.

- Take note – we are already looking at a significant increase in maintenance fees and possible special levy this year without taking into account the Second Mortgages.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:57 p.m.

Next Meeting: Annual General Meeting, Thursday, July 27, 2017 at 7:00 p.m.

Annual General Meeting VENUE: St. John's Presbyterian Church, 1480 George Street, White Rock, BC – Registration starts 6:30 p.m.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 226

VY/lm

Email: vivian.yang@fsresidential.com
Direct Line: 604.648.6317
General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

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<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Monday, April 10, 2017
Within Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	Council President
	Douglas Graeb	Vice-President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping Committee
	Kent Williamson	Council Member
REGRETS:	Yvonne Miller	Council Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The Strata Council meeting was called to order at 7:02 p.m.

RESIDENT MANAGER BUSINESS

1. ***Caretaker Responsibilities and Services:*** Owners wishing to view the document are encouraged to log onto **FSRConnect™**. Owners may log onto www.fsresidential.com, click on "My Community", click on "Forms and Documents", click on "Association Documents" and download "Caretaker Responsibilities and Services".

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held February 23, 2017 as circulated. **CARRIED.**

STRATA DOCUMENTS

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To sign up, please visit <http://fsresidential.com/BritishColumbia/Homeowners/Forms> and complete our online "**FSRConnect™** Registration" form.

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** It was tabled to the next meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Concrete Repairs/Roof Repairs:** It was reported that due to the weather conditions, the builder cannot arrange with contractors to undertake the deficiency repair.
2. **Landscaping Upgrades:** The Landscaping Committee is awaiting recommendations on the watering system and ideas for improvement from the current landscaper.
3. **Sewer Pipe Cleaning:** Council will bring the sewer pipe cleaning up at the next Annual General Meeting, and will seek Owners’ approval.
4. **Parkade Power-Washing:** It was reported that the job had been done on March 22, 2017.
5. **Visitor Parking Rules:** There was no change in the Visitor Parking Rules at this time.
6. **Fire Deficiency Repair:** A draft bylaw amendment was circulated and discussed to be brought to the Annual General Meeting, stating that the Owners will be assessed the total costs of having the fire safety inspector come back to inspect the missed in-suite fire safety devices. A bylaw infraction fine may also be imposed if the residents do not comply with the bylaws.
7. **Garbage Collection:** Two additional recycling totes have been placed in the garbage room and the reduction of the garbage dumpster service to one dumpster twice a week effective immediately.
8. **Caretaker Survey Results:** Council completed the survey regarding the Resident Managers’ performance. Two Council members will conduct a performance review with a few of Residents in the building to amend Caretakers’ job description.

CORRESPONDENCE

The Council reviewed correspondence sent out and/or received prior to the date of the meeting and directed the Strata Manager to issue responses. The correspondence received made reference to the following:

1. **Resident Parked in Visitor's Stall:** A warning letter was sent out regarding a Resident that was found parked in a visitor's stall, which was in a violation of the current Visitor Parking Rule.

NEW BUSINESS

1. **Fire Equipment Maintenance:** A quote was received from the Strata's fire technician that suggested the fire extinguisher bars and batteries located in the monitoring panel need to be replaced. Council will purchase the parts and replace those items accordingly.
2. **AGM Items:**
 - (a) **Date of AGM:** The Annual General Meeting is scheduled for Thursday, July 27, 2017 at 7:00 p.m. The venue of the AGM will be determined shortly.
 - (b) **Draft Budget 2017/2018:** A draft Operating Budget for 2017/2018 was reviewed and discussed. Council will finalize the proposed budget and bring to the AGM for Owners' approval.
 - c) **Bylaw Amendments:** Council will bring the proposed new Bylaws and amendments to the AGM for Owners' approval including the flooring renovation, smoking and participation of the annual fire inspection, etc.
3. **Window Cleaning:** Three quotes were received for window cleaning service which were circulated and discussed. Council decided to award Blue Sky to conduct the service to be scheduled in mid-May. Owners are advised that the scope of work for window cleaning include inaccessible exterior windows, railing glass and all windows in the common area.
4. **Dryer Duct Cleaning:** Three quotes were received which were also reviewed and decided. Council agreed to schedule the service for both the inside and outside cleaning, and at least service one day to be arranged for weekend or evening time, to ensure Residents can provide access. The contractor should only charge inside cleaning service when they obtain access.
5. **Electrician's Proposal:** It was tabled at the meeting.
6. **City Fire Inspection:** The Fire Inspector of the City of White Rock attended Avra for the annual inspection on March 22nd and advised of the deficiency items to be addressed. The Strata Manager was requested to obtain a quote for regular from a contractor which was brought to the meeting for discussion. It was noted that there will be no change in the regular fire equipment maintenance at this time.
7. **Parking Stall & Locker:** A Council member proposed to add a Rule to allow the Strata Corporation renting out a Resident parking stall and a locker which are designated as common property. The new Rule reads:

7. General

- (f) **The Strata Council may rent out the Resident Parking Stall and the locker which are designated as common property to increase revenue for the Strata Corporation.**

It was moved and seconded to approve the General Rule 7(f) to allow the Strata Council to rent out the Resident parking stall and the locker which are designated as common property. **CARRIED.** It will be ratified at the 2017 AGM.

8. **Message from Landscaper:** A correspondence was received that the current owner of the landscaping contractor is in transition to retirement. The owner's lead employee is taking over the company as of April 1, 2017. Council had no objection for the change.
9. **Emergency Radio Communication System Upgrade:** A notice was received from the City of White Rock requiring the Strata Corporation to upgrade the Fire Rescue E-Comm Radio System from 800 MHz to 700 MHz. A quote was received and discussed. The Strata Manager was requested to obtain another quote for comparison.
10. **Rule Amendments:** Council proposed to amend the Exterior Appearance Rule 6(a) to be removed from the current Rules, to avoid the conflict with the Bylaws. It was moved and seconded to approve the removal of Exterior Appearance Rule 6(a). **CARRIED.** It will be ratified at the 2017 AGM.
11. **New Council Member:** A Council member appointed the Owner, Holly Scott to be on Council to fill in the remaining seat. It was moved and seconded to approve the appointment. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 p.m.

Next Meeting: **May 25, 2017 at 7:00 p.m.**

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 226

VY/cm

Email: vivian.yang@fsresidential.com
Direct Line: 604.648.6317
General: 604.683.8900 (24 hours emergencies)

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- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

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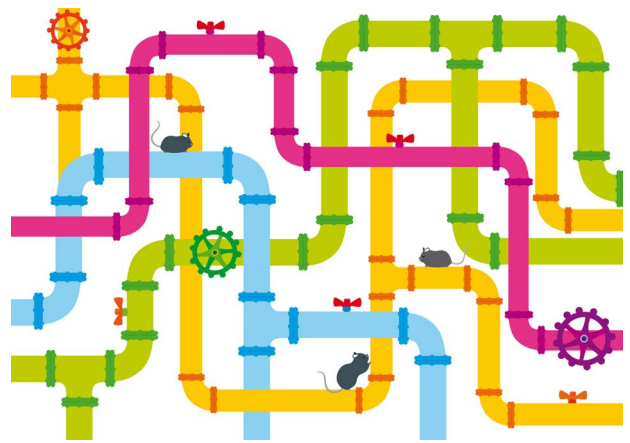
**FS Insurance
Brokers**

did you
KNOW?

Sewer Line Clogs

Did you know that flushing foreign objects down toilets can cause major backups and losses by preventing the passage of material through the piping system? **Don't flush the following down the toilets:**

- disposable cleaning cloths
- wash cloths
- diapers
- kitty litter
- food
- hair
- trash



If a foreign object was flushed down your toilet, you can try snaking it from the drain, but be careful not to push the object further along. If snaking doesn't work, it is advised that you contact a plumber. It is better to spend money to unclog the toilet instead of paying for the repairs of an entire plumbing system that has backed up! Remember, the larger your building, the more extensive the plumbing system and the more extensive potential damages can be. Fast action is necessary!

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Wednesday, February 23, 2017
Within Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	Council President
	Douglas Graeb	Vice-President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping Committee
	Yvonne Miller	Council Member
	Kent Williamson	Council Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The Strata Council meeting was called to order at 7:03 p.m.

RESIDENT MANAGER BUSINESS

1. ***Caretaker Responsibilities and Services:*** Owners wishing to view the document are encouraged to log onto **FSRConnect™**. Owners may log onto www.fsresidential.com, click on "My Community", click on "Forms and Documents", click on "Association Documents" and download "Caretaker Responsibilities and Services".

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held December 15, 2016 as circulated. **CARRIED.**

STRATA DOCUMENTS

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FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** An invoice was received from Norton Installation, for the replacement of a door closer on the front entrance door, for the amount of \$1,164.45. It was moved and seconded to approve the payment. **CARRIED.**
3. **Monthly Statements:** The Treasurer confirmed that he has reviewed the financial statements for November & December 2016 and January 2017. Following discussion, it was moved and seconded to approve the financial statements as presented. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Security Upgrades:** The front entrance door had been adjusted and can be closed properly. There are no security issues arising.
2. **Concrete Repairs/Roof Repairs:** It was reported that due to the weather conditions the builder cannot arrange with contractors to undertake the deficiency repair, such as the exterior eyebrows, etc. The Contractor will need a prolonged period of dry weather, to allow the moisture to escape the areas in question, and to be able to repair the eyebrows and apply the coating.
3. **Landscaping Upgrades:** The Landscaping Committee will have a discussion on February 27, 2017.
4. **Perimeter Pressure Washing:** It was noted that the perimeter power washing was done on January 16, 2017.
5. **Sewer Pipe Cleaning:** Council will bring the sewer pipe cleaning up at the next Annual General Meeting, and will seek Owners' approval.
6. **Make Up Air:** Norton Installation replaced a high-traffic door closer to the front entrance door that allows various settings to adjust for specific application and usage. Council confirmed the issue was that the air pressure caused the door not to latch had been fixed.
7. **Parkade Power-Washing:** The Strata Manager obtained three (3) quotes for Council's review. Council decided to award Black Tie to proceed with the work in March. All vehicles will be required to be removed during the service.
8. **Visitor Parking Rules:** The Strata Manager will draft visitor parking rules to be discussed at the next meeting.

9. **Fire Deficiency Repair:** In order to encourage Residents to participate in the in-suite smoke alarm testing during the annual fire inspection, the Strata Manager was requested to draft a bylaw amendment to be brought to the Annual General Meeting, stating that the Owners will be assessed the total costs of having the fire safety inspector come back to inspect the missed in-suite fire safety devices.

CORRESPONDENCE

The Council reviewed correspondence sent out and/or received prior to the date of the meeting and directed the Strata Manager to issue responses. The correspondence received made reference to the following:

1. **Violation by Unit Detail – Summary:** The summary of bylaw infractions was circulated and reviewed by Council. The summary is the record by FirstService Residential of issued infraction letters to those units who were reported to be in contravention of the Strata Bylaws that occurred between the last Council meeting and tonight's Council meeting.
2. **Eviction:** Due to continuing bylaw infractions, Council voted through emails and requested the Strata's lawyer to send out a letter to an Owner on behalf of the Strata Corporation, to evict the tenant in a Unit. It was reported that the Owner sent out a *One Month Notice to End Tenancy for Cause* to their tenant at the end of January to terminate the lease.
3. **Complaint:** An Owner complained about the Caretaker's behaviour. Council will hear both sides in-person and review the Caretaker's performance.
4. **Suggestion from Owner:** An Owner suggested several items for Council consideration, including wheel chair access button, speed limit in parkade, fallen wooden planks, floor mats and garbage/recycling collection, etc. The Strata Manager will respond the Owner accordingly.
5. **Reimbursement:** An Owner hired an electrician to repair the dryer in her unit and the dryer circuit inside the wall was found to have lost connection, which the strata corporation is responsible for. Council agreed to reimburse the repair cost of \$157.50 to the Owner.

NEW BUSINESS

1. **Fire Equipment Maintenance:** Three (3) quotes for the regular fire equipment maintenance were circulated and reviewed. Council decided that the current maintenance contract will not be replaced at this time.
2. **Garbage Collection:** It was mentioned that the garbage and recycling are frequently found overflowing. Council is considering to increase the weekly frequency of collection. The Strata Manager was requested to obtain the price increase for Council's decision
3. **Conflicts in Current Bylaws and Rules:** It was noted that there are conflicts in current Corporation Bylaws and Rules regarding the moving procedure. Council will propose bylaw amendments for Owners' decision at the Annual General Meeting.
4. **Resident Managers' Performance Survey:** Council completed a satisfaction survey form to be forwarded to all Residents who currently live in the Building to obtain the opinions in Resident Managers' performance. It was emphasized that all information

collected is confidential. The Strata Manager will send out the form through email or mail and request the form to be returned by end of March 2017.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:05 p.m.

Next Meeting: **April 10, 2017 at 7:00 p.m.**

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 226

VY/lc

Email: vivian.yang@fsresidential.com
Direct Line: 604.648.6317
General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

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**FS Insurance
Brokers**

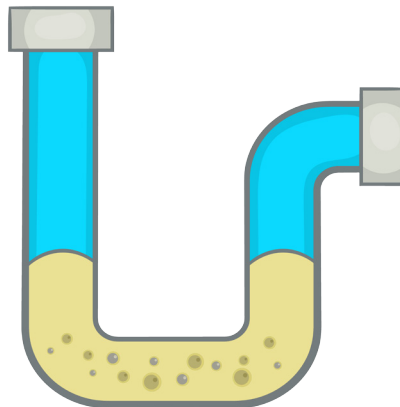
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Thursday, December 15, 2016
Within Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	Council President
	Douglas Graeb	Vice-President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping Committee
	Yvonne Miller	Council Member
	Kent Williamson	Council Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The Strata Council meeting was called to order at 7:02 p.m.

RESIDENT MANAGER BUSINESS

1. ***Caretaker Responsibilities and Services:*** Owners wishing to view the document are encouraged to log onto **FSRConnect™**. Owners may log onto www.fsresidential.com, click on “My Community”, click on “Forms and Documents”, click on “Association Documents” and download “Caretaker Responsibilities and Services”.
2. ***Request of Vacation:*** The Caretakers requested Council’s approval to grant a two week vacation to be scheduled in February 2017. Council agreed to the application and requested FirstService providing a relief service during their absence.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 27, 2016 as circulated. **CARRIED.**

STRATA DOCUMENTS

FirstService Residential provides a complimentary website for each of its Strata clients. The website, <http://fsresidential.com/British-Columbia/Homeowners/Forms> gives residents and Owners secured log-in and access to Meeting Minutes and other Strata documents.

To sign up, please visit <http://fsresidential.com/BritishColumbia/Homeowners/Forms> and complete our online “**FSRConnect** Registration” form.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** The Treasurer confirmed that he has reviewed the October 2016 financial statements and following discussion it was moved and seconded to approve the financial statements as presented. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **LED Lighting Retrofit:** It was confirmed that both elevators have been retrofitted LED light bulbs with the same wattage and colour. The project is complete.
2. **Security Upgrades:** There were no new updates at the meeting.
3. **Concrete Repairs/Roof Repairs:** Design Roofing submitted the report regarding the roof repairs and maintenance that was done in mid-November 2016. It was reported there was a water leak re-occurring behind the kitchen cabinets in a penthouse unit after the repairs and maintenance work. The Builder was informed of the situation, and the roof report was forwarded to the Builder, who will address the issue shortly.
4. **Landscaping Upgrades:** There were no new updates at the meeting.
5. **Perimeter Pressure Washing:** Due the below freezing temperatures, Black Tie Property Services postponed the power washing originally scheduled for Avra for December 6, 2016. The new schedule will be arranged when weather permits.
6. **Sewer Pipe Cleaning:** A revised quote for sewer pipe cleaning from Latham was circulated and reviewed. Due to the limited operating budget, Council decided to bring the cleaning service up at the next Annual General Meeting, and will seek Owners' approval.
7. **Neighbouring Council:** Council had a telephone conversation with the neighbouring strata corporation located at 1420 Johnston Road, discussed the possibility of cooperation.

8. ***Make Up Air:*** The mechanical contractor, Lathams, confirmed that the lobby is not fed by the make-up air unit, and that an adjustment on the make-up air unit is not possible to resolve the problem when it gets windy the air pressure in the building increases causing the door not to latch. The Strata Manager then obtained two quotes from door contractors for Council's consideration. After discussion, Council awarded the contractor to install a high-traffic door closer that allows various settings to adjust for specific application and usage.
9. ***Disposal Contractor:*** It was noted that a Council member corresponded with the contractor regarding improvement in reducing disruption in the timely exit of vehicles while they pull totes out of the parking garage on Tuesday mornings.

CORRESPONDENCE

The Council reviewed correspondence sent out and/or received prior to the date of the meeting and directed the Strata Manager to issue responses. The correspondence received made reference to the following:

1. ***Violation by Unit Detail – Summary:*** The summary of Bylaw infractions was circulated and reviewed by Council. The summary is the record by FirstService Residential of issued infraction letters to those units who were reported in contravention of the Strata Bylaws that occurred between the last Council Meeting and tonight's Council Meeting.
2. ***Form K Reminder:*** The Strata Manager reported that two unit Owners did not submit the Form K, or identify the status of the units to FirstService Residential within fourteen (14) days after receiving the 2nd alleged bylaw infraction letters. Council agreed to impose a fine of \$200.00 against both units.

NEW BUSINESS

1. ***Break-In at Parkade and Vandalized Lock at Stairwell:*** There were five vehicle break-ins and a stairwell door was vandalized several weeks ago. The locksmith repaired the lock of a stairwell door which had been tampered with.

The Strata Manager was requested to post a Notice for security alert every time when receiving an incident report from Council.

2. ***Parkade Power-Washing:*** The Strata Manager obtained three quotes for Council's review. It was decided to table this to the next Council meeting.
3. ***Visitor Parking:*** A vehicle was found parked on a visitor parking stall for more than a week, which was brought to Council's attention. A proposed visitor parking Bylaw may be presented to next Annual General Meeting for Owners' approval.

Owners are reminded to place a note with unit number on the dashboard of your visitor's vehicle if they will stay in your units more than three (3) days.

4. ***Recall on Smoke Alarm:*** As per Health Canada's request, KN-COSM-IBCA and KN-COSM-ICA models of Kidde NightHawk talking combo smoke/CO alarms with manufacture dates between June 1, 2004 and March 2011 are recalled. The alarms are hard-wired into a home's electric power.

Owners are reminded to check the smoke alarms installed in your unit and report it to the Building Manager or Strata Manager if the description on the alarm is the same as noted above. The Strata Manager will redirect Owners on how to proceed with the recall.

5. **Fire Deficiency Repair:** Fire Pro completed the Annual Fire Inspection on December 1, 2016 and found some deficiencies to be addressed for repairs. Council reviewed the inspection report and approved the quote for deficiency repairs as proposed. Residents are required to provide access for Fire Pro when they are on site for the 2nd in-suite inspection.

The Strata Manager was requested to contact Fire Pro to see if the smoke alarms in a unit have no AC power going to the device and caused the device in troubleshooting were also found last year.

6. **Appreciation:** Council would like to express their appreciation to former Council Member, Ken Lowe, whose efforts to sort, store, and return deposit paid empty containers and bank the proceeds has resulted in a \$1,500.00 donation to the food bank this month. This thankless and time consuming task deserves recognition by Avra's Strata Council and everyone who resides at Avra.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:35 p.m.

Next Meeting: February 23, 2017 at 7:00 p.m.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 226

VY/lm

Email: vivian.yang@fsresidential.com
Direct Line: 604.648.6317
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- | | |
|---|--|
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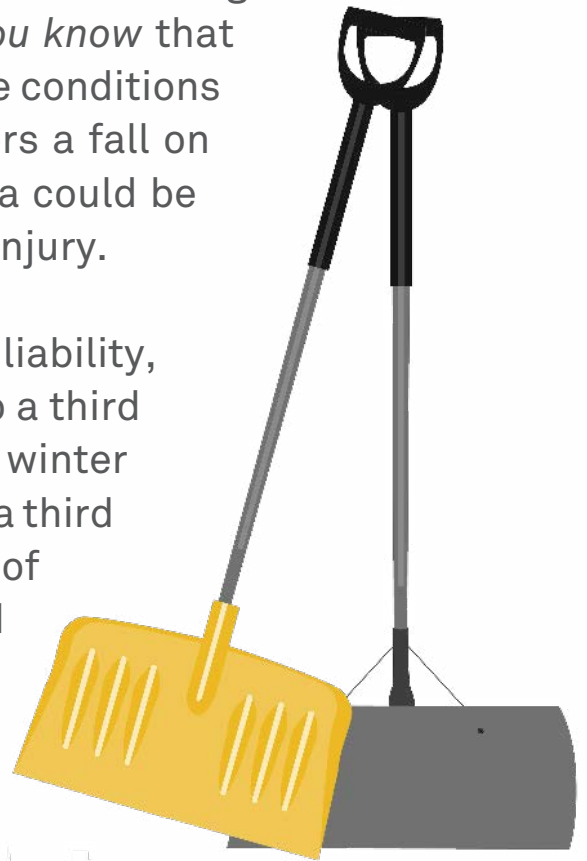
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Thursday, October 27, 2016
Within Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	Council President
	Douglas Graeb	Vice-President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping Committee
	Yvonne Miller	Council Member
	Kent Williamson	Council Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The Strata Council meeting was called to order at 7:03 p.m.

GUEST BUSINESS

A tenant attended the meeting to explain and express his concerns about the bylaw infractions against his unit. Council thanked him for his attendance and directed the Strata Manager on how to respond to the unit Owner and the tenant.

RESIDENT MANAGER BUSINESS

1. **Report:** Elena Orletchi, Resident Caretaker, provided the Strata Council with a report noting the building's activities that took place over the previous month.
2. **Caretaker Responsibilities and Services:** Owners wishing to view the document are encouraged to log onto **FSRConnect**. Owners may log onto www.fsresidential.com, click on "My Community", click on "Forms and Documents", click on "Association Documents" and download "Caretaker Responsibilities and Services".
3. **Annual WHMIS Training:** The Strata Manager handed the most updated Workplace Hazardous Materials Information System (WHMIS) training materials to the Resident Managers. As both Managers were trained at the previous property management company, a Council member will arrange a course for certification.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held August 4, 2016 as circulated. **CARRIED.**

STRATA DOCUMENTS

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To sign up, please visit <http://fsresidential.com/BritishColumbia/Homeowners/Forms> and complete our online “FSRConnect Registration” form.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** The Treasurer confirmed that he has reviewed the July through September, 2016 financial statements and following discussion it was moved and seconded to approve the financial statements as presented. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **LED Lighting Retrofit:** It was noted that elevator #2 has yet to be retrofitted with LED light bulbs. Council advised the Pre-Authorized Debit (PAD) will not be set up unless the project is completely done.
2. **Security Upgrades:** The Strata Manager consulted A Priority Locksmith regarding an outstanding item included in the security upgrade project in early 2016. It was reported that A Priority is still awaiting a custom astragal to be ready in the following few weeks for the front lobby door.
3. **Concrete Repairs/Roof Repairs:** Travelers report was received and circulated for Council’s review. Travelers denied the claim on the roof leak. Design Roofing has been dispatched to address the repairs with the workmanship guarantee coverage per Council’s instruction.

4. **Artwork Re-Framing:** The smaller of the two artwork pieces in the Lobby was re-framed by Urban Art & Custom Framing which was previously damaged when attempts were made to rehang the artwork. Per Council's request, the contractor who caused the damage agreed to compensate \$50 to the strata corporation.
5. **Window/Dryer Duct Cleaning:** The Strata Manager confirmed that Champion Window Cleaning returned to Avra on August 5 and completed the deficiencies. A Council member mentioned that the work performance for the first three levels of the building was not satisfactory. Council advised to obtain other quotes for the next year as they are not happy with their performance.
6. **Landscaping Upgrades:** The current landscaping company provided Council with their recommendations for review. The Landscaping Committee will look into the recommendations and update to Council shortly.
7. **Fire Equipment Repairs:** Fire-Pro Protection reported that the monthly fire inspection for September 2016 was done and backflow devices were tested and the report was filed at the City. It was noted that the Annual Fire Inspection is scheduled for November 28, 2016 through December 1, 2016.

In-Suite inspection will be done between 8:30 a.m. to 1:30 p.m. November 29, 2016.

Residents are required to provide access accordingly.

8. **Perimeter Pressure Washing:** In response to a resident's concerns regarding the cleanliness of the building, Council decided to obtain a quote to pressure wash and clean the building entrance and perimeter area shortly.
9. **Carpet Cleaning:** It was reported that the carpet cleaning has been done on September 30, 2016.
10. **Garage Repair:** The Strata Manager reported that ICBC reimbursed \$588.00 to the Strata Corporation for the incident occurred on January 21, 2016 which damaged the lamp fixture on the parkade ramp.
11. **Parking Violation Form & Welcome Package:** The Strata Manager confirmed the parking violation form had been uploaded on the **FSRConnect**. The online Welcome Package is also updated with the current Bylaws and Rules.

CORRESPONDENCE

The Council reviewed correspondence sent out and/or received prior to the date of the meeting and directed the Strata Manager to issue responses. The correspondence received made reference to the following:

1. **Violation by Unit Detail – Summary:** The summary of Bylaw infractions was circulated and reviewed that is the record of FirstService Residential issued infraction letters to those units who were reported in contravention between the last Council Meeting and tonight's Council Meeting.
2. **Bylaw Infraction Dispute:** Correspondence was received from both Owner and tenant concerning smoking marijuana being frequently found on their balcony where is

designated as a limited common area. The Owner also questioned the reports regarding bike, air-conditioning against their unit that were not related to them and their cellphone number was given out by the Caretaker. The Strata Manager will advise the Owner regarding the questions.

After discussion Council decided to fine the unit for each Bylaw infraction. A registered mail regarding Council's decision should be sent out to the Owner and copied to the Strata's lawyer.

3. **Handicapped Access Concerns:** An Owner expressed his concerns at the Annual General Meeting held July 21, 2016 that Avra is not handicapped friendly building. Following the inquiry, the Owner sent an email to share the documents he obtained to the Strata Council.

It was noted that the automatic door closing mechanism on the two doors leading to the elevator near this Owner's parking stall on P2 have been adjusted to significantly delay the closing. It was also mentioned that Council members, as neighbours, are willing to lend a helping hand whenever they can assist people. Council has no reason to believe that Avra was not designed and built according to Building Code.

4. **Bylaw Infraction Dispute:** An Owner and a tenant disputed a Bylaw infraction against the unit regarding discarding refuse over the side of balcony. After discussion, the Strata Manager was directed not to take further action.
5. **Form K Reminder:** The Strata Manager sent out a reminder to sixteen (16) units in the building requesting the Owners to submit the Form K to FirstService Residential within fourteen (14) days after receiving the letter, if they rented the unit out.

It was reported that eight (8) Owners replied and confirmed that their units are not rented, a Form K is not applied. The Strata Manager will issue another letter to the rest of units.

6. **Bylaw Infraction Dispute:** An Owner disputed a fine of \$200 imposed in 2015 that an unscheduled move was found that two men were observed moving furniture onto a black truck from the said unit. The Residents failed to book the move in advance per Strata Corporation Bylaws. After discussion Council denied the request.

Copies of all letters issued by FirstService Residential will be forwarded to Council President via e-mail on weekly basis.

NEW BUSINESS

1. **Communication Procedure:** Owners/residents are advised not to interfere with any Contractor/Caretakers during the course of their work on the common property according to Bylaw 5(1)(a):

5. (1) A resident or visitor must not use a strata lot, the common property or common assets in a way that

(a) causes a nuisance or hazard to another person.

Any concerns should be in writing and sent to the Strata Manager at vivian.yang@fsresidential.com. Owners are also welcome to fax, mail or email all correspondence directly to the Strata Manager, Vivian Yang, c/o FirstService Residential, 200 Granville Street, Suite 700, Vancouver, BC, V6C 1S4. Fax: 604.689.4829.

Council considered to amend the current Bylaws at next Annual General Meeting to ensure the contractor and staff have an amenable workplace.

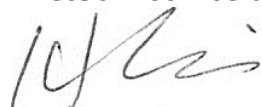
2. **Smoking Bylaws:** An example smoking Bylaw was presented at the meeting. After discussion Council decided to add amendments to next Annual General Meeting for Owners' consideration.
3. **Snow Removal:** It was reported that the hourly rate for the current snow removal company, Cotton Bros., charges at \$180 per hour, four hour minimum.
4. **Sewer Pipe Cleaning:** Council reviewed a quote for sewer pipe cleaning. A Council member will meet with the regular mechanical technician to determine if the quote to clean the sanitary sewer lines can be narrowed in scope, in order to reduce the estimated cost.
5. **Neighbouring Council:** The neighbouring strata corporation located 1420 Johnston Road would like to have a meeting with Avra Council, to discuss the possibility of cooperation to reduce expenses for both buildings.
6. **Make Up Air:** An on-going issue with the front door not securely closing since the building was new which will be addressed shortly. It was mentioned that the air pressure in the building increases causing the door not to latch when it gets windy. Council approved a quote from the mechanical contractor through emails to have the make up air in the Lobby be adjusted to see if it can be improved.
7. **Disposal Contractor:** It was noted that the contractor who hauls the dumpsters and totes out of the parking garage on Tuesday morning is disrupting the timely exit of vehicles. A council member will correspond with the contractor to request a solution be found to address this problem.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:55 p.m.

Next Meetings: December 15, 2016 at 7:00 p.m.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 226

VY/kw

Email: vivian.yang@fsresidential.com
Direct Line: 604.648.6317
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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Thursday, August 4, 2016
Within Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	Council Member
	Jeffrey Starchuk	Council Member
	Douglas Graeb	Council Member
	Kim Macfarlane	Council Member
	Yvonne Miller	Council Member
	Kent Williamson	Council Member
REGRETS:	Laurence Crim	Council Member
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The strata council meeting was called to order at 7:03 p.m.

It is with regret that Council received and accepted the resignation of Mr. Laurence Crim as he will be leaving the complex. Council extended their best wishes to Laurence as he has been a valued member of the Council. A replacement member is not being considered at this time.

ELECTION OF COUNCIL POSITIONS

This being the first Council Meeting, following the Annual General Meeting, the first order of business was the election of the Council positions for the coming year. With that, the floor was opened and the following were elected:

Glen Gerow	Council President
Douglas Graeb	Vice-President
Jeffrey Starchuk	Treasurer
Kim Macfarlane	Landscaping Committee
Yvonne Miller	Council Member
Kent Williamson	Council Member

RESIDENT MANAGER BUSINESS

Report: Elena Orletchi, Resident Caretaker, provided the Strata Council with a report noting the building's activities that took place over the previous month.

Vacation: The resident Caretaker will be on vacation from September 1st to September 12, 2016.

Job Description Review: The new amended resident manager job description has been reviewed and accepted by the Elena Orletchi and Constantin. Council agreed to provide the Caretaker with a modest salary increase effective August 2016. Direction was given to the Strata Manager to compose a letter to the Caretaker to advise of the increase. Council further requested that the new job description be reviewed by the Property Manager in a follow-up discussion with the Caretaker/Janitor.

Caretaker Responsibilities and Services: Owners wishing to view the document are encouraged to log onto **FSRConnect**. Owners may log onto www.fsresidential.com click on "My Community", click on "Forms and Documents", click on "Association Documents" and download "Caretaker Responsibilities and Services".

The Caretakers requested that they have regularly scheduled quarterly meetings with the Property Manager.

Annual WHMIS Training: The Caretakers will be required to undertake annual Workplace Hazardous Materials Information System (WHMIS) training supplied by FirstService Residential.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held May17, 2016 as circulated. **CARRIED.**

STRATA DOCUMENTS

FirstService Residential provides a complimentary website for each of its Strata clients. The website, <http://fsresidential.com/British-Columbia/Homeowners/Forms> gives residents and Owners secured log-in and access to Meeting Minutes and other Strata documents.

To sign up, please visit <http://fsresidential.com/BritishColumbia/Homeowners/Forms> and complete our online "**FSRConnect** Registration" form.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** The Treasurer confirmed that he has reviewed the May and June, 2016 financial statements and following discussion it was moved and seconded to approve the financial statements as presented. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Interim Budget:** The Interim Budget Period (IBP) which commenced on the first of the month following the first conveyance of a strata lot has now been closed. According to the *Strata Property Act* Section 14, if the actual expenses are less than those budgeted for the interim budget, the Strata Corporation must refund the excess to the Owners in proportion to their respective contribution. The Interim Budget Refund that was issued to the owners in July related to the interim budget produced by the Developer three (3) years ago. The delay in refund was due to the amount (\$7,024.82) owed by the Developer to Strata which was received in July 2016 and this allowed the refund cheques to be issued.

This "interim budget" does not relate to the Proposed Budget that was approved at the AGM held on July 21, 2016. These are two separate items and would not impact the approved budget for the new fiscal year.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Strata Manager Directives:** It was noted that a new document will be attached to the agenda of each Strata meeting for Council's review.
2. **LED Lighting Retrofit:** The Strata Manager noted that the deficiencies have been corrected and the project is now complete.
3. **Lighting Repairs:** Council noted that several lighting fixtures on different floors are not functioning and asked the Strata Manager to dispatch an electrician.
4. **Security Upgrades:** Early 2016 Council approved to proceed with a number of security upgrades to common doors to be completed by A-Priority Locksmiths. Mr. Douglas Graeb confirmed that the invoice from A Priority reflects the work completed with the exception of one item. Strata Manager was directed to ask the vendor for clarification on this matter.
5. **Concrete Repairs:** Council instructed the Strata Manager to proceed with filing a warranty claim with respect to the required concrete repairs.

6. **Roof Repairs:** The Strata Manager noted that Design Roofing Ltd. completed the temporary repair and it is expected that the Quorum will complete the final repair at no extra cost for Strata Corporation. The rooftop will be restored to its original state after the final repairs are completed
7. **Artwork Re-Framing:** Two (2) artwork pieces (for the lobby) are currently being re-framed at Urban Art & Custom Framing. The smaller of the two artwork pieces was previously damaged when attempts were made to rehang the artwork – Council requested that 100% of the re-framing costs (for the smaller piece of artwork) be billed back to the contractor responsible for causing the damage. The project is pending.
8. **Window/Dryer Duct Cleaning:** The window and dryer duct cleaning projects have been partially completed. Champion Window Cleaning will return to site the upcoming days to finish previously omitted duct cleaning on the first three (3) floors.
9. **Landscaping Upgrades:** The current landscaping company will provide Council with their recommendations for review at the next Strata meeting.
10. **Fire Equipment Repairs:** Fire-Pro Protection reported that the gauge on the P1 dry sprinkler system is reading a water pressure higher than it should be and requested permission to troubleshoot the system and find the cause. Their report is pending.
11. **Mechanical Repairs:** Latham's completed the installation of temperature and pressure safety relief valves on the storage tanks tagged #10, #11 and #12 and the installation of external controls on the boilers #4 and #5 located in the rooftop boiler room.
12. **Earthquake Gas Shut Off Valve:** Latham's completed the installation of earthquake gas shut off valve at the gas meter located at the south entrance ramp of the building previously approved by Council.
13. **Front Entrance Door:** The Strata Manager will request an expedited quotation for magnetic closers on both sides of the front entrance door. The purpose of the magnetic closers is to ensure the door closes and properly latches.
14. **Welcome Package:** The Strata Manager will update this online package with the current bylaws and rules.
15. **Parking Violation Form:** The Strata Manager will upload this document on the website.

CORRESPONDENCE

The Council reviewed correspondence sent out and/or received prior to the date of the meeting and directed the Strata Manager to issue responses. The correspondence received made reference to the following:

1. **Form K – Notice of Tenant's Responsibility:** The Strata Manager confirmed that letters will be forwarded to all Non-Resident Owners reminding that a Form K must be completed and submitted if they are renting their strata lot.
2. **Marijuana Smoking:** Correspondence was received from the Owners of one suite and their Tenant disputing the allegations of marijuana smoking and loud noises.

3. **Items Stored in Parking Stall:** A request was received from an Owner to be allowed to store a child car seat in her parking stall. The request was denied.
4. **Items Stored on Balcony:** A request was received from an Owner to waive the fine levied for storing items on balcony. The request was denied.
5. **Renovation Request:** A request was received from an Owner to be allowed to install hardwood floors in her suite. The request was approved.
6. **Caretaker:** A complaint was received from an Owner regarding the Caretaker's behaviour. Council will further investigate and reprimand the Caretaker if found at fault. A Council member expressed concern that this complaint occurred on June 18th and was not brought to the attention of Council until this meeting and requested that these types of complaints are brought to the attention of Council in an immediate manner.
7. **Wrong Parking Stall:** An Owner disputed the allegations that his tenant parked his car in a parking stall that is not assigned to his unit.
8. **In- Suite Repairs:** The Owner of SL 53 requested Strata Corporation to complete repairs to their ceiling following a water leak from the unit above. Council noted that this is considered an issue between two (2) Owners and Strata Corporation has no authority to complete repairs in strata lots.

Copies of all letters issued by FirstService Residential will be forwarded to Council President via e-mail on weekly basis.

NEW BUSINESS

1. **Sanitary Drainage Cleaning:** Council reviewed a proposal submitted by Lathams to clean the sanitary drainage lines. Following discussion, Council agreed to table this item for future consideration.
2. **Backflow Preventers Inspection:** Strata Manager noted that the inspection was completed by Fire-Pro Fire Protection and the report was forwarded to City of White Rock. This is a mandatory inspection which must be completed annually.
3. **Perimeter Pressure Washing:** At the last Annual General Meeting a resident raised concerns regarding the cleanliness of the building entrance and recommended a perimeter good pressure washing and cleaning. Council noted that a resident offered to complete the pressure washing if Strata provide the necessary equipment.
4. **Carpet Cleaning:** Strata Manager was directed to obtain an estimate from the same company that completed the cleaning last year. Council also suggested that estimates for carpet replacement should be obtained for budgeting purposes.
5. **Guest Suite Rental Fee Increase:** A motion was moved, seconded and **CARRIED** to approve the following amendment:

The Guest Suite Rule # 7 which currently reads:

"The fee for the guest suite is **\$25.00** per night and a \$100.00 refundable damage/cleaning deposit for the duration.

Is amended to read:

"The fee for the guest suite is **\$50.00** per night and a \$100.00 refundable damage/cleaning deposit for the duration."

The application form for guest suite rental will be changed accordingly.

6. ***Garage Door Repairs:*** The Strata Manager noted that a resident of strata lot 91 hit and seriously damaged the residential garage gate on July 2016. The resident filed a claim with ICBC. Arrangements were made to repair the gate and the cost will be covered by the Owner.
7. ***Parkade Leak in Visitor Parking Stall # 6:*** Strata Manager noted that there is a leak in the parkade above visitor parking stall #6 and a warranty claim will be filed regarding this matter.
8. ***Annual Meeting Schedule:*** Council was provided with the 2016 meeting schedule.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:47 p.m.

Next Meetings: September 29, 2016 at 7:00 p.m.

FirstService Residential BC Ltd.



Anca Ciobanu
Strata Manager
Per the Owners

Strata Plan EPS 226

Email: anca.ciobanu@fsresidential.com

Direct Line: 604.648.4446

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

AC/tm

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as
engineering report, depreciation report,
homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

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<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>



**FS Insurance
Brokers**

did you
KNOW?

Dishwashers

Did you know that a slow leak may go undetected for years, leading to huge water damage claims? Many leaks are visible, but a good majority are hidden and you should take appropriate action to properly inspect. Water pooling, mold, mildew, and damage to neighbouring units are common results of leaking dishwashers. Use the following tips to help prevent dishwasher related losses:

- Visually inspect the rubber gasket around the inside edge of the door and replace if cracked or worn
- Use steel-braided supply hoses and inspect them often for damage
- Consider installing a water leak detection system for hard-to-reach areas: pumps, valves, etc.
- Only use detergents specifically formulated for dishwashers; avoid detergents that create suds
- Keep the drain basket clean



Always maintain insurance to protect yourself and your contents.

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Thursday, July 21, 2016
Within St. John's Presbyterian Church
1480 George Street, White Rock, BC***

The meeting was called to order at 7:00 p.m. by Glen Gerow, Council President.

FirstService Residential BC Ltd. was represented by Anca Ciobanu.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 94 eligible voters, 31 represents quorum in this instance. At the commencement of the meeting there were 23 eligible voters in attendance and 1 represented by proxy for a total of 24 votes represented. As the quorum requirements had not been achieved, the meeting was adjourned for 30 minutes as per Bylaw 31:

31. Quorum of meeting

31.1 *If within 15 minutes from the time appointed for an annual or special general meeting, a quorum is not present, the meeting stands adjourned for a further 15 minutes on the same day and at the same place. If within a further 15 minutes from the time of the adjournment, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum.*

This Bylaw 31.1 is an alternative to section 48(3) of the Act. This Bylaw does not apply to a meeting demanded pursuant to section 43 of the Act and failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, that meeting.

The meeting was called to order at 7:33 p.m. by Anca Ciobanu, Strata Manager, at which time the Owners present and by proxy represented the quorum.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated June 30, 2016, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting.
CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held July 28, 2015 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

The Council President, Mr. Glen Gerow, addressed the ownership and provided a detailed verbal report regarding challenges and accomplishments of the past fiscal year.

INSURANCE REPORT

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$10,000.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$29,978,300 based on information received from the Appraisal.

The Chairperson reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Individual homeowner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). **Displacement coverage** would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

*****Example*****

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

BUDGET APPROVAL

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

After some discussion, the vote was called. The results were as follows:

All IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to June 1st.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. ***Owners Currently On Pre-Authorized Payment (PAD):*** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. ***Owners Who Pay By Post-Dated Cheques:*** Please send in 12 post-dated cheques payable to Strata Plan EPS 226, as well as any retroactive payment if necessary, as per the attached fee schedule.

3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
WAIVER OF DEPRECIATION REPORT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226 – Avra, wish to waive the requirement to obtain a Depreciation Report otherwise required under Section 94 of the *Strata Property Act*;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226 – Avra, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

After some discussion, the vote was called. The results were as follows:

All IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "B"
BYLAW AMENDMENT – BYLAW 47(9) – MISCELLANEOUS**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "B" reads as follows:

Preamble:

It is in the residents' interest to get a ruling from the Strata on any alternate window coverings before they are installed. No window treatment that is deemed by Strata Council to detract from the aesthetics of the building will be permitted to remain.

Resolution:

WHEREAS The Owners, Strata Plan EPS 226 – Avra, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226 – Avra, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226 – Avra, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows,

Bylaw 47(9) – Miscellaneous which reads:

47(9) A resident must ensure that drapes or blinds visible from the outside of the building are common to all strata lots.

Be repealed and replaced with the following:

47(9) A resident must ensure that alternate window coverings visible from the outside of the building match the colour of the existing blinds when viewed from the exterior of the building. These coverings must be a solid white material only. Patterned drapes, lace curtains, and venetian blinds are not allowed. All alterations of the window coverings visible from the outside of the building must receive prior approval of the Strata Council in writing.

After some discussion, the vote was called. The results were as follows:

23 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

ELECTION OF COUNCIL

The Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

- Glen Gerow
- Kent Williamson
- Jeffrey Mark Starchuck
- Larry Krim
- Kim Macfarlane
- Douglas Graeb
- Yvonne Miller

Hearing no objections, the above-noted were elected by majority vote.

GENERAL DISCUSSION

The Chairperson opened the floor for questions. The floor had several routine maintenance concerns. The Strata Manager will bring these concerns forward to the newly elected Strata Council for discussion and direction.

1. **Handicap Access:** An Owner advised that there are areas in the building that are not handicap friendly. It was also noted that the front door handicap access button is not activated.

2. **Landscaping:** An Owner noted concerns with the landscaping in front of the building and suggested the replacement of seasonal flowers with evergreens. Council took his suggestions under advisement.
3. **Security Cameras:** Concerns were raised regarding the security camera system. Council noted that the hallway cameras are operable; however, they do not record. The purpose of these cameras is to capture images that are displayed on the main panel for emergency response persons to view during an emergency situation. Concerns were voiced with respect to the improper disclosure of this fact.
4. **Carpet Cleaning:** An Owner noted that there is food scraps spillage on common area carpet. Owners are advised to wrap the food scraps in newsprint or a towel before putting in the bin in order to avoid the spillage on the carpet.
5. **Guest Suite:** An Owner suggested that the rental fee is too low and it should be increased.
6. **Garage Gate:** Another Owner suggested that the closing time should be decreased.

Owners, please be reminded that the Strata Council has established a Strata Rule that all vehicles **must** stop and wait until the garage gate is completely closed behind them when driving in or out of the underground parkade. Violators will be fined.

REMINDERS!

- **Quieting The Noisy Neighbour:** Noise complaints from one neighbour about another neighbour come before the Strata Council regularly. These are certainly the most difficult to address, as people have very different thresholds and tolerance for ambient noise. Please be reminded about the need to be sensitive to your neighbour's concerns if they do politely bring to your attention that excessive noise from your unit is causing them annoyance.
- **Protocol for Bylaw and Rule Infractions:** Please note that FirstService Residential website has a very efficient protocol for dealing with residents who wish to report situations where they are being **unreasonably disturbed** by the noise of their neighbours. If you continue to have concerns because you cannot enjoy the peace of your home due to the noise from your neighbours and you have tried to "work it out with your neighbour," please go to the FirstService Residential website www.fsresidential.com, click on the "forms" tab, and you can fill in a form with details of the complaint. Once the details are filled in, click the "submit" button and the Strata Manager will proceed to direct a polite letter to the alleged, offending strata lot with a follow-up from the Strata Council if the noise continues.
- **Strata Lot Renovations/Alterations:** If an Owner would like to request permission from the Strata Council to renovate their strata lot, you may fill in a form from the FirstService Residential website and submit it online for faster processing.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 8:35 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 226

AC/tm

Email: anca.ciobanu@fsresidential.com
Direct Line: 604.648.4446
General: 604.683.8900 (24 hours emergencies)
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- | | |
|--|---------------------------------|
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| ✓ Other strata documents such as engineering report, depreciation report, homeowner's manual, etc. | ✓ Event calendars |

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<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>

FIRSTSERVICE OFFERS CONVENIENCE!

1. ***Pre-Authorized Debit Payment (PAD)***

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the "Forms" section.

2. ***Online/Telephone Banking***

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up "**FirstService Residential (Strata)**" as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

EPS 226 - AVRA
Approved Budget
Jun 01, 2016 to May 31, 2017

INCOME

FEES

Operating Fund Contribution	398,898
Contingency Fund Contribution	47,500
TOTAL FEES	446,398

Bylaw / Late Payment Fine	100
Move In / Move Out Fee	500
Remote Transmitters	300
Rental Income / Amenity Room	1,500
Rental-Strata Suite	7,200
TOTAL INCOME	455,998

EXPENSES

OPERATING EXPENSES

Alarm Monitoring	5,100
Audit / Legal	800
Strata Suite - Mortgage Payment	38,264
Strata's Suite-Property Taxes	400
Strata's Suite - Strata Fee	5,731
Caretaker Wages & Benefits	49,470
Electricity	42,000
Elevator Maintenance	20,500
Equipment Lease	12,100
Enterphone Lease	14,160
Fire Equipment Maintenance / Monitoring	12,500
Garbage Removal	11,200
Gas	18,500
Gas (HVAC)	4,000
Guest Suite-Mortgage	22,340
Guest Suite-Property Taxes	170
Insurance	52,100
Landscape - Maintenance	9,000
Management Fees	27,216
Mechanical Maintenance	9,500
Miscellaneous	5,900
Recreation Facilities	1,500
Repair and Maintenance	37,500
Snow Removal	1,000
Special Projects	13,662
Telephone and Pager	1,500
Water / Sewer	12,000
Window Cleaning	5,500
TOTAL OPERATING EXPENSES	433,613

Reserve - Contingency Fund	47,500
TOTAL EXPENSES	481,113

CURRENT YEAR SURPLUS / (DEFICIT)	(25,115)
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Operating Surplus (Deficit) Balance Forward	25,115
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ENDING OPERATING SURPLUS / (DEFICIT)	0
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STRATA PLAN EPS 226
AVRA
APPROVED STRATA FEE SCHEDULE
Jun 01, 2016 to May 31, 2017

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>2016-2017 Strata Fee</u>	<u>2015-2016 Strata Fees</u>	<u>Catch up Jun & July-2016</u>
1	101 - 1455 George Street	65	\$ 304.46	\$ 298.47	\$ 11.98
2	102 - 1455 George Street	66	309.14	303.06	12.16
3	103 - 1455 George Street	70	327.88	321.43	12.90
4	105 - 1455 George Street	64	299.77	293.88	11.78
5	201 - 1455 George Street	86	402.82	394.89	15.86
6	202 - 1455 George Street	68	318.51	312.24	12.54
7	203 - 1455 George Street	70	327.88	321.43	12.90
8	205 - 1455 George Street	70	327.88	321.43	12.90
9	206 - 1455 George Street (Guest Suite)	39	182.67	179.08	7.18
10	301 - 1455 George Street	80	374.72	367.34	14.76
11	302 - 1455 George Street	62	290.40	284.69	11.42
12	303 - 1455 George Street	81	379.40	371.94	14.92
13	305 - 1455 George Street	63	295.09	289.28	11.62
14	306 - 1455 George Street	116	543.34	532.65	21.38
15	307 - 1455 George Street	60	281.04	275.51	11.06
16	308 - 1455 George Street	90	421.55	413.26	16.58
17	501 - 1455 George Street	80	374.72	367.34	14.76
18	502 - 1455 George Street	63	295.09	289.28	11.62
19	503 - 1455 George Street	59	276.35	270.92	10.86
20	505 - 1455 George Street	65	304.46	298.47	11.98
21	506 - 1455 George Street	83	388.77	381.12	15.30
22	507 - 1455 George Street	60	281.04	275.51	11.06
23	508 - 1455 George Street	90	421.55	413.26	16.58
24	601 - 1455 George Street	80	374.72	367.34	14.76
25	602 - 1455 George Street	63	295.09	289.28	11.62
26	603 - 1455 George Street	60	281.04	275.51	11.06
27	605 - 1455 George Street	66	309.14	303.06	12.16
28	606 - 1455 George Street	83	388.77	381.12	15.30
29	607 - 1455 George Street	60	281.04	275.51	11.06
30	608 - 1455 George Street	90	421.55	413.26	16.58
31	701 - 1455 George Street	80	374.72	367.34	14.76
32	702 - 1455 George Street	63	295.09	289.28	11.62
33	703 - 1455 George Street	60	281.04	275.51	11.06
34	705 - 1455 George Street	65	304.46	298.47	11.98
35	706 - 1455 George Street	83	388.77	381.12	15.30
36	707 - 1455 George Street	60	281.04	275.51	11.06
37	708 - 1455 George Street	90	421.55	413.26	16.58
38	801 - 1455 George Street	80	374.72	367.34	14.76
39	802 - 1455 George Street	63	295.09	289.28	11.62
40	803 - 1455 George Street	60	281.04	275.51	11.06
41	805 - 1455 George Street	65	304.46	298.47	11.98
42	806 - 1455 George Street	83	388.77	381.12	15.30
43	807 - 1455 George Street	60	281.04	275.51	11.06
44	808 - 1455 George Street	90	421.55	413.26	16.58
45	901 - 1455 George Street	80	374.72	367.34	14.76
46	902 - 1455 George Street	63	295.09	289.28	11.62
47	903 - 1455 George Street	60	281.04	275.51	11.06
48	905 - 1455 George Street	65	304.46	298.47	11.98
49	906 - 1455 George Street	83	388.77	381.12	15.30
50	907 - 1455 George Street	60	281.04	275.51	11.06
51	908 - 1455 George Street	90	421.55	413.26	16.58

STRATA PLAN EPS 226
AVRA
APPROVED STRATA FEE SCHEDULE
Jun 01, 2016 to May 31, 2017

Strata Lot Number	Civic Address	Unit Entitlement	2016-2017 Strata Fee	2015-2016 Strata Fees	Catch up Jun & July-2016
52	1001 - 1455 George Street	80	\$ 374.72	\$ 367.34	\$ 14.76
53	1002 - 1455 George Street	63	295.09	289.28	11.62
54	1003 - 1455 George Street	60	281.04	275.51	11.06
55	1005 - 1455 George Street	149	697.91	684.18	27.46
56	1007 - 1455 George Street	60	281.04	275.51	11.06
57	1008 - 1455 George Street	90	421.55	413.26	16.58
58	1101 - 1455 George Street	80	374.72	367.34	14.76
59	1102 - 1455 George Street	122	571.44	560.20	22.48
60	1105 - 1455 George Street	149	697.91	684.18	27.46
61	1107 - 1455 George Street	60	281.04	275.51	11.06
62	1108 - 1455 George Street	90	421.55	413.26	16.58
63	1201 - 1455 George Street	80	374.72	367.34	14.76
64	1202 - 1455 George Street	122	571.44	560.20	22.48
65	1205 - 1455 George Street	65	304.46	298.47	11.98
66	1206 - 1455 George Street	83	388.77	381.12	15.30
67	1207 - 1455 George Street	150	702.59	688.77	27.64
68	1501 - 1455 George Street	80	374.72	367.34	14.76
69	1502 - 1455 George Street	122	571.44	560.20	22.48
70	1505 - 1455 George Street	65	304.46	298.47	11.98
71	1506 - 1455 George Street	83	388.77	381.12	15.30
72	1507 - 1455 George Street	60	281.04	275.51	11.06
73	1508 - 1455 George Street	90	421.55	413.26	16.58
74	1601 - 1455 George Street	80	374.72	367.34	14.76
75	1602 - 1455 George Street	63	295.09	289.28	11.62
76	1603 - 1455 George Street	125	585.49	573.98	23.02
77	1606 - 1455 George Street	83	388.77	381.12	15.30
78	1607 - 1455 George Street	150	702.59	688.77	27.64
79	1701 - 1455 George Street	80	374.72	367.34	14.76
80	1702 - 1455 George Street	63	295.09	289.28	11.62
81	1703 - 1455 George Street	125	585.49	573.98	23.02
82	1706 - 1455 George Street	83	388.77	381.12	15.30
83	1707 - 1455 George Street	60	281.04	275.51	11.06
84	1708 - 1455 George Street	90	421.55	413.26	16.58
85	1801 - 1455 George Street	80	374.72	367.34	14.76
86	1802 - 1455 George Street	63	295.09	289.28	11.62
87	1803 - 1455 George Street	125	585.49	573.98	23.02
88	1806 - 1455 George Street	83	388.77	381.12	15.30
89	1807 - 1455 George Street	60	281.04	275.51	11.06
90	1808 - 1455 George Street	90	421.55	413.26	16.58
91	1901 - 1455 George Street	199	932.10	913.77	36.66
92	1902 - 1455 George Street	193	904.00	886.22	35.56
93	2001 - 1455 George Street	189	885.26	867.85	34.82
94	2003 - 1455 George Street	200	936.79	918.36	36.86
		7,942	37,199.99	36,801.40	

Total Annual Strata Fees (x 12 months) =

446,399.88

**MINUTES
SPECIAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Tuesday, May 17, 2016
Within the Meeting Room/Amenity Room
1455 George Street, Vancouver, BC***

The meeting was called to order at 7:30 p.m. by Steven Griffiths, Strata Manager.

FirstService Residential BC Ltd. was represented by Steven Griffiths.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 90 eligible voters, 30 represents quorum in this instance. At the commencement of the meeting there were 19 eligible voters in attendance and 4 represented by proxy for a total of 23 votes represented. At 7:00 p.m., quorum was not reached. Pursuant to the quorum bylaw, the meeting was adjourned. At 7:15 p.m., quorum was not established. The meeting was adjourned an additional 15 minutes. At 7:30 p.m., those in person and by proxy constituted a quorum and the meeting was called order.

PROOF OF NOTICE

It was noted that the Notice of Meeting dated April 26, 2016 complied with the notice requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Special General Meeting held September 28, 2015 as previously circulated. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
INSTALLATION OF LED LIGHTING**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

Preamble:

As many residents are aware, BC Hydro will be significantly increasing their rates in the next 5 years. The Strata Council has looked into ways to reduce electrical consumption and the consensus is that switching to LED lighting would be in the Strata Corporation's best interests. LED lighting is the future in lighting, economical and eco-friendly.

Resolution

WHEREAS The Owners, Strata Plan EPS 226 wish to retrofit the current common area lighting with LED lighting in order to save energy and electricity costs;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226 in person or by proxy at this General Meeting, that a sum of money not exceeding \$28,535, excluding taxes, be raised and spent for the purpose of retrofitting the common area lighting to LED, such expenditure to be financed over 23 months and funded by the operating account.

An Owner made a comment recommending a 3000 K light. The Strata Manager will inquire with Lumenix to see if installing 3000 K lighting (opposed to 2700 K) would affect the overall project cost.

After further discussion, the vote was called. The results were as follows:

23 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 7:50 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 226

AC/cm

Email: steven.griffiths@fsresidential.com
Direct Line: 604.601.6359
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

To sign up, please visit the following site to complete the **FSRConnect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Tuesday, May 17th, 2016
Within the Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping
	Yvonne Miller	Council Member
	Kent Williamson	Council Member
REGRETS:	Douglas Graeb	Council Member
	Laurence Crim	Council Member
STRATA MANAGERS:	Steven Griffiths	FirstService Residential
	Anca Ciobanu	FirstService Residential

GUEST: Ms. Josipa Katanic, Risk Manager, FirstService Financial

Ms. Josipa Katanic presented a Loss Prevention Report to the ownership present during the waiting period for SGM quorum, preceding the Council Meeting. Council will review and discuss the report during the Council Meeting.

The strata council meeting was called to order at 7:51 p.m. by Steven Griffiths, Strata Manager.

FirstService Residential BC Ltd. was represented by Steven Griffiths and Anca Ciobanu.

Effective immediately, please note that our new Strata Manager with FirstService Residential is:

ANCA CIOBANU
Direct Line: 604.648.4446
Email: anca.ciobanu@fsresidential.com

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held March 7, 2016 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

Strata manager noted that the developer owes AVRA roughly \$7,000.00, and steps will be taken by FSR to have this past due amount paid. The possibility of sending a

registered letter was discussed as a means of demonstrating strata's resolve in rectifying the developer's delinquency in this regard.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement:** The Treasurer confirmed that he has reviewed the February, March, and April 2016 financial statements and following discussion it was moved and seconded to approve the financial statements as presented. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Tax Returns:** Council reviewed and approved a quotation submitted by Dong Russell Company Inc. for the preparation and filing of the T2 Corporate Tax Return and the T1044 Non-Profit Organization Information Return, for a cost of \$375 plus taxes.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **LED Lighting Retrofit:** The Strata Manager will contact Luminex to advise that the Strata Corporation will be proceeding with the LED lighting retrofit project. The Strata Manager will request for Luminex to use 3000 Kelvin bulbs to be installed instead of 2700 Kelvin bulbs as originally planned. If there are any issues, the Strata Manager will inform Council.
2. **Bylaw Contraventions:** Council reviewed the status of reported bylaw contraventions and action will be taken on those residents who are continuing to contravene the bylaws. The Strata Manager informed council that several letters will be sent to an owner who is in contravention of several by-laws.

Residents are reminded that Strata Corporation bylaws are in place to ensure uniformity and harmony amongst all residents living within the Strata Corporation. It is the Council's responsibility to ensure that all residents adhere to the bylaws, and to enforce the bylaws against those who do not adhere to them. Your understanding and compliance of the bylaws is greatly appreciated. Should you have any questions or concerns relating to bylaws, please contact the Strata Manager, Anca Ciobanu at 604.648.4446.

3. **Security Upgrades:** Council approved to proceed with a number of security upgrades to common doors to be completed by A-Priority Locksmiths for a cost of \$7,501.20. However; there are a few items on the quotation that council does not want to proceed with – these items will be removed from the quotation with the cost to be reflected accordingly. The Strata Manager will request A-Priority Locksmiths contact a Council member to confirm that upgrades are completed in order of priority.
4. **Concrete Repairs:** Council instructed the Strata Manager to proceed with filing an insurance claim with respect to the required concrete repairs.
5. **Roof Repairs:** The Strata Manager will request Design Roofing Ltd. to return to the complex to reset rocks and insulation that were pulled away on the rooftop during leak investigations. This work is expected to be done at no extra cost.
6. **Artwork Re-Framing:** Two artwork pieces (for the lobby) are currently be re-framed at Urban Art & Custom Framing. The smaller of the two artwork pieces was previously damaged when attempts were made to rehang the artwork – Council requested that 100% of the re-framing costs (for the smaller piece of artwork) be billed back to the contractor responsible for causing the damage.
7. **Parkade Ramp Light Fixture:** Council reviewed and approved to proceed with the replacement of a damaged light fixture located along the parkade ramp. The quotation was submitted by Nikl's One Call Property Service for a cost of \$560.00 plus taxes which will be charged back to the owner responsible.
8. **Window / Dryer Duct Cleaning:** The window and dryer duct cleaning projects have been delayed. Please watch for amended notices which will be posted once new dates are set.
9. **Adopt a Planter Program:** The landscape committee reported this Adopt a Planter Program a success and thanks those who volunteered.
10. **Loss Prevention Program – Assessment / Report:** Council reviewed and approved to adopt the Loss Prevention Report submitted FirstService Insurance Brokers and BFL Canada.

CORRESPONDENCE

1. **Doors Propped Open / Security Concerns:** Council reviewed correspondence from an owner expressing concerns regarding residents leaving common area doors propped open, specifically the gym door, and not closing them afterwards. For the safety and security of all residents of Avra, please ensure all doors close and latch properly when coming and going. Do not prop open the gym door as this is in contravention of Exercise Room Rule 9 which states: "For security reasons, at no time is the entrance door to the Exercise Room to be propped open". Your anticipated cooperation is greatly appreciated.

NEW BUSINESS

1. **Security Camera Upgrades:** Council reviewed a proposal submitted by Smart-Tek to upgrade the existing security camera system. Following discussion, council agreed to table this item for future consideration.

2. **Fall Protection Equipment Inspection:** Atlas Anchor Systems (B.C.) Ltd. completed the annual fall protection equipment inspection for the rooftop anchors for the sum of \$925.09 including tax. This is a mandatory inspection which must be completed annually.
3. **Front Entrance Door:** The Strata Manager will request an expedited quotation for magnetic closers on both sides of the front entrance door. The purpose of the magnetic closers is to ensure the door closes and properly latches.
4. **Fence Repair:** A quotation is pending from Intact General Contracting for fence repair that is required due to damage during a windstorm.
5. **Flushing of Vertical Stacks:** The Strata Manager will obtain a quotation from Latham's Commercial / Industrial Heating, Air Conditioning & Plumbing for flushing the vertical stacks and horizontal lines in the parkade.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:05 p.m.

Next Meetings: July 21, 2016 at 7:00 p.m.

FirstService Residential BC Ltd.



Steven Griffiths
Strata Manager
Per the Owners
Strata Plan EPS 226

SG/ks

Email: steven.griffiths@fsresidential.com

General: 604.683.8900

Customer Care Centre: 1.855.273.1967 (24 hours)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™

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- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
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| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile. To sign up, please visit the following site to complete the **FSRConnect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Monday, March 7th, 2016
Within the Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping
	Yvonne Miller	
	Douglas Graeb	
	Laurence Crim	
	Kent Williamson	
 STRATA MANAGER:	 Steven Griffiths	 FirstService Residential

The meeting was called to order at 7:01 p.m.

PET WASTE

Please be advised that pursuant to section 6(9) pets are not permitted to urinate or defecate on common property;

Section 6(9):

A strata lot Owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the Owner of the permitted pet

Your consideration and cooperation is greatly appreciated.

Thank you.

COUNCIL MEMBER APPOINTMENT

Council nominated Mr. Kent Williamson to stand as a Member at Large on Strata Council, effective immediately.

RESIDENT MANAGER REPORT

Elena Orletchi, Resident Caretaker, provided the Strata Council with a brief report noting the building's activities that took place over the previous two months.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held January 18th, 2016 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement:** The Treasurer confirmed that he has reviewed the December 2015 and January 2016 financial statements and following discussion it was moved and seconded to approve the financial statements as presented. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **LED Lighting Retrofit:** Commercial Lighting Products has not provided an LED Lighting Retrofit proposal, as requested by the Strata Manager. Council agreed to take Luminex up on their offer to install samples of lighting for Council's consideration.
2. **Glass Canopy Replacement (Front Entrance):** Action Glass Ltd. completed the installation of the glass canopy above the front entrance. The Strata Manager noted that the invoice for this work has not been received.
3. **By-law Contraventions:** Council reviewed the status of bylaw contraventions and instructed the Strata Manager to proceed with the next step of enforcement for those residents who are continuing to contravention the bylaws.

Residents are reminded that Strata Corporation Bylaws are in place to ensure uniformity and harmony amongst all residents living within the Strata Corporation. It is the Council's responsibility to ensure that all residents adhere to the bylaws, and to enforce the bylaws against those who do not adhere to them. Your understanding and compliance of the bylaws is greatly appreciated. Should you have any questions or concerns relating to bylaws, please contact the Strata Manager, Steven Griffiths at 604.601.6359.
--

4. **Security Upgrades:** The Strata Manager will be meeting with A-Priority Locksmiths to review areas within the building that require security upgrades. The Strata Manager will contact a Council member who would like to be present for the meeting to confirm the date and time of the meeting.
5. **Concrete Repairs:** The Strata Manager will request an update from the Warranty Coordinator at FirstService Residential and will update Council accordingly.
6. **Nikl's One Call Property Services – Invoice:** The Strata Manager informed council that the invoice received from Nikl's One Call Property Services for the hanging of the artwork in the lobby has been reversed.
7. **Mechanical Maintenance:** Council reviewed a quotation submitted by Latham's Commercial/Industrial Heating, Air Conditioning & Plumbing to replace the top motor bearing in the domestic cold water booster pump in the P2 mechanical room for a cost of \$275 plus GST. Council unanimously agreed to proceed with this work as soon as possible.
8. **FSR Billing Period (December 2015):** At the last Council Meeting, Council expressed concerns over the billing charge for the month of December, specifically for service between the departure of the previous Strata Manager and the new Strata Manager. FirstService Residential agreed to credit Avra \$1,920 plus taxes for the reduced level of service during the transition period between Strata Managers. Council agreed that the credit value was reasonable.
9. **Window Issues:** The Strata Manager advised that an owner on the 17th floor reported an issue involving a window with a failed seal (further inspection is in the process of scheduled with Starline Windows). The Strata Manager will also look into the options for repair/replacement of a problem window in the master bedroom of a 15th floor unit.

CORRESPONDENCE

1. **Water Dripping from Bathroom Fan (9th Floor Unit):** Council reviewed correspondence from an Owner with respect to his/her tenant's concern of water dripping from the bathroom fan. Latham's Commercial/Industrial Heating, Air Conditioning & Plumbing was called to investigate the matter.

The technician gained access into the unit above, tested all fixtures but the leak could not be recreated. The source of the dripping water could not be determined – the tenant occupying the 9th floor unit will monitor the fan and will report any further issues.

NEW BUSINESS

1. **Roof Leak:** The owner of a 20th floor unit reported a roof leak on Friday February 12th. The Strata Manager contacted Design Roofing and Sheet Metal Ltd. to investigate the matter in attempts to mitigate or eliminate any further ingress.

The Strata Manager confirmed that Design Roofing and Sheet Metal Ltd. was advised not to do any deconstructive work as this would possibly void any warranties. The Warranty Coordinator contacted The Quorum Group and confirmed that leak repairs will be attended to in short order.

2. **Damage to Parkade Light Fixture:** The Strata Manager contacted ICBC regarding property damage (light fixture) that was caused by a resident of the strata. In order to satisfy the requirement of ICBC, three quotations for repair/replacement must be obtained and forwarded to ICBC for consideration. The Strata Manager is requesting for quotations for the required repairs.
3. **Annual Fire Safety System - Deficiencies:** The Strata Manager will be scheduling for Fire-Pro Fire Protection Ltd. to attend to deficiencies relating to the fire safety system. Please note that this will be schedule for the second week of April (please watch for further notice). The Strata Manager will inquire with Fire-Pro Fire Protection Ltd. to see if they work on Saturday's, and if so, would there be any additional charge.
4. **Loss Prevention Program - Assessment/Report:** FirstService Insurance Brokers in partnership with BFL Canada offer Loss Prevention Program. The Loss Prevention program includes a detailed risk assessment that quantifies fire, boiler, and machinery, and safety hazards that can affect claims and insurance ratings of properties.

The intention of the assessment is to identify any exposures at the property related to insurance coverages, health and safety issues, and general liability issues. Those issues, if any, would be communicated to the Council and options will be provided on how to address and mitigate those issues.

A site inspection will be arranged between the Risk Manager at FirstService Insurance Brokers, Ms. Josipa Katinic and the strata council President in order to complete a detailed risk assessment report for the Strata Corporation. Note: there is no additional cost to the Strata Corporation for this service.

5. **Window Cleaning/Dryer Vent Cleaning:** The Strata Manager will request a quotation from Champion Building Services for window cleaning and dryer vent cleaning. Council provided authorization to proceed with scheduling this work for May should Champion Building Services honor their 2015 quote. Please watch for further notice.
6. **Adopt a Planter:** Please watch for notice regarding the "Adopt a Planter" program.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:54 p.m.

Next Meetings: Monday, April 25th, 2016 at 7:00 p.m.

FirstService Residential BC Ltd.



Steven Griffiths
Strata Manager
Per the Owners
Strata Plan EPS 226

SG/tl

Email: steven.griffiths@fsresidential.com
General: 604.683.8900
Customer Care Centre: 1.855.273.1967 (24 hours)
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- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Monday, January 18, 2016
Within the Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping
	Yvonne Miller	
	Douglas Graeb	
REGRETS:	Laurence Crim	
STRATA MANAGER:	Steven Griffiths	FirstService Residential

The meeting was called to order at 7:02 p.m.

PET WASTE

Please be advised that pursuant to section 6(9) pets are not permitted to urinate or defecate on common property;

Section 6(9):

A strata lot Owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the Owner of the permitted pet

Your consideration and cooperation is greatly appreciated.

Thank you.

RESIDENT MANAGER REPORT

Elena Orletchi, Resident Caretaker, provided the Strata Council with a brief report noting the building's activities that took place over the previous month.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 16, 2015 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** The Council and Strata Manager reviewed a number of invoices and Council approved to pay these invoices, with exception of two submitted by Latham's Commercial/Industrial Heating, Air Conditioning, and Plumbing. The Strata Manager has been requested to obtain clarification on the two invoices.
3. **Monthly Statement:** The Treasurer confirmed that he has reviewed the November 2015 financial statement and following discussion it was moved and seconded to approve the financial statements. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Mortgage:** Blue Shore Financial confirmed the following information:

Appraisal Valuation		
Unit 101	–	\$345,000
Unit 206	–	\$225,000
Total	–	\$570,000

Loan to value of 77.05% based on a total valuation of \$570,000 and a current 1st mortgage balance of \$439,194. When you include the private second mortgage of approximately \$210,000 on both properties (total mortgages of \$649,194), the loan to value is still well over 100%. Our commercial credit union policy only allows is to lend up to 75% loan to value.

Blue Shore Financial cannot refinance the private mortgage and incorporate into one mortgage based on the figures provided.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **LED Lighting Retrofit:** The Strata Manager has requested a second LED Lighting Retrofit proposal from Commercial Lighting Products. The Strata Manager will forward the proposal to council upon receipt.
2. **Glass Canopy Replacement (Front Entrance):** The Strata Manager confirmed that Action Glass Ltd. is ready to proceed with replacement of the broken glass canopy located at the front entrance, however; due to climate conditions this work has been delayed. The Strata Manager confirmed with Action Glass Ltd. that the glass is safe despite it looking rather dangerous. Action Glass Ltd. explained that the glass is made of two separate panes that are adhered together with transparent glue; the pane that is shattered is the top pane while the bottom pane remains completely intact.
3. **Drain Grates:** Council confirmed that everything appears to be functioning properly with regards to the newly installed drain grates.
4. **Concrete Apron:** The Strata Manager will follow up with the developer regarding the Columbus Construction report previously forwarded which noted possible deficiencies involving the concrete apron on the south and west sides of the building.

CORRESPONDENCE

1. **Chargeback Dispute:** Council reviewed correspondence from an Owner disputing a charge applied to the Owner's strata lot account and requested the Strata Manager to obtain clarification on the invoice received. A response will be sent to the Owner once clarification is received.

NEW BUSINESS

1. **Caretaker Job Description:** The Strata Manager will forward sample job descriptions from other properties of similar size and amenities to Council for their information.
2. **Security Review:** The Strata Manager will obtain quotations for security upgrades based on a security assessment of the common areas recently completed by 3Si Risk Strategies Inc. The Strata Manager will forward the quotations upon receipt to Council for consideration.
3. **Bylaw Contraventions:** Council discussed current bylaw infractions and instructed the Strata Manager to fine those Owners who have not responded to the bylaw contravention letters previously sent.
4. **Lobby Photo:** Nikl's One Call Property Services secured a large picture that had fallen off the wall. The method to secure the picture was questioned by both members of Council and the Strata Manager. The Strata Manager will contact Nikl's one call property services to inquire how the picture was fastened.

5. **Secure furniture in lobby:** Council reviewed a quotation submitted by Nikl's One Call Property Services to secure the lobby furniture. Nikl's proposes to use "L" brackets/ custom brackets which would attach to the legs of the furniture and the floor (or wall, depending on Council's preference). The cost would be approximately \$500 - 600 to secure the two pieces of furniture. Following discussion, Council decided not to proceed with this work at this time.
6. **FSR Billing – December 2015:** Council expressed concerns over the billing charge for the month of December, specifically for service between the departure of the previous Strata Manager and the new Strata Manager. Council will be updated accordingly.
7. **Second Elevator Key:** Council requested the Strata Manager arrange for a second elevator key to be cut. The second key will be handy to have especially during resident move-ins and move-outs.
8. **Landscaping Quotation:** The Strata Manager will request an expedited landscape maintenance renewal proposal from The Landscape Consultants and will forward to Council upon receipt.
9. **Thank you:** Strata Council would like to recognize Ken Lowe for his dedication towards contributing to the Food Bank on Avra's behalf. Ken's efforts to collect, sort, and return containers with paid deposits resulted in a \$1000.00 contribution last fall to this worthy cause. Residents can help Ken in his endeavours by ensuring that only containers with refundable deposits are placed in the small blue bins, and avoid including refuse such as plastic bags and cardboard packaging.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 p.m.

Next Meetings: Monday, March 7, 2016 at 7:00 p.m.

FirstService Residential BC Ltd.



Steven Griffiths
Strata Manager
Per the Owners
Strata Plan EPS 226

Email: steven.griffiths@fsresidential.com

General: 604.683.8900

Customer Care Centre: 1.855.273.1967 (24 hours)

www.fsresidential.com

SG/tm

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Monday, November 16, 2015
Within the Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	President
	Jeffrey Starchuk	Treasurer
	Kim Macfarlane	Landscaping
	Laurence Crim	
	Yvonne Miller	
	Douglas Graeb	
REGRETS:	Kenneth Lowe	Vice President
GUEST:	Peter Chan	Regional Director, FirstService
STRATA MANAGER:	Chelsea Leask	FirstService Residential

The meeting was called to order at 7:04 p.m.

RESIGNATION

The Council accepted the resignation of Kenneth Lowe effective immediately. The Council thanks Mr. Lowe for his efforts during his time served on Council. A replacement member is not being considered at this time.

RESIDENT MANAGER REPORT

Elena Orletchi, Resident Caretaker, provided the Strata Council with a brief report noting the building's activities that took place over the previous month.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held September 28, 2015 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement:** The Treasurer confirmed that he has reviewed the September and October 2015 financial statements and following discussion, it was moved and seconded to approve the financial statements. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Mortgage:** Council has been researching options to buy out the mortgages obtained by the developer for the caretaker suite and the guest suite. As noted in the September minutes it was necessary to obtain appraisals for the two units to satisfy the potential lenders. Unfortunately the appraisal for the caretaker suite came in much lower than the appraised value in 2013; therefore, a mortgage could not be obtained, "*Our Credit Union policy will not allow for a loan to value to be over 75% for commercial loans. With the most recent appraisals, a LTV of 93.94% far exceeds our policy. There is no way I can refinance the private mortgage and incorporate into one mortgage based on the figures provided – Blueshore Financial.*" Council agreed to not pursue this further.
5. **Christmas Bonus:** Council confirmed with the Strata Manager to process Christmas bonuses for both caretakers.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Landscaping:** Kim Macfarlane continues to work with the landscaper in beautifying the property's landscaping. Trees have been relocated and there is now extra soil.
2. **Garage Cleaning:** The cleaning of the parkade was completed by Champion Building Cleaning Services on October 16, 2015.
3. **Window Concerns – 16th Floor Unit:** The Strata Manager advised that the owner has provided photos of the window defect and noted that Starline will not cover the replacement of this window as this is the second owner and its not covered under warranty. Should the owner wish to have it replaced it would be at his cost.
4. **Luminex – LED Lighting Retrofit:** Council has checked references and is confident with proceeding with the Luminex proposal; however, it was agreed that a Special General Meeting should be called to obtain ownership approval. It was further agreed to schedule this in the coming year. Mr. Chan noted that there are other companies that

can provide a similar service and product. Mr. Chan will look into this further for the Council and forward to them information for their consideration. Mr. Chan further noted that the Luminex proposal should include a "sample room" free of charge. The Strata Manager will enquire with Luminex.

5. **Handicap Access Concerns:** Council continues to review what the strata's obligations are regarding upgrading access areas with handicap friendly opening systems. It was noted that the main door is equipped with handicap access, which is all that was required by the developer to install. Access to the garbage area was reviewed; however, it was noted that based on the configuration of the stairs a ramp may not be feasible.

NEW BUSINESS

1. **Appraisal:** Council is in receipt of the 2015 appraisal update from Suncorp Evaluations. The appraised replacement value of Avra is \$29,978,300 and the insurance has been updated to reflect the updated replacement value.
2. **Caretaker Job Description:** Council will be conducting a review of the caretaker's contracts, as the duties may require updating. The Strata Manager was requested to forward sample job descriptions from other properties of similar size and amenities.
3. **Security Review:** Following the recent break and enter into the Avra a Council member obtained the services of 3Si Risk Strategies Inc. to conduct a Security Assessment of the common areas. Council reviewed the assessment and it was agreed to obtain quotations to complete some of their recommendations i.e. Grade 1 astragals on the front entry doors, improving the security around the garage gates and man doors, and astragals on the storage room doors. There were recommendations regarding the camera system, which will be reviewed with Smart-Tek. Council requested that the Strata Manager schedule a meeting with Smart-Tek to review options for the current camera system; i.e. HD and recording longer, and to have an overview of how the system works and how to download footage.

Police have identified the suspects who were involved in October's break and enter and subsequent mail theft. Warrants have been issued for their arrests.

4. **Drain Grates:** Repairs have been completed to the drain grate at the bottom of the parkade ramp in an effort to prevent it from "clanging" when driven over. Council has reviewed options for custom grates with Nikls "One Call" Property Services; however, the cost is quite high to have this fabricated. This item will be monitored.
5. **Concrete Apron:** Council met with Columbus Construction to review and obtain a report on possible deficiencies located on the concrete apron located on the south and west side of the building. The report has been forwarded to the developer for review and comment.

6. ***Emergency Generator Testing Quote:*** Cummins Western Canada provided a quote for Council to consider regarding the maintenance of the emergency generator system. Council is satisfied with the current contract with Simson Maxwell and will not consider the quote at this time. The Strata Manager will thank Cummins for their interest.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 p.m.

Next Meetings: To be confirmed.

FirstService Residential BC Ltd.



Chelsea D. Leask
Strata Manager
Per the Owners
Strata Plan EPS 226

Email: chelsea.leask@fsresidential.com
General: 604.683.8900
Customer Care Centre: 1.855.273.1967 (24 hours)
www.fsresidential.com

CL/ys

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**MINUTES
SPECIAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Monday, September 28, 2015
Within Avra Meeting/Amenity Room***

The meeting was scheduled to start at 6:30 p.m. As the quorum requirements had not been achieved, the meeting was adjourned for 30 minutes, as required by the Strata Corporation Bylaws.

At the request of the Strata Council President, the meeting was called to order at 7:00 p.m. by the Strata Manager, Chelsea Leask, at which time the Owners present and by proxy represented a quorum.

The Ownership was asked if there were any objections to Ms. Leask chairing the meeting. 23 IN FAVOUR, 2 OPPOSED. **CARRIED.**

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 94 eligible voters, 31 represents quorum in this instance. At the commencement of the meeting there were 20 eligible voters in attendance and 5 represented by proxy for a total of 25 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OR WAIVER OF NOTICE

It was noted that the Notice of Meeting September 9, 2015 complied with the notice requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held July 28, 2015 as previously circulated. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
BYLAW AMENDMENT – SHORT TERM ACCOMMODATION**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office by *adding* a new Bylaw 50 to read as follows:

50. A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, lodging house, hotel, home exchange, time share or vacation rental. Without limiting the generality of the foregoing, a resident must not enter into a license for the use of all or part of a strata lot.

After some discussion, the vote was called. The results were as follows: 24 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "B" AMENDMENT OF BYLAWS

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "B" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, that all Bylaws of their Strata Corporation be re-numbered sequentially and in the same configuration.

After some discussion, the vote was called. The results were as follows: 24 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

The updated bylaw package will be emailed to all owners that have provided FirstService Residential with an email. Please note that the bylaws may also be found on FSRConnect. Please see the last page for further details.

TERMINATION OF MEETING

There being no further business, it was motioned to terminate the meeting at 7:10 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Chelsea D. Leask
Strata Manager
Per the Owners
Strata Plan EPS 226

CL/cm

Email: chelsea.leask@fsresidential.com
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Monday, September 28, 2015
Within the Amenity Room
1455 George St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Glen Gerow	President
	Jeffrey Starchuk	Treasurer
	Kenneth Lowe	Vice-President
	Kim Macfarlane	Landscaping
	Laurence Crim	
	Yvonne Miller	
	Douglas Graeb	
GUESTS:	Ryan Hsia	Lumenix
	Owners	(Silent Observers)
STRATA MANAGER:	Chelsea Leask	FirstService Residential

The meeting was called to order at 7:00 p.m.

ELECTION OF OFFICERS

The Council agreed to hold their positions from the previous fiscal year.

RESIDENT MANAGER REPORT

Elena Orletchi, Resident Caretaker, provided the Strata Council with a report noting the building's activities that took place over the previous month.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held June 1, 2015 as circulated. **CARRIED.**

GUEST BUSINESS

Ryan Hsia from Lumenix provided a proposal for retrofitting the current lighting systems within all common areas to LED. The purpose of the proposal is to provide the Strata Corporation with options for LED lighting and how changing over the common area lights to LED will impact on the buildings' energy savings. It was noted that insuite lighting is not considered in this proposal as that is an Owners' responsibility, plus the Lumenix product is geared towards areas where lighting remains on for lengthy

periods of times/constantly. The Council agreed that they require more time to review the proposal further. Following a brief question and answer period, Mr. Hsia departed the meeting.

Please find attached a portion of the proposal for your information.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement:** The Treasurer confirmed that he has reviewed the April 2015 financial statement and following discussion, it was moved and seconded to approve the financial statement for May 2015 to August 2015. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Landscaping:** Kim Macfarlane continues to work with the landscaper in beautifying the property's landscaping. A thank you was forwarded to an Owner who volunteered during the summer months with the watering.
2. **Caretaker Suite:** All repairs have been completed to the exterior and interior of the caretaker suite. This was addressed under warranty at no cost to the Strata Corporation.
3. **Bulletin Board:** The Strata Council has installed a bulletin board near the elevators and is in the process of formulating rules for its use.
4. **Garage Cleaning:** The Strata Manager will schedule the pressure cleaning of the parking garage shortly with Champion Building Cleaning Services. Notices will be posted, as all cars must be moved to facilitate the cleaning.

A contract with Champion was engaged for the next three years with a guaranteed price of \$1,100.00 per clean.

NEW BUSINESS

1. **Rules:** As permitted by the Strata Property Act s. 125, the Council may make rules governing the use, safety and condition of the common property and common assets. The attached rules have been updated and will be ratified accordingly at the next General Meeting.
2. **Window Concerns – 16th Floor:** An Owner advised that one of their windows has a defect in it, which Starline windows will not replace. The Council requested more details, as this is the first Owner; therefore, this deficiency may not have been noted.
3. **Fire Department – Parkade and Locker Room Inspections:** The Council is in receipt of a report from the City of White Rock Fire Department noting fire code violations in the parkade areas. The Strata Manager has forwarded the report to Fire Pro to address common area issues. Any other issues will be dealt with accordingly.

Owners, please be reminded that flammable items may be stored in your parking stall. Furthermore, storage on top of the lockers is not permitted due to the location of the fire sprinkler system. Thank you for your cooperation.

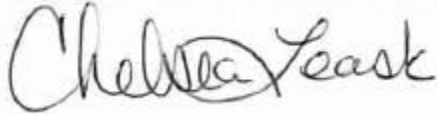
4. **Handicap Access Concerns:** The Council is in receipt of correspondence that was sent to the developer from an Owner regarding the lack of handicap access in common areas and the Owner's strata lot. The Council requires more time to review this and determine what the Strata Corporation's obligation is.
5. **Building Exterior Construction Analysis:** At the request of an Owner at the July AGM, the Council had agreed to place this item on the agenda for discussion. It was agreed that this type of assessment of the building is not needed at this time, and will be considered prior to the next warranty review.
6. **Elevator Concerns:** At the request of an Owner at the July AGM, the Strata Manager confirmed that she has been working with ThyssenKrupp Elevator to address issues related to the elevator that is not stopping at the called floor. ThyssenKrupp has adjusted the timing of the elevator terminal which required additional seconds added to the time needed when the fob is activated and the floor call button is pressed. The Strata Manager further advised that she is in the process of making arrangements with ThyssenKrupp, Simson Maxwell (emergency generator) and Fire Pro (fire system) to resolve issues with the elevators during power outages. It was noted that an Owner was trapped in the elevator during the last power outage. This work will be done shortly.
7. **Balconies:** Warranty work has been completed on various balconies to address issues related to the grade of the balcony. It was noted that the re-grading of the balconies appears to have made a significant difference to lessen water pooling on the surface.
8. **Mortgage:** The Council is in the process of reviewing the mortgage of the guest suite and the caretaker suite, which was originally taken out by the developer at a high rate. In an effort to buy out the mortgages, an appraisal is required. The Council agreed to proceed with the appraisal.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9 p.m.

Next Meetings: To be confirmed.

FirstService Residential BC Ltd.



Chelsea D. Leask
Strata Manager
Per the Owners
Strata Plan EPS 226

Email: chelsea.leask@fsresidential.com
General: 604.683.8900
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CL/cm

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**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 226
AVRA**

***Held on Tuesday, July 28, 2015
Within Elks Hall
1455 George Street, White Rock, BC***

The meeting was called to order at 7:06 p.m. by Chelsea D. Leask, Strata Manager.

FirstService Residential BC Ltd. was represented by Chelsea D. Leask.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 90 eligible voters, 31 represents quorum in this instance. At the commencement of the meeting there were 31 eligible voters in attendance and 2 represented by proxy for a total of 33 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated July 8, 2015, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting.
CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was MOVED and SECONDED to approve the Minutes of the Annual General Meeting held July 28, 2015 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

The President provided a brief report on various projects the Council oversaw during the 2014/15 Fiscal Year; notably, the change in garbage and landscaping contractors, which is now saving the Strata Corporation money.

INSURANCE REPORT

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water deductible for the Strata Corporation is \$10,000.00.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$23,704,900.00, based on information received from the Appraisal.

The Chairperson reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Individual home Owner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). **Displacement coverage** would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

****Example****

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

BUDGET APPROVAL

It was moved and seconded to bring the proposed Operating Budget(s) to the floor for discussion. The Strata Manager advised the Ownership that she has been awaiting a response from the Developer confirming whether the penthouse units are required to pay additional fees for the use of gas for their HVAC equipment, as there is no record of extra gas charges related to this. As of today's date it is still not known; however, if it is determined that the Owners are not required to pay this fee (and were never required to) this adjustment on their account will be voided and refunds issued. Furthermore, the operating budget will be affected by the \$4000 HVAC expense and receivable.

Update: The Developer has confirmed that the original design included gas fueled HVAC equipment for the penthouse units, which was then changed to electrical. The current HVAC equipment is tied into the individual units electrical and is not part of the common expense. Therefore, the Penthouse units will not be adjusted the \$4000 gas charge and refunds will be administered accordingly.

After some discussion, the vote was called. The results were as follows: 32 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to June 1, 2015.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan EPS 226, as per the attached fee schedule.

3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
WAIVER OF DEPRECIATION REPORT**

It was MOVED and SECONDED to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, wish to waive the requirement to obtain a depreciation report otherwise required under Section 94 of the *Strata Property Act*;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to obtain a depreciation report is hereby waived until the next Annual General Meeting.

After some discussion, the vote was called. The results were as follows: 32 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "B"
BYLAW AMENDMENTS**

It was MOVED and SECONDED to bring the proposed resolution to the floor for discussion. The Strata Manager explained that Resolution "B" will be voted on as one vote, rather than voting on each change individually. The Owners took this opportunity to present questions, concerns, and comments regarding some of the changes; specifically, the addition of the No Smoking Bylaw and whether it can be enforced. Following further discussion, it was agreed to present Resolution "B" reads as follows:

WHEREAS The Owners, Strata Plan EPS 226, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 226, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 226, that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office

By deleting Bylaw 5 which reads as follows:

"Separate Types

- 5 (1) *Strata lots 102 through 108 (inclusive) of the building will be one type of strata lot and are referred to in these bylaws collectively as the "Upper Level Strata Lots".*

- 5 (2) *A contribution to the operating fund which relates to and benefits only the Upper Level Strata Lots is shared only by the owners of the Upper Level Strata Lots. Each Upper Level Strata Lot's share of that operating fund contribution must be calculated as follows:*

$$\frac{\text{unit entitlement of an Upper Level Strata Lot}}{\text{total unit entitlement of all Upper Level Strata Lots}} \times \text{Contribution to operating fund}$$

All Bylaws will be renumbered sequentially.

By adding new Bylaw 5(5), which reads as follows:

- "5 (5) *A resident must not throw or permit anything to be thrown from a window, balcony or deck or onto any part of the common property, including but not limited to cigarette butts, food, beverage containers, litter or garbage"*

By amending Bylaw 7(12) which reads as follows:

- 7 (12) *A resident who contravenes any of Bylaws 7.1 to 7.6 (inclusive) and to a contravention of any of Bylaws 7.09 to 7.11 (inclusive) will be subject to a \$200.00 fine. For clarify, Bylaw 30.1 will apply to a contravention of Bylaws 7.1 to 7.6 (inclusive) and to a contravention of any of Bylaws 7.10 to 7.11 (inclusive)*

To read:

- 6 (12) *A resident must register a pet ("Permitted Pet") by registering the pet with the council within 30 days of the pet residing on a strata lot (or the passage of this Bylaw) and by providing, in writing, the name of the Permitted Pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.*

By adding new Bylaws 6(14) to read as follows

- 6 (14) *A resident who contravenes any of Bylaws 6(1) to 6(6) inclusive and to a contravention of any of Bylaws 6(9) to 6(13) inclusive will be subject to a \$200.00 fine. For clarification, Bylaw 29.1 will apply to a contravention of Bylaws 6(1) to 6(6) inclusive and to a contravention of any of Bylaws 6(10) to 6(13) inclusive.*

By amending Bylaw 30(1) (a), which reads as follows::

- 30 (1) *Except where specifically stated to be otherwise in these Bylaws, the Strata Corporation may fine an Owner or Tenant:*

(a) \$50 for each contravention of a Bylaw, and

To read:

- 29 (1) *Except where specifically stated to be otherwise in these Bylaws, the Strata Corporation may fine an Owner or Tenant:*

- (a) \$200.00 for each contravention of a Bylaw, and

By adding new Bylaws 43(4), 43(5), 43(6) and 43(7), which read as follows:

- 43 (4) *A resident must ensure that the lobby doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.*
- 43 (5) *Each time there is a change in occupancy by an Owner or Tenant moving into a strata lot, the Owner must pay to the Strata Corporation a move-in fee of \$100.00.*
- 43 (6) *Unscheduled moves into or out of a strata lot by an Owner or Tenant are subject to an automatic \$200.00 fine.*
- 43 (7) *Each time an Owner or Tenant moves into or out of a strata lot, the Owner must pay a refundable security deposit of \$300.00 to cover for any damages caused during the move in or out. This deposit will be applied towards any damages or will be refunded within 30 days after the move if there are no damages. Any costs, fines or damages exceeding the \$300.00 deposit will be charged back to the strata lot.*

By adding new Bylaw 48 which reads as follows:

48 No Smoking

48 (1) *For the purposes of this Bylaw, the following definitions apply:*

- (a) *“smoke” or “smoking” includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances;*

48 (2) *A resident or visitor must not smoke in or on the following areas:*

- (a) *any common property that is located within a building (including hallways, elevators, parking garages, service rooms, storage lockers, stairs and amenity rooms) or on a balcony, patio or deck that is designated as limited common property;*
- (b) *any limited common property, including a balcony, patio or deck;*
- (c) *anywhere on the exterior common property that is within seven and a half metres of a door, window or air intake.*

By adding new Bylaw 49 which reads as follows:

49. Privacy

The AVRA adheres to the BC Personal Information Protection Act. PIPA sets out how BC organizations, including corporations (including Strata Corporations), sole-proprietorships, partnerships, and non-profit organizations, may collect, use and disclose personal information about individuals.

Under PIPA:

The Strata Corporation may collect, from time to time, certain personal information of Owners, Tenants, and occupants including but not limited to:

- (a) The name, home address, and home telephone and/or cell phone numbers of owners, tenants and occupants*
- (b) E-mail addresses*
- (c) Banking information, in the case of owners, for payment of strata fees*
- (d) Video images and voice recordings obtained during the use and operation of the video surveillance system (VSS) installed or to be installed in the building by the Strata Corporation in the following locations, with signage noting the operation and monitoring 24 hours a day, 7 days a week:*
 - (i) Exterior entrance/exit locations for pedestrian and vehicle traffic*
 - (ii) Interior entrance/exit locations in common areas*
 - (iii) Common activity areas, i.e. gym facility*
 - (iv) As needed in other interior/ exterior common property or limited common property areas to address security, physical safety illegal actions, or bylaw infractions*
 - (v) Information and data recorded and collected during the use and operation of the access control system (e.g., key fobs) installed in the building that monitors access to and from the common areas of the building 24 hours a day, 7 days a week*
- (e) Personal information recorded and collected will not be disclosed to any person, other than: the Building Manager; the Strata Corporation's strata agent; elected members of the Strata Council during the course of exercising the powers and performing the duties of the Strata Corporation; the Strata Corporation's legal counsel; or law enforcement personnel, except:*
 - (i) When required or authorized by law to do so*
 - (ii) When disclosure is consented to in writing by an Owner, Tenant, or occupant*
 - (iii) To up-date banking or financial records*
 - (iv) When required to collect outstanding strata fees*
 - (v) During the course of a criminal investigation involving vandalism to or theft of common property or common assets of the strata corporation, vandalism to or theft of personal belongings of Owners, Tenants, occupants, visitors and invitees, or the physical assault of an owner, tenant, occupant, visitor, or invitee*

- (f) *The Strata Corporation will take all reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access, modification or disclosure.*
- (g) *This Bylaw authorizes the collection of personal information using the video surveillance system and access control system for the following purposes only:*
 - (i) *To monitor access to and from the common property areas of the building*
 - (ii) *To protect personal property of Owners, Tenants, occupants, visitors and invitees*
 - (iii) *To protect common property and common assets of the Strata Corporation*
 - (iv) *To protect the security and physical safety of Owners, Tenants, occupants, visitors and invitees to the building*
- (h) *Personal information collected from the use and operation of the video surveillance system and access control system is retained by way of electronic data storage for up to 7 days on the Strata Corporation's computer data storage system, at which time the personal information recorded is permanently deleted from the systems' computer hard drives. If an incident is reported within the 7-day period and a request is made to view the recording of a specific individual's personal information, relevant portions of the stored data can be copied to an exterior storage device for future review.*
- (i) *Requests for access to view a specific individual's personal information, other than access to view those portions of the video surveillance or access control system that contain personal information for the individual requesting access, must be made in writing and delivered to the Strata Corporation's strata agent. The strata agent will make the requested information available within 14 days from the date of the request and copies will be provided for a reasonable fee.*
- (j) *Request for access to view personal information recorded and collected using the video surveillance system and the access control system must be made in writing and may be emailed to the building manager. Provided that the personal information has not previously been recorded over, the Building Manager will make the requested stored data available for inspection within 24 hours from the date of the request.*

After some further discussion, the vote was called. The results were as follows: 30 IN FAVOUR, 2 OPPOSED, 1 ABSTAINED. **CARRIED.**

ELECTION OF COUNCIL

The Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

- Glen Gerow
- Kenneth Lowe
- Jeffrey Mark Starchuk
- Laurence Crim
- Kim MacFarlane
- Douglas Graeb
- Yvonne Miller

Hearing no objections, the above-noted were elected by majority vote.

GENERAL DISCUSSION

1. **Engineer Study:** An Owner suggested that the Strata Council consider looking into having an engineer provide a maintenance program for the property. This will be discussed with the new Strata Council.
2. **Elevator Issues:** An Owner advised that the elevators are not going to the proper floors requested. The Strata Manager will follow up with the elevator firm. The Owner further noted concerns with the door to the P4 storage area. The Strata Manager will have this looked into.
3. **Handicap Access:** An Owner advised that there are areas in the building that are not handicap friendly. The Owner has advised the Developer of his concerns; however, he has yet to receive a response. The Strata Manager suggested that the Owner forward his concerns to her and she will follow up with the Developer.
4. **Peace Arch News:** An Owner noted concerns with the number of newspapers brought to the property from the Peace Arch News. The Strata Manager recommended the Owner to contact them directly to advise of his concerns.
5. **Smoking:** Concerns were raised regarding a Tenant that smokes marijuana on the balcony on a regular basis. The Strata Manager is aware of the situation, and the Owner has been sent a letter.
6. **Security Cameras:** Concerns were raised regarding the security camera system. The Strata Manager advised that the Strata Council is currently investigating into upgrades. It was noted that there are cameras in the hallways that are not operable. The Strata Manager will look into this right away as she and the Strata Council were not aware of this.

Update: The hallway cameras are operable; however, they do not record. The purpose of these cameras is to capture images that are displayed on the main panel for emergency response persons to view during an emergency situation.

TERMINATION OF MEETING

There being no further business, it was motioned to terminate the meeting at 8:22 p.m.
CARRIED.

FirstService Residential BC Ltd.



Chelsea D. Leask
Strata Manager
Per the Owners
Strata Plan EPS 226

Email: chelsea.leask@fsresidential.com
Direct Line: 604.648.4454
General: 604.683.8900
Customer Care Centre: 1.855.273.1967 (24 hours)

www.fsresidential.com

CL/tm

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

- | | |
|---|--|
| ✓ <i>Account balance & history</i> | ✓ <i>Owner's profile update</i> |
| ✓ <i>Meeting minutes</i> | ✓ <i>Bylaws and rules</i> |
| ✓ <i>Building notices & announcements</i> | ✓ <i>Insurance summary of coverage</i> |
| ✓ <i>Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.</i> | ✓ <i>Event calendars</i> |

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

To sign up, please visit the following site to complete the **FSRConnect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>

FIRSTSERVICE OFFERS CONVENIENCE!

1. ***Pre-Authorized Debit Payment (PAD)***

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

2. ***Online/Telephone Banking***

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer’s responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

EPS 226 - AVRA
Approved Budget
Jun 01, 2015 to May 31, 2016

INCOME

FEES

Operating Fund Contribution	390,117
Contingency Fund Contribution	47,500
TOTAL FEES	437,617

Bylaw / Late Payment Fine	100
Gas-Assessment	4,000
Interest Income	100
Move In / Move Out Fee	500
Remote Transmitters	100
Rental Income / Amenity Room	1,500
Rental-Strata Suite	7,200
TOTAL INCOME	451,117

EXPENSES

OPERATING EXPENSES

Alarm Monitoring	5,000
Audit / Legal	800
Strata Suite-Mortgage Payment	38,264
Strata's Suite-Property Taxes	400
Strata's Suite-Strata Fee	5,625
Caretaker Wages & Benefits	49,470
Electricity	43,000
Elevator Maintenance	19,200
Equipment Lease	12,100
Enterphone Lease	14,200
Fire Equipment Maintenance / Monitoring	10,000
Garbage Removal	10,000
Gas	27,000
Gas (HVAC)	4,000
Guest Suite-Mortgage	22,340
Guest Suite-Property Taxes	400
Insurance	53,000
Landscape - Maintenance	9,000
Management Fees	27,216
Mechanical Maintenance	9,500
Miscellaneous	4,100
Recreation Facilities	1,000
Repair and Maintenance	35,860
Snow Removal	1,000
Telephone and Pager	1,250
Water / Sewer	10,500
Window Cleaning	8,000
TOTAL OPERATING EXPENSES	422,225

Reserve - Contingency Fund	47,500
TOTAL EXPENSES	469,725

CURRENT YEAR SURPLUS / (DEFICIT)	(18,608)
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Operating Surplus (Deficit) Balance Forward	18,608
ENDING OPERATING SURPLUS / (DEFICIT)	0

STRATA PLAN EPS 226
AVRA
Approved Strata Fee Schedule
Jun 01, 2015 to May 31, 2016

Strata Lot Number	Civic Address	Unit Entitlement	Total 2015-2016 Monthly Strata Fees	Total 2014-2015 Monthly Strata Fees	Fee adjustment From Jun to August
1	101 - 1455 George Street	65	\$ 298.47	\$ 292.95	\$ 16.56
2	102 - 1455 George Street	66	303.06	297.46	16.80
3	103 - 1455 George Street	70	321.43	315.49	17.82
4	105 - 1455 George Street	64	293.88	288.44	16.32
5	201 - 1455 George Street	86	394.89	387.60	21.87
6	202 - 1455 George Street	68	312.24	306.47	17.31
7	203 - 1455 George Street	70	321.43	315.49	17.82
8	205 - 1455 George Street	70	321.43	315.49	17.82
9	206 - 1455 George Street (Guest Suite	39	179.08	175.77	9.93
10	301 - 1455 George Street	80	367.34	360.55	20.37
11	302 - 1455 George Street	62	284.69	279.43	15.78
12	303 - 1455 George Street	81	371.94	365.06	20.64
13	305 - 1455 George Street	63	289.28	283.94	16.02
14	306 - 1455 George Street	116	532.65	522.80	29.55
15	307 - 1455 George Street	60	275.51	270.42	15.27
16	308 - 1455 George Street	90	413.26	405.62	22.92
17	501 - 1455 George Street	80	367.34	360.55	20.37
18	502 - 1455 George Street	63	289.28	283.94	16.02
19	503 - 1455 George Street	59	270.92	265.91	15.03
20	505 - 1455 George Street	65	298.47	292.95	16.56
21	506 - 1455 George Street	83	381.12	374.08	21.12
22	507 - 1455 George Street	60	275.51	270.42	15.27
23	508 - 1455 George Street	90	413.26	405.62	22.92
24	601 - 1455 George Street	80	367.34	360.55	20.37
25	602 - 1455 George Street	63	289.28	283.94	16.02
26	603 - 1455 George Street	60	275.51	270.42	15.27
27	605 - 1455 George Street	66	303.06	297.46	16.80
28	606 - 1455 George Street	83	381.12	374.08	21.12
29	607 - 1455 George Street	60	275.51	270.42	15.27
30	608 - 1455 George Street	90	413.26	405.62	22.92
31	701 - 1455 George Street	80	367.34	360.55	20.37
32	702 - 1455 George Street	63	289.28	283.94	16.02
33	703 - 1455 George Street	60	275.51	270.42	15.27
34	705 - 1455 George Street	65	298.47	292.95	16.56
35	706 - 1455 George Street	83	381.12	374.08	21.12
36	707 - 1455 George Street	60	275.51	270.42	15.27
37	708 - 1455 George Street	90	413.26	405.62	22.92
38	801 - 1455 George Street	80	367.34	360.55	20.37
39	802 - 1455 George Street	63	289.28	283.94	16.02
40	803 - 1455 George Street	60	275.51	270.42	15.27
41	805 - 1455 George Street	65	298.47	292.95	16.56
42	806 - 1455 George Street	83	381.12	374.08	21.12
43	807 - 1455 George Street	60	275.51	270.42	15.27
44	808 - 1455 George Street	90	413.26	405.62	22.92
45	901 - 1455 George Street	80	367.34	360.55	20.37
46	902 - 1455 George Street	63	289.28	283.94	16.02
47	903 - 1455 George Street	60	275.51	270.42	15.27
48	905 - 1455 George Street	65	298.47	292.95	16.56
49	906 - 1455 George Street	83	381.12	374.08	21.12
50	907 - 1455 George Street	60	275.51	270.42	15.27
51	908 - 1455 George Street	90	413.26	405.62	22.92
52	1001 - 1455 George Street	80	367.34	360.55	20.37
53	1002 - 1455 George Street	63	289.28	283.94	16.02
54	1003 - 1455 George Street	60	275.51	270.42	15.27
55	1005 - 1455 George Street	149	684.18	671.53	37.95

STRATA PLAN EPS 226
AVRA
Approved Strata Fee Schedule
Jun 01, 2015 to May 31, 2016

Strata Lot Number	Civic Address	Unit Entitlement	Total 2015-2016 Monthly Strata Fees	Total 2014-2015 Monthly Strata Fees	Fee adjustment From Jun to August
56	1007 - 1455 George Street	60	\$ 275.51	\$ 270.42	\$ 15.27
57	1008 - 1455 George Street	90	413.26	405.62	22.92
58	1101 - 1455 George Street	80	367.34	360.55	20.37
59	1102 - 1455 George Street	122	560.20	549.85	31.05
60	1105 - 1455 George Street	149	684.18	671.53	37.95
61	1107 - 1455 George Street	60	275.51	270.42	15.27
62	1108 - 1455 George Street	90	413.26	405.62	22.92
63	1201 - 1455 George Street	80	367.34	360.55	20.37
64	1202 - 1455 George Street	122	560.20	549.85	31.05
65	1205 - 1455 George Street	65	298.47	292.95	16.56
66	1206 - 1455 George Street	83	381.12	374.08	21.12
67	1207 - 1455 George Street	150	688.77	676.04	38.19
68	1501 - 1455 George Street	80	367.34	360.55	20.37
69	1502 - 1455 George Street	122	560.20	549.85	31.05
70	1505 - 1455 George Street	65	298.47	292.95	16.56
71	1506 - 1455 George Street	83	381.12	374.08	21.12
72	1507 - 1455 George Street	60	275.51	270.42	15.27
73	1508 - 1455 George Street	90	413.26	405.62	22.92
74	1601 - 1455 George Street	80	367.34	360.55	20.37
75	1602 - 1455 George Street	63	289.28	283.94	16.02
76	1603 - 1455 George Street	125	573.98	563.37	31.83
77	1606 - 1455 George Street	83	381.12	374.08	21.12
78	1607 - 1455 George Street	150	688.77	676.04	38.19
79	1701 - 1455 George Street	80	367.34	360.55	20.37
80	1702 - 1455 George Street	63	289.28	283.94	16.02
81	1703 - 1455 George Street	125	573.98	563.37	31.83
82	1706 - 1455 George Street	83	381.12	374.08	21.12
83	1707 - 1455 George Street	60	275.51	270.42	15.27
84	1708 - 1455 George Street	90	413.26	405.62	22.92
85	1801 - 1455 George Street	80	367.34	360.55	20.37
86	1802 - 1455 George Street	63	289.28	283.94	16.02
87	1803 - 1455 George Street	125	573.98	563.37	31.83
88	1806 - 1455 George Street	83	381.12	374.08	21.12
89	1807 - 1455 George Street	60	275.51	270.42	15.27
90	1808 - 1455 George Street	90	413.26	405.62	22.92
91	1901 - 1455 George Street	199	913.77	896.88	50.67
92	1902 - 1455 George Street	193	886.22	869.84	49.14
93	2001 - 1455 George Street	189	867.85	851.81	48.12
94	2003 - 1455 George Street	200	918.36	901.39	50.91
		<u>7,942</u>	<u>36,468.07</u>	<u>\$ 35,794.13</u>	<u>\$ 2,021.82</u>

Total Annual Strata Fees (x 12 months) =

437,616.84 429,529.56

Note:

The monthly strata fee includes a 10.37% contribution to the Contingency Reserve Fund

MEMORANDUM

TO: The Owners of EPS 226 – Avra **DATE:** August 3, 2016
FROM: Anca Ciobanu
RE: **ANNUAL GENERAL MEETING MINUTES**

Attached are the minutes of the Annual General Meeting held on July 21, 2016. Please read and retain them for future reference.

OPTION 3 - INCREASE RETROACTIVE WITH CATCH-UP SCHEDULE

STRATA FEES: There is an increase in strata fees retroactive to June 1, 2016.

As the Annual General Meeting was held after the Strata Corporation's fiscal year-end, all owners will be required to issue a "catch-up" payment via PAD, cheque or online banking to cover the difference in your strata fees since the Strata Corporation's fiscal year-end and the time the new budget was passed on July 21, 2016.

For those owners on pre-authorized debit (PAD), your strata fee payments will be adjusted to the new rate on August 1, 2016. **SEE ATTACHED CATCH-UP FEE SCHEDULE. This retroactive fee will be deducted from your bank account and adjusted to the new fee the following month.**

For those owners who pay by post-dated cheques, please issue new post-dated cheques made payable to "Strata Plan EPS 226" at the new strata fee amount. **SEE ATTACHED SCHEDULE FOR YOUR NEW STRATA FEE AMOUNT.** You will also be required to issue a "catch up" cheque payment made payable to "Strata Plan EPS 226" for the month(s) of June and July **SEE ATTACHED CATCH-UP FEE SCHEDULE.**

For those owners who pay by online banking, please re-submit the new strata fee amount for future months and also make the retroactive payment. **SEE ATTACHED CATCH-UP FEE SCHEDULE.**

BYLAWS: **NEW BYLAWS WERE PASSED.** Please contact FirstService Residential to obtain a copy.

* * *

Encl.

AC/tm