ANNUAL GENERAL MEETING MINUTES	WEDNESDAY, DECEMBER 9, 2015

WHITE ROCK SQUARE II – NW 1874

ATTENDANCE:

40 Owners registered in person
12 Owners registered and represented by proxy

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Dorothy Bach, Chair.

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

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

(3) PROOF OF NOTICE/WAIVER OF NOTICE

Hans Arends, Strata Manager, advised that appropriate notice must be given to all Owners either by mail to their last-known address or hand-delivered on-site. In the case of this Annual General Meeting, the notices were hand-delivered to all Resident Owners on site and mailed to all non-Resident Owners on November 19, 2014, which is 20 days prior to the meeting date.

(4) ADOPTION OF PREVIOUS AGM/SGM MINUTES

It was MOVED – 316 and SECONDED – 507 to adopt the minutes of the Annual General Meeting held on December 10, 2014 as presented. **CARRIED**

(5) CHAIR'S REPORT – DOROTHY BACH

See attached.

(6) REPORT ON INSURANCE

Hans Arends informed the Owners of details of the Strata Corporation's insurance policy. The 12 month policy was entered into on November 1, 2015 with a premium of $ 65,381 (last year was $ 64,010.00)

Some details of the policy are as follows:

Property Replacement value - $ 37,378,600 (last year was $ 36,529,000)

Coverage Limits:		Deductibles:	
All Property Coverage-	$ 37,378,600	Perils-	$ 1,000
Liability coverage -	10,000,000	**Water -**	**10,000**
Directors and Officers -	2,000,000	Flood -	10,000
Volunteer Accidents-	100,000	Glass -	100
		Earthquake –	10%

Hans explained that although the Strata Corporation does provide coverage for common property, this may not include loss in Strata Lots. Therefore it is very important that owners seek additional insurance and ensure that they have the proper coverage, in particular for improvements, as well as deductibles that will be charged back to the owners who are found responsible for the damage. Hans invited Owners to call, should there be any questions regarding the Corporation's insurance or with any questions regarding In-suite insurance contents policy. He also advised that owners, when renewing their content insurance, should take along the summary page of the strata corporation's policy and show it to the insurance broker to ensure that proper and full coverage is obtained.

(7) RATIFICATION OF RULES

This year council implemented two rules that now need to be ratified by the owners to stay on the records.

7.1 Family Members Parking in the Garage

Hans explained that the council had received several requests from owners, in particular those owners who no longer drive a vehicle themselves, to have their children be able to park in their parking stall when they come to take them out for shopping or appointments. Therefore, the council added the following rule:

Parking in Garage

Family members and friends, providing rides for resident owners who no longer have their own transportation, will be allowed to use the owner's parking stall in the garage SUBJECT TO COUNCIL'S APPROVAL. An application must be submitted and, if approved, a special parking pass will be issued that must be displayed on the dash at all times, while the vehicle is parked in the garage. This parking pass can not be used to store family members' vehicles. There will be a $25 administration fee for processing the parking passes.

It was MOVED by 411 and SECONDED by 501 to bring the Resolution to the floor. This resolution requires a Majority Vote.
In the discussion that followed, several owners spoke in favour as well as several who were opposed to this rule. When called for the vote, the result was:

25 in Favour 12 Opposed Motion was **CARRIED**

7.2 Renovation Fees

In the past years many owners have done some major renovations to their suite. While Council supports these types of improvements, at the same time it has led, for example, to contractors not cleaning up after themselves at the end of the day. In some cases Jesse has been brought in to clean up after contractors. This has led Council to believe that a renovation fee should be charged, not only to cover extra cost of clean-up but also the extra wear and tear on common property. So the following rule was put in place and this must now be ratified by the owners in order for the rule to remain in effect.

Renovation Fees

All renovations that involve material transported in: 1) elevators, 2) hallways etc. are subject to a $300 fee per renovation.

It was MOVED by 503 and SECONDED by 603 to bring this resolution to the floor for discussion. This resolution also requires a Majority Vote.

Jim Crawford, Ed Boone and Hans answered questions from the floor. One owner felt that the rule was vague as to what constitutes a renovation. It was explained that the idea was to cover only renovations that require the approval from Council. Several more questions were addressed and it was proposed to alter the role to the following:

All major renovations that require Council's approval and involve material transported in: 1) elevators, 2) hallways etc. are subject to a $300 fee per renovation.

With all owners in favour of the amended resolution this resolution was **CARRIED**

(8) CONSIDERATION OF 3/4 VOTE "A" – Capital Project 2014-2015

Dorothy, Jim and Hans explained the overrun of the capital project. Initially this project was designed to do extensive caulking around the windows on the west side of T-II. However, even before the project was started, the contractor advised Council and the Building Maintenance Committee that it might be a good idea to also include the painting at the same time. It was noted that within a couple of years, painting would be required and to do this now would save the Strata Corporation in excess of $20,000. While this meant incurring an overrun on the budget of $11,124.66, the Council and the Building committee felt that it was more prudent to proceed, taking the potential savings for the Strata into consideration. Thus the Council proposed the following resolution:

Therefore be it resolved that the owners of NW 1874 by a 3/4 vote approve the overspending of the Capital Project 2014-2015 funded out of the Contingency Reserve Fund (CRF) as proposed by Council.

It was MOVED by 714 and SECONDED by 405 to move the resolution to the floor for discussion.

Several questions were addressed and the call for the vote resulted in:
All owners were in favour. The resolution was **CARRIED**

(9) CONSIDERATION OF 3/4 VOTE "B" – Security Gate at the east Garden Entrance

The east garden entrance has been a concern for some time now. Several times in the past years, thieves have used the garden area to break into the building, plus local young people have also accessed the garden for midnight garden parties. In light of the above, council proposed the following resolution:

Therefore be it resolved that the owners of NW 1874 by a 3/4 vote approve the installation of a gate at the east entrance and this to be funded for up to $ 4000.00 out of the CRF.

It was MOVED by 305 and, SECONDED by 501 to move the resolution to the floor for further discussion.

In the discussion that followed several owners expressed their opinion on this resolution. While most were in favour, there were also owners who were concerned about the appearance and others who felt that with the added reinforcement of the rear entrance and the increase in lighting etc, the gate was no longer needed. The call for the vote resulted in: 29 - in favour; 19 - opposed - the 3/4 requirement was not met; resolution was: **DEFEATED**

(10) CONSIDERATION OF 3/4 VOTE "C" – Capital Project 2015-2016

Hans explained that as in prior years, the council wants to take on some major maintenance and repair projects. On the radar this year are; the membrane in T-II on the west side, replacement of the dryer vent caps on the south side in T-III and some allowance for rerouting some dryer vent ducts, as they are reported and budgeted for. Therefore the council proposed to present the following resolution.

Therefore be it resolved that the owners of NW 1874 by a 3/4 vote approve Council to spend up to $100,000 out of the CRF for Capital Projects 2015-2016.

It was MOVED by 616 and SECONDED by 713 to move the resolution to the floor for discussion.

Several questions from different owners were addressed. It was also explained that this is only the start for the membrane replacement around T-II, as the east side will need to be addressed in the near future. After the discussion, a call for the vote by a show of hands resulted with an overwhelming approval of the owners with no one opposed. Resolution **CARRIED**

(11) <u>CONSIDERATION OF PROPOSED OPERATING BUDGET 2013-2014</u>

Clayton Shultz, Strata Treasurer, provided the owners with an explanation of the financial statements. Clayton explained that while there was a surplus this year, some of that surplus will be off set with the prior year's deficit plus a gas payment adjustment. Clayton explained that, for cash flow purposes, the Strata uses an equal monthly payment plan for the gas. This resulted in a buildup of prepaid funds in the low use summer months which then, over the course of the winter, some of that prepaid fund gets used up. CrossRoads requested Fortis to make adjustments so the cash flow was not so greatly impacted by the prepaid arrangements. With no questions from the floor, Hans Arends went over the proposed annual operating budget for the fiscal year November 1, 2015 to October 31, 2016.

It was MOVED – Unit #415, SECONDED – # 603 to adopt the 2015-2016 proposed Operating Budget as presented.

Several questions were addressed. It was also noted that in order to keep White Rock Square II in good condition, repairs need to be made. In her president's report, Dorothy already addressed the fixed costs the Strata faces each month and the amount that is left over to address keeping up our quality of life in the building and emergency repairs etc. The focus of the budget was to keep the increases in fees reasonable, but at the same time address the needs of maintaining the building. While most repairs that need to be done are addressed as needed, at times other items must be postponed because funding is not available and may have to wait for next year's budget.
With no more question from the owners a call was made for the vote by a show of hands. The new budget was overwhelmingly supported, with no owners opposed. The Budget was **CARRIED**

(11) <u>PAYMENT OF STRATA FEES</u>

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

1. Automatic withdrawal from an Owner's account by completing a Personally Approved Payment agreement and forwarding a "Void" cheque for that account.

   If an Owner is already on this system, no further action is required. There will be an extra amount withdrawn from your account to cover the difference in the old fees and the new fees for the month of November and December, 2015 and added to your new January 2016 fees.

2. Post-dated cheques, whereby an Owner supplies Crossroads with 12, post-dated cheques dated the first of each month, commencing November 1, 2015, payable to:

Strata Plan NW 1874 – Unit #____.

Cheques may be left in mailbox 101.

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

(12) ELECTION OF STRATA COUNCIL

Hans Arends explained to the Owners that White Rock Square II's bylaws requires that all current members of the Council resign and 3 Owner be elected from Tower II and 3 from Tower III. Hans also made note of the commitment of the Council Members and how well the council functioned in the past year. It has been his pleasure to work with council and commented in particular about the Strata Council President, Dorothy Bach, for her dedication to the strata in the past years. "Nothing happens that has not passed her watchful eyes" This is certainly refreshing, as not all strata council presidents in his other buildings are showing this level of commitment. His request for a well deserved round of applause to thank Dorothy, was returned with a warm response.

Hans asked the current council members if they would consider standing as nominees for council again. All 5 members renewed their commitment, and a call for nominations from the floor for T-II and T- III resulted in one nominee from T-III. No other owners responded to the call for nominees.

The following names were recorded for Council:

Tower II: Dorothy Bach Jim Crawford Ed Boone

And,

Tower III: Clayton Shultz Denis Clements Bob Cameron

A motion was made by 316 and seconded by 214 to elect these nominees as the Council for 2015-2016. A show of hands revealed no owner opposed to the motion.

A warm round of applause was extended to the newly elected Council.

(13) NEW BUSINESS

One owner requested some information regarding fire safety issues. Ed Boone addressed this issue and explained that he will be calling a meeting, in the New Year, with all the floor-wardens and hopes to invite White Rock Fire department to the meeting in order to provide the floor-wardens with further instructions as to their duties and expectations.
Another owner requested if the volume of the fire bells can be increased as in some cases the bell can not be heard inside some suites. Jim Crawford explained that the only option is to replace them with new digital ones that are very shrill and annoying. Some inquires will be made to see if this can be done.

(14) TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 8.42 p.m.

The first scheduled meeting of the Strata Council will be on Wednesday, January 20, 2016 at 8:00 a.m. in meeting room 101.

Hans Arends
Strata Manager
CrossRoads Management Ltd.

Message from the Strata Council President, Dorothy Bach

Good Evening and Thank you for attending our AGM tonight

I will keep this short so we can get on with the meeting....but I have to thank so many people for their help and assistance in the past very busy year!!

Firstly...Thanks to Tim Pichette and Bob Cameron for their valuable input regarding building maintenance, Geraldine Howe and Ken Swan for their advice re security and safety. Sadly, both Tim and Ken have resigned from their committees, so we thank them for their service and are sad to lose their expertise. Thanks also to Ed Boone and Denis Clements, for their work on organizing Fire Wardens for every floor in the building. It has been very difficult to get volunteers to step up and some floors have NO wardens at all.....so in the event of a fire, and God forbid it ever happens, each resident will be responsible for getting themselves out and perhaps checking on their neighbours too!

Thanks also to Bill Nobes for his continuing work on the telephone list and the Library, and to Mary Cooper for handling our monthly coffee get together and to Ken and Helene Swan for all your assistance in helping to organize our annual Garden party in the summer... Your efforts are very appreciated by all of us!!!

Ed...Thanks for taking on the garden and landscaping...that is a big job and it is looking great. Thanks also for your help on so many other things...I lean on you a lot and appreciate your help!!

Winnie...Thank you for ALL that you do around the building....you make all of our lives better with all the jobs that you volunteer to take on...it is sooooo appreciated and I, for one, could not do this job without your help. Thank you...and to Gerry too...for letting us borrow you so often!!

And Jesse...what can I say about Jesse...except....what a fabulous decision we made to hire him!!!! What a difference he has made to us all...Thanks Jesse...you are amazing and we love that you are part of our family at 1442!

I also have to thank Hans from Crossroads, for all his ongoing support and wise counsel....this job would be impossible for me if you were not there to lean on for assistance and advice!!! You are always there for us and it is sooo appreciated

We are also blessed with all the excellent 'professionals' that we have under contract...Adam, the plumber, Mark and Steve for electrical, Len our wonderful and dedicated janitor/cleaner etc....they all do a FABULOUS job and I for one, consider them part of our family . They are always there when we need them.

The biggest thank you is to Clayton Schultz. This wise, knowledgeable, wonderful man, is our trusted financial guy who tries to keep us on the straight and narrow and within budget. Not always an easy task considering some of the challenges we have faced over the years in trying to maintain our home here on Foster. So THANK you Clayton for your service to us all.....it is appreciated more than you know...and also a big Thank you to your wonderful wife Donna for allowing us to take up so much of your time.

Now , on a last note, I often have owners saying to me 'why doesn't strata do...'...'strata should pay..' etc ....so in the spirit of a bit of an education, I thought it wud be interesting to give you a quick snapshot of our basic financials, re what we take in every month and what are our fixed costs are each month. I really had no idea until I became President and saw the actual bills for approval, just how much it costs to run our big home. We take in about $38,750/mth but pay out fixed costs of about $30,705 which leaves us with about only $8000 to handle all of the other things that either arise unexpectedly or are on our 'wish list'. One leaky dryer vent or problems with the boilers or any of the other myriad problems that show up out of the blue, eat that up pretty quickly. So....that is why we sometimes have to ignore items on the wish list and they get put off time and time again. We do our very best, as a Council of unpaid volunteers, to spend your money wisely and on the most important issues. It is our home too...and hopefully this wee bit of information will give you a better understanding of the bigger picture we on Council face when making decisions.

ALL of your Council has worked very hard on your behalf this past year and I thank them all for the assistance and support.

That is it from me...and now I will turn this meeting over to Hans.

Thank you,... and Hans...take it away.

WHITE ROCK SQUARE II - NW 1874
ADOPTED 2015-2016 OPERATING BUDGET
NOVEMBER 1, 2015 - OCTOBER 31, 2016

	BUDGET	ACTUAL	ADOPTED BUDGET
	2014-2015	2014-2015	2015-2016
INCOME:			
Owners' Contributions	342,810	342,810	363,070
CRF Contributions	65,000	65,000	77,195
Gas Fireplaces - Tower III - $11.23/M	4,500	4,500	4,850
Cablevision - $43.24/M	52,402	52,402	52,402
Fines Income	0	400	-
Moving Fees	500	1,400	500
Interest Income	250	258	250
Sale of Remote Controls	100	200	100
Renovation Fees		1,200	900
Miscellaneous		14	
TOTAL INCOME	**465,562**	**468,184**	**499,267**
OPERATING EXPENSES:			
Janitorial	23,200	22,869	23,200
Caretaker	23,400	22,326	24,610
Tower II Elevator loan - 60 months	17,900	16,709	17,000
Elevator Phones	1,000	698	700
Elevator & Licence	9,500	9,424	9,500
Landscaping	12,500	10,890	12,500
Landscape Improvements	1,500	544	2,500
Pest Control		1,109	1,575
Irrigation System		162	500
Snow Removal	500	255	500
Repairs & Maintenance	24,000	32,432	17,000
Repair and Maintenance Plumbing & Heating	500	116	15,000
Mech. Maintenance Contract - Ram	7,000	2,520	7,000
Mech. Maintenance Contract - Westech	6,500	9,332	6,500
Sanitary pipe cleaning	7,500	7,172	8,000
Dryer Vent cleaning/repairs	3,000	1,449	3,000
Security	2,500	4,065	1,500
Emergency Generator		2,237	2,250
Fire Protection	3,500	5,670	7,500
Window Cleaning-1 per year	7,000	5,670	7,000
Supplies	750	3,238	3,000
Electricity	23,500	20,367	23,500
Water	16,200	19,100	20,200
Garbage Removal & Recycling	2,000	3,436	10,680
Natural Gas	56,000	41,268	50,000
Cablevision	52,402	50,444	52,402
Audit and Legal	200	1,815	2,500
Office expense	2,400	1,961	2,000
Insurance	69,000	65,883	65,883
Consulting Fees		630	1,000
Licenses & Permits		1,086	1,100
WorkSafe BC		53	75
Management Fees	21,000	20,992	21,000
Bank Charges	120	125	120
Web site	101	101	101
Statutory Financial Review		176	176
Miscellaneous		69	1,000
TOTAL EXPENSES	**394,673**	386,393	422,072
Contingency Contributions	65,000	65,000	77,195
Deficit 2013/2014	5,889	5,889	-
TOTAL EXPENSES	**465,562**	**451,393**	**499,267**

Adopted Strata Fees 2015/2016

UNIT	S/L	U/E	FEES	CRF	CABLE	GAS	MONTHLY STRATA
102	1	858	$217.92	$46.33	43.24	0	**$307.49**
103	7	1071	$272.02	$57.84	43.24	0	**$373.09**
104	2	1127	$286.24	$60.86	43.24	0	**$390.34**
105	6	1135	$288.27	$61.29	43.24	0	**$392.80**
106	3	1071	$272.02	$57.84	43.24	0	**$373.09**
107	5	1147	$291.32	$61.94	43.24	0	**$396.50**
108	4	1112	$282.43	$60.05	43.24	0	**$385.72**
111	61	1330	$337.80	$71.82	43.24	11.23	**$464.08**
113	62	1242	$315.45	$67.07	43.24	11.23	**$436.98**
114	65	1221	$310.11	$65.94	43.24	11.23	**$430.51**
115	63	1379	$350.24	$74.47	43.24	11.23	**$479.17**
201	15	801	$203.44	$43.26	43.24	0	**$289.93**
202	8	858	$217.92	$46.33	43.24	0	**$307.49**
203	14	1071	$272.02	$57.84	43.24	0	**$373.09**
204	9	1127	$286.24	$60.86	43.24	0	**$390.34**
205	13	1135	$288.27	$61.29	43.24	0	**$392.80**
206	10	1071	$272.02	$57.84	43.24	0	**$373.09**
207	12	1147	$291.32	$61.94	43.24	0	**$396.50**
208	11	1112	$282.43	$60.05	43.24	0	**$385.72**
211	67	1330	$337.80	$71.82	43.24	11.23	**$464.08**
212	72	1367	$347.20	$73.82	43.24	11.23	**$475.48**
213	68	1242	$315.45	$67.07	43.24	11.23	**$436.98**
214	71	1221	$310.11	$65.94	43.24	11.23	**$430.51**
215	69	1379	$350.24	$74.47	43.24	11.23	**$479.17**
216	70	1360	$345.42	$73.44	43.24	11.23	**$473.32**
301	23	801	$203.44	$43.26	43.24	0	**$289.93**
302	16	858	$217.92	$46.33	43.24	0	**$307.49**
303	22	1071	$272.02	$57.84	43.24	0	**$373.09**
304	17	1127	$286.24	$60.86	43.24	0	**$390.34**
305	21	1135	$288.27	$61.29	43.24	0	**$392.80**
306	18	1071	$272.02	$57.84	43.24	0	**$373.09**
307	20	1147	$291.32	$61.94	43.24	0	**$396.50**
308	19	1112	$282.43	$60.05	43.24	0	**$385.72**
311	73	1330	$337.80	$71.82	43.24	0	**$452.86**
312	78	1367	$347.20	$73.82	43.24	11.23	**$475.48**
313	74	1242	$315.45	$67.07	43.24	11.23	**$436.98**
314	77	1221	$310.11	$65.94	43.24	11.23	**$430.51**
315	75	1379	$350.24	$74.47	43.24	11.23	**$479.17**
316	76	1356	$344.40	$73.23	43.24	11.23	**$472.09**
401	31	801	$203.44	$43.26	43.24	0	**$289.93**
402	24	858	$217.92	$46.33	43.24	0	**$307.49**
403	30	1071	$272.02	$57.84	43.24	0	**$373.09**
404	25	1127	$286.24	$60.86	43.24	0	**$390.34**
405	29	1135	$288.27	$61.29	43.24	0	**$392.80**
406	26	1071	$272.02	$57.84	43.24	0	**$373.09**
407	28	1147	$291.32	$61.94	43.24	0	**$396.50**
408	27	1112	$282.43	$60.05	43.24	0	**$385.72**
411	79	1330	$337.80	$71.82	43.24	11.23	**$464.08**
412	84	1367	$347.20	$73.82	43.24	11.23	**$475.48**
413	80	1242	$315.45	$67.07	43.24	11.23	**$436.98**
414	83	1221	$310.11	$65.94	43.24	11.23	**$430.51**

Adopted Strata Fees 2015/2016							
UNIT	**S/L**	**U/E**	**FEES**	**CRF**	**CABLE**	**GAS**	**MONTHLY STRATA**
415	81	1379	$350.24	$74.47	43.24	10.92	**$478.87**
416	82	1356	$344.40	$74.47	43.24	10.92	**$473.03**
501	39	801	$203.44	$43.26	43.24	0	**$289.93**
502	32	858	$217.92	$46.33	43.24	0	**$307.49**
503	38	1071	$272.02	$57.84	43.24	0	**$373.09**
504	33	1127	$286.24	$60.86	43.24	0	**$390.34**
505	37	1135	$288.27	$61.29	43.24	0	**$392.80**
506	34	1071	$272.02	$57.84	43.24	0	**$373.09**
507	36	1147	$291.32	$61.94	43.24	0	**$396.50**
508	35	1112	$282.43	$60.05	43.24	0	**$385.72**
511	85	1330	$337.80	$71.82	43.24	11.23	**$464.08**
512	90	1367	$347.20	$73.82	43.24	11.23	**$475.48**
513	86	1242	$315.45	$67.07	43.24	11.23	**$436.98**
514	89	1221	$310.11	$65.94	43.24	11.23	**$430.51**
515	87	1379	$350.24	$74.47	43.24	11.23	**$479.17**
516	88	1356	$344.40	$73.23	43.24	11.23	**$472.09**
601	47	801	$203.44	$43.26	43.24	0	**$289.93**
602	40	858	$217.92	$46.33	43.24	0	**$307.49**
603	46	1071	$272.02	$57.84	43.24	0	**$373.09**
604	41	1127	$286.24	$60.86	43.24	0	**$390.34**
605	45	1135	$288.27	$61.29	43.24	0	**$392.80**
606	42	1071	$272.02	$57.84	43.24	0	**$373.09**
607	44	1147	$291.32	$61.94	43.24	0	**$396.50**
608	43	1112	$282.43	$60.05	43.24	0	**$385.72**
611	91	1330	$337.80	$71.82	43.24	11.23	**$464.08**
612	96	1330	$337.80	$71.82	43.24	11.23	**$464.08**
613	92	1242	$315.45	$67.07	43.24	11.23	**$436.98**
614	95	1221	$310.11	$65.94	43.24	11.23	**$430.51**
615	93	1482	$376.40	$80.03	43.24	11.23	**$510.90**
701	55	801	$203.44	$43.26	43.24	0	**$289.93**
702	48	858	$217.92	$46.33	43.24	0	**$307.49**
703	54	1071	$272.02	$57.84	43.24	0	**$373.09**
704	49	1127	$286.24	$60.86	43.24	0	**$390.34**
705	53	1135	$288.27	$61.29	43.24	0	**$392.80**
706	50	1071	$272.02	$57.84	43.24	0	**$373.09**
707	52	1147	$291.32	$61.94	43.24	0	**$396.50**
708	51	1112	$282.43	$60.05	43.24	0	**$385.72**
711	97	1330	$337.80	$71.82	43.24	11.23	**$464.08**
712	101	1356	$344.40	$73.23	43.24	11.23	**$472.09**
713	98	1242	$315.45	$67.07	43.24	11.23	**$436.98**
714	100	1221	$310.11	$65.94	43.24	11.23	**$430.51**
11N/G	56	1167	$296.40	$63.02	43.24	0	**$402.65**
13N/G	57	1242	$315.45	$67.07	43.24	0	**$425.75**
14N/G	60	1221	$310.11	$65.94	43.24	0	**$419.29**
15N/G	58	1325	$336.53	$71.55	43.24	0	**$451.32**
16N/G	59	1313	$333.48	$70.90	43.24	0	**$447.62**
112N/G	66	779	$197.85	$42.07	43.24	0	**$283.16**
116N/G	64	1367	$347.20	$73.82	43.24	0	**$464.25**
616N/G	94	1448	$367.77	$78.19	43.24	0	**$489.20**
715N/G	99	3300	$838.15	$178.20	43.24	0	**$1,059.59**
		119125	**$29,417.69**	**$6,434.16**	**$4,366.83**	**$403.56**	**$41,460.39**

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, SEPTEMBER 23TH, 2015***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2014/2015

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447

EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445

For access to common rooms
(electrical rooms etc.)
contact Jesse Train
604-834-0313
or
jesse@crpm.ca

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE: **REGRETS:**
Denis Clements
Dorothy Bach
Ed Boone
Clayton Schultz
Jim Crawford

Jesse Train, Caretaker
Gerry Blanchard &
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. Council reports that Tim Pichette has resigned from the position on the Building Maintenance Committee. Council regrets his resignation and recognizes his valuable contributions to the Strata Corporation.

(2) REPORT FROM JESSE

Jesse informed council that several issues were addressed in the past months. Some work was done on the boiler to make it winter ready, plus a pipe vibration in T-II was mitigated and City Hall was informed about knotweed in the park area encroaching into the garden area of White Rock Square II. Roof drains were attended to and Jesse was able to do some maintenance caulking on the roof in T-II. He also reported on the work done on the south elevation of T-III, which is nearing completion. The dryer vent cleaning in T-II is scheduled for October 8 & 9 starting from the bottom floor. Ed Boone will be helping Jesse with this project. (Thanks Ed!... this is much appreciated). The roof spraying in T-III is ongoing.

Jesse was thanked for his report and left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the July 15, 2015 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**
Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com.
For access please contact Hans at hans@crpm.ca.

(4) FINANCIAL REPORT - CLAYTON SHULTZ

4.1 FINANCIAL STATEMENTS

Clayton Shultz reviewed the financial statements with council and made some comments. Although some line items on the budget comparison are over budget, others came in under budget. All in all the bottom line is still within budget and Council has put some items on hold in order to remain within the budget. It was MOVED/SECONDED to adopt the financial statements for the months up to August 31st, 2015. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Council reports that they have had a Lien placed on one of the units due to strata fees being in arrears. The cost for the Lien placement will be charged to the owner. Council will closely monitor this situation and if needed, will proceed with a forced sale if the strata fees are not forthcoming. Unpaid fees have a serious impact on the cash flow. It was MOVED/SECONDED to apply interest and fines as per Strata bylaws until the balance is paid. Council thanks all those owners who have kept their fees up to date.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 LEGAL ADVICE

Council discussed the status on legal advice. Due to privacy concerns no details can be disclosed.

5.2 SOUTH ELEVATION T-III

The caulking on the south elevation T-III has been started but some concerns were reported to Council and the Building Committee. Council retained the service of Paul Kompauer from Calysta Consulting to address these concerns. Paul met with Bob Cameron, (Building Committee) Jesse, Jason Ewert from Remdal and Hans Arends. Paul recommended we proceed with the current approach for now, and provided Council with a full report of his findings, which also outlined a long term solution to this issue for consideration in a few years.

5.3 SKYLIGHTS

Council received a recommendation to replace the current skylights in T-III. Some have cracks in one of the double domes plus there are concerns regarding the seals on them. Wiley Roofing and Columbia Skylights have offered to replace all 17 skylights [not only the 3 that have cracks] for a substantially reduced cost of $100 per skylight. Columbia will be using the same material on both the layers of the double dome to avoid cracking in the future. It is believed that this will also eliminate the access points for the springtails in the spring. Council approved the proposal earlier, at the end of August by email, and it was MOVED/SECONDED to ratify the approval. **CARRIED**
The skylights are on order and will be installed sometime in October weather permitting.

5.4 SIGNAGE UPDATED

Ed Boone reported that only one sign remains to be up dated. All others have been replaced at minimal cost to the strata and in some cases, the signs were free.

5.5 CAP OFF FIRE PLACES T-III

Earlier in the year, Council requested that any owners who are not using their fireplace and thus want their gas charges removed from their maintenance fees, provide council with a certificate from a gasfitter that their fireplace has had the supply line capped off. Council requests that any affected owners provide council with the certificate. Otherwise all owners in T-III will be charged their contributions toward the gas invoice when the new budget takes effect on November 2015.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Ed Boone reported that great progress has been made. The City of White Rock has again been contacted regarding their trees and weeds growing on WR Square II's property. They have reported that this is on their 'to do' list but can not promise when it will be done. Some items that were on the Landscape Committee's wish list have been put on hold until the coming year, due to budget restraints.

6.2 BYLAWS

Clayton reported that he will be meeting with the bylaw committee in the coming weeks to review the draft copy of the bylaws. He apologized for the delay but promised to have it all ready before the next council meeting.

6.3 SECURITY/SAFETY

Dorothy asked Denis Clements to be the council liaison for the security, safety and fire committee. One of the most needed projects is a proper update and appointment of fire floor wardens. The Council requests that any owners who would like to volunteer to be a floor warden please contact Denis, Ed Boone or Wally Philips.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received an email regarding the billiard/exercise room. Some of the exercise equipment seems to be dated and in need of service, plus the billiard accessories are in need of replacement. Council discussed the various issues and Ed Boone offered to look into the exercise equipment issue and discard those items that are out dated and need repair. As far as the billiard accessories are concerned, Council decided not to replace these but rather put the option out to each owner who plays billiards to have them provide their own cues, tips etc.

(8) NEW BUSINESS

8.1 DRYER VENT REROUTE

Council discussed the report they received regarding dryer vents in T-III. One of the units has a blocked vent and attempts to unblock this have failed. Council has made inquiries how to resolve this issue. Quotes have been requested and different options will be proposed to the owners.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m. The next scheduled meeting for Council is on **Wednesday, October 21, 2015** at 8:00 a.m. in unit 101.

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, OCTOBER 21TH, 2015***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2014/2015

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

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604-834-0313
or
jesse@crpm.ca

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS:**
Denis Clements	
Dorothy Bach	
Ed Boone	
Clayton Schultz	
Jim Crawford	

Jesse Train, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. Jim informed Council that he will be leaving the meeting at 9:00 am due to work related issues.

(2) REPORT FROM JESSE

Jesse advised that several issues were addressed in the past month. Most deal with drainage, heating and renovation issues. Jesse also reminded council that the semi-annual drain cleaning is due soon.
The irrigation system needs to be winterized in the coming weeks. Jesse reported that in one of the renovations in TII, the crew has not cleaned up after themselves every day. A warning was issued. Also, a continued attempt has been made for access to a suite in TII for an inspection but to no avail as the owner never allows access. Jesse will continue to try and gain access.
The work on the south elevation in T-III is completed for this season. More work will be needed in the spring in regard to the dryer vent caps.
Jesse requested that Council bring in the help of a landscaper to do the pruning and trimming of trees.
Jesse requested an increase in pay for council to consider in next years budget.

Jesse was thanked for his report and left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the September 23, 2015 Council Meeting. It was MOVED/SECONDED to adopt

the Council Minutes as presented. **CARRIED**
Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca.

(4) FINANCIAL REPORT - CLAYTON SHULTZ

4.1 FINANCIAL STATEMENTS

Clayton Shultz reviewed the financial statements with council. Although some line items on the budget comparison are over budget, others came in under budget, so all in all, the bottom line is still within budget. Council has put some items on hold in order to remain within the budget. It was MOVED/SECONDED to adopt the financial statements for the month of September, 2015. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Council reports that a couple of owners are in arrears with the Strata Fees. In one case, the owners have made arrangements to clear the balance. The other owner remains in arrears and efforts are continuing to collect and clear that considerable balance.

4.3 END OF FISCAL YEAR

October 31st is the end of the Strata Corporation's fiscal year. Council has arranged to meet with Hans November 12 in order to plan the budget, in advance of the upcoming AGM.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 LEGAL ADVICE

Council discussed the status on legal advice. Due to privacy concerns no details can be disclosed.

5.2 SOUTH ELEVATION T-III

The caulking on the south elevation T-III is finished and it was brought to council's attention that there is a small gap in some of the dryer vent duct systems where it reachs the outside. Quotes will be obtained to correct this in the coming year.

5.3 SKYLIGHTS

The skylights are on order and will be installed in the coming weeks weather permitting.

5.4 CAP OFF FIRE PLACES T-III

Earlier in the year, Council requested that any owners who are not using their fireplace, and thus want their gas charges removed from their maintenance fees, provide council with a certificate/proof from a gasfitter that their fireplace has had the supply line capped off. Council requests that any affected owners provide council with the certificate. Unless council receives proof that the actual gas supply line is capped, all owners in T-III with a fire place will be charged their contributions toward the gas invoice when the new budget takes effect November 2015, even if you were exempt in past years.

5.5 DRYER VENT REROUTE

Council will need more information before they can make a decision.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Ed Boone reported that great progress has been made. The City of White Rock has again been contacted regarding their trees and weeds growing on WR Square II's property. They have reported that this is on their 'to do' list but can not promise when it will be done. Some items that were on the Landscape Committee's wish list have been put on hold until the coming year, due to budget restraints.

6.2 BYLAWS

Clayton reported that while he has almost completed the proposed bylaws, most likely it will not be ready for the upcoming AGM, tentatively set for on December 9th. He apologized to Council for the delay.

6.3 SECURITY/SAFETY

Denis and Ed have been trying to recruit floor wardens to comply with fire safety regulations. There are still some more wardens needed. If you are interested in volunteering for this position please contact Denis for T-III at 604-538-7361 or Ed for T-II at 604-560-4570.

6.4 BUILDING & MAINTENANCE

Council discussed all the water shut offs that have occurred recently. It was noted that last year, TII installed valves that now isolate the units in a riser/stack (e.g. all units with _01; _02; etc.) thus only inconveniencing a small section of owners. This option does not seem to be available in T-III. Hans was asked to investigate this with Bob Cameron and Jesse, to see if there is a way to have the same set up for TIII and if yes, to get quotes to add to the new budget for next year.

(7) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

(8) <u>NEW BUSINESS</u>

8.1 WINDOW REPLACEMENT

One owner requested to replace one of their windows. Council approved the replacement provided that the some color scheme for the windows in that building is maintained.

8.2 WATER LEAK

A water leak occurred in one of the suites in TIII that is undergoing some renovations. Repairs will be done by the owners and their insurance.

8.3 OPTION OF CELLPHONE SERVICE FOR ENTERPHONE

Council was informed that there may be a possibility to upgrade the current enter phone system so that cell phones can be used to allow access into the building. Council has not received the cost of the upgrade but if this is something owners would be interested in doing, please let council know, so we can explore the option in more detail.

8.4 INSURANCE RENEWAL

Council reviewed the renewal policy for the coming year. After some discussion, it was MOVED/ SECONDED, to renew the policy with HUB-International Coastal Insurance. The premium will be financed as was done in previous years.

8.5 RENOVATIONS

Earlier in the week, a fire alarm went off in T-II, in a suite that was being renovated. There was no way to contact the owner and eventually the Fire Department was called and they were able climb in an open window to shut off the alarm. Council will see if there are steps that can be taken to avoid this in the future.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m. The next scheduled meeting for Council is on **Wednesday, November 18, 2015** at 8:00 a.m. in unit 101.

Hans Arends
Strata Manager
CrossRoads Management Ltd.

Note: the Annual General Meeting is tentatively set for December 9, 2015. Please mark your calendars and plan to attend. More information will follow.

Council would like to encourage all owners to sign up to receive all minutes on line. When signed up you will no longer receive a printed copy of the minutes. This will save the Strata Corporation in printing cost and is more environmentally friendly. http://WRSquareII.mybuildingonline.com
For the access code please contact Hans at hans@crpm.ca

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES *WEDNESDAY, NOVEMBER 18th, 2015*

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2014/2015

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
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604-834-0313
or
jesse@crpm.ca

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	REGRETS:
Denis Clements	Clayton Schultz
Dorothy Bach	Jim Crawford
Ed Boone	

Jesse Train, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:08 a.m. by Dorothy Bach, a quorum being present.

(2) REPORT FROM JESSE

Jesse advised that several issues were addressed in the past month including loud noises in the heating system in T-II, which were addressed and solved, plus cleaning all the drains and roofs in the past weeks. More work will be done on the drains in the coming weeks. Jesse also reminded Council that he will be on holidays and Ed Boone will be helping out with access for trades' people. Jesse will be back from holidays on Dec 01.

Jesse was thanked for his report and left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the October 22, 2015 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Council reported that they had a budget meeting on November 12th. The budget items and the October financial statements were discussed at that meeting. Therefore it was MOVED/SECONDED to adopt the financial statements for the month of October, 2015. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Council reports that a few owners are in arrears with Strata Fees. In some cases, owners are paying with post dated cheques and CrossRoads Management has not yet received the new cheques. Council also discussed the issue of one owner, who has not paid Strata fees since February 2015. Plus it was determined that this suite is occupied by a non-owner, in breach of the strata corporation's bylaws. It was therefore MOVED/SECONDED to seek legal advice on; 1) collection of Strata Fees and 2) how to deal legally with a request to the owner to have the unit vacated. **CARRIED**
Council also MOVED/SECONDED to fine and charge the owner interest for late payment as per Strata's bylaws. **CARRIED**

(5) <u>BUSINESS FROM PREVIOUS MINUTES</u>

5.1 SOUTH ELEVATION T-III UPDATE

The caulking on the south elevation T-III is finished and it was brought to council's attention that there is a small gap in some of the dryer vent duct systems where it reachs the outside. Quotes will be obtained to correct this in the coming year.

5.3 SKYLIGHTS

The skylights have arrived and will be installed in the coming weeks weather permitting.

5.4 CAP OFF FIRE PLACES T-III

Council received confirmation from 3 owners that their fireplaces were capped off. These owners will not be charged for gas consumption.

5.5 DRYER VENT REROUTE

Council is waiting on quotes for this work.

5.6 WATER LEAK

Hans reported that the quotes to repair all the water damage have come in slightly over $10,000.00 which is the Strata's deductible for water damage. Council discussed this and also requested that quotes be obtained to repair the common hallway and have this work done. The owners of the suite are responsible for the damage for up to strata deductible.

(6) <u>COMMITTEE REPORTS</u>

6.1 LANDSCAPING

Ed Boone reported that Janscape Property Service will be out in the first week of December to do some tree pruning and trimming.

6.2 BYLAWS

No update available.

6.3 SECURITY/SAFETY

Ed reported that he has spoken with a fencing company to install a gate at the east entrance. The matter will be brought to the Annual General Meeting, which is scheduled to take place on December 9th. Dorothy reported that she received a warning via Tim Pichette, that the fellow who broke into the garage a few months ago, was again operating in the area and 'hit' the garage in a neighbouring building. All residents are requested to be cognizant about security and ensure that outside doors are closed. In particular the gate into the garage should be closed before driving away. Your help will be greatly appreciated.

FLOOR WARDEN

Ed reported that he received a very positive response in T-II and for most floors, two residents have come forward to be a floor warden. Denis reported that he needs more volunteers in T-III to step forward. Ed and Denis will be getting together in the coming week to see if they can get more volunteers. In the meantime those that are interested in helping out, are asked to contact either Ed, Denis or Hans at CrossRoads Management Ltd.

6.4 BUILDING & MAINTENANCE

Council discussed the membrane issue and the water leaks into the garage area. Council will be addressing it at the AGM and request approval to start replacing the membrane in sections.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received an email regarding smoke drifting into the hallways. While there is no bylaw regarding smoking inside a strata lot, council wants to remind smokers that they should take precautionary steps to avoid smoke drifting into the hallways. Perhaps keeping a window open or activating the bathroom and/or kitchen fans and also sealing their doors, may help to alleviate this issue.

(8) NEW BUSINESS

8.1 ANNUAL FIRE SAFETY INSPECTION

Council received a reminder that the Annual Fire Safety Inspection is due this month. Westech Strata Service has set aside Tuesday November 24 to do this inspection. Council discussed this and it was MOVED/SECONDED to approve the inspection. **CARRIED**

All residents are reminded that this is a mandatory inspection and all owners/residents have to allow access into their suite to ensure that the heat/smoke sensors are properly working. This inspection is for your and all others, sharing residency in your building, safety.

8.2 UNINSURED VEHICLES

Council wants to remind all owners that all vehicles parked in the garage must carry insurance. If you are going away for an extended period of time, please ensure that your vehicle is properly insured. Also, all vehicles that are stored, must carry proper storage insurance and must display their insurance policy on the dash-board. [Bylaw 42 - Section (3)].

8.3 RECYLING SIGNAGE

Denis requested that some signage by installed by the recycling and organic disposal bins to help residents to identify what is acceptable refuse and in which container it should be placed. Quotes were obtained and Council MOVED/SECONDED to have the signs made up and installed above the bin areas. The signs will be 24”X36”.

8.4 ANNUAL GENERAL MEETING [AGM] NOTICE

Council reviewed the proposed AGM notice and the resolutions. Some minor changes were made. Council is pleased to announce that the AGM will take place December 9th. Please mark your calendar and plan to attend.

8.5 BUDGET REVIEW

Council reviewed the final proposal for the new fiscal year November 1, 2015 to October 31, 2016. There will be a slight increase of just less than 7% for the coming year. Council also proposed to spend up to $100,000 from the Contingency Reserve Fund for capital expenses. This includes work on the Membrane, replacement of the Dryer Vent Ducts and work on the south elevation.

8.6 LIST OF RECOMMENDED TRADES PEOPLE

Council discussed the idea of compiling a list of trades' people that have worked successfully for different owners in White Rock Square II and who not only did a great job for that owner, but also left the building clean and tidy after each work day. While council realizes they cannot force a particular trade person on owners, it is also true that trades who are disruptive, neglectful and do not follow Council's instructions regarding daily clean up, the use of common area etc, are creating more work for Council, our Janitor and Caretaker plus also upset residents who have to live through messy hallways and elevators. Ed and Denis will work on compiling such a list that can then be distributed to owners and added to the welcome package of new owners for their use, if they so desire.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m. The short Council Meeting is scheduled on **Wednesday December 9th** after the AGM.

Hans Arends
Strata Manager
CrossRoads Management Ltd.

Note: the Annual General Meeting is set for December 9, 2015. Please mark your calendars and plan to attend.

Council would like to encourage all owners to sign up to receive all minutes on line. When signed up you will no longer receive a printed copy of the minutes. This will save the Strata Corporation in printing cost and is more environmentally friendly. http://WRSquareII.mybuildingonline.com
For the access code please contact Hans at hans@crpm.ca

ANNUAL GENERAL MEETING MINUTES *WEDNESDAY, DECEMBER 7, 2016*

WHITE ROCK SQUARE II – NW 1874

ATTENDANCE:

38 Owners registered in person
17 Owners registered and represented by proxy

(1) CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Dorothy Bach, Chair.

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

The roll was called and all proxies certified by Mr. Hans Arends in accordance with the requirements of the Strata Property Act. The Act requires that a quorum consisting of one-third of the Owners be present in order for the meeting to proceed. Hans reported that with 55 owners present a quorum was met.

(3) PROOF OF NOTICE/WAIVER OF NOTICE

Hans Arends, Strata Manager, advised that appropriate notice must be given to all Owners either by mail, to their last-known address, or hand-delivered on-site. In the case of this Annual General Meeting, the notices were hand-delivered to all Resident Owners on site on November 19, and mailed to all non-Resident Owners on November 18, 2016.

(4) ADOPTION OF PREVIOUS AGM/SGM MINUTES

It was MOVED – 605 and SECONDED – 507 to adopt the minutes of the Annual General Meeting held on December 9, 2015 as presented. **CARRIED**

(5) CHAIR'S REPORT – DOROTHY BACH

See attached.

(6) REPORT ON INSURANCE

Hans Arends informed the Owners of details of the Strata Corporation's insurance policy. The 12 month policy was entered into on November 1, 2016 with a premium of $68,586.00 (last year was $ 65,381)

Some details of the policy with HUB-International Coastal Insurance Brokers are as follows:

Property Replacement value - $39,040,000 (last year was $ 37,378,600)

Coverage Limits:		Deductibles:	
All Property Coverage-	$ 39,040,000	Perils-	$ 1,000
Liability coverage -	10,000,000	**Water -**	**10,000**
Directors and Officers -	2,000,000	Flood -	25,000
Volunteer Accidents-	100,000	Glass -	100
		Earthquake –	10%

Hans explained that although the Strata Corporation does provide coverage for common property, this may not include loss in Strata Lots. Therefore it is very important that owners seek additional insurance and ensure that they have the proper coverage, in particular for improvements as well as deductibles that will be charged back to the owners who are found responsible for the damage. Hans invited Owners to call should there be any questions regarding the Corporation's insurance or with any questions regarding In-suite insurance contents policy. He also advised that owners, when renewing their content insurance, should take along the summary page of the strata corporation's policy and show it to the insurance broker to ensure that proper and full coverage is obtained.

(7) RATIFICATION OF RULES

Hans explained that the council had not implemented any new rules in the past year but rather that some of the rules were incorporated in the new proposed bylaws to be voted on later in the meeting.

(8) CONSIDERATION OF 3/4 VOTE RES. - "A" – Security Gate at the east Garden Entrance

The east garden entrance has been a concern for some time now. Several times in the past years, thieves have used the garden area to break into the building, plus local young people have also accessed the garden for midnight garden parties. Last year this was brought to the AGM but while a majority of the owners were in favour, it did not meet the ¾ vote needed to proceed. In light of the above, council proposed the following resolution:

Therefore be it resolved that the owners of NW 1874 by a 3/4 vote approve the installation of a gate at the east entrance and this to be funded for up to $ 4000.00 out of the CRF.

It was MOVED by 416 and SECONDED by 507 to bring the resolution to the floor for discussion.

In the discussion that followed several owners expressed their favour and opposition to the resolution. A call for the vote resulted in:

37 in favour 18 opposed the resolution was **DEFEATED**

(9) CONSIDERATION OF 3/4 VOTE - RESOLUTION "D" – Capital Project 2016-2017

Hans explained that, as in previous years, the council again would like to continue the needed capital projects for the coming year. At this time three of the 8 walls are now painted and the caulking was applied around the windows. This year again, some more walls will be addressed plus other projects such as re-routing of needed dryer vent ducts and the garage membrane injections are on the list. Council's aim is to have this work started a lot earlier than last year.

Therefore be it resolved that the owners of NW 1874 by a 3/4 vote approve Council to spend up to $100,000 out of the CRF for Capital Projects 2016-2017.

It was MOVED by unit 713 and SECONDED by unit 411 to bring the resolution to the floor for discussion.

In the discussion that followed some questions were addressed and a call for the vote resulted in

All in Favour this resolution was **CARRIED**

(10) CONSIDERATION OF 3/4 VOTE - RESOLUTION 'C' – New Bylaws

Hans explained that in the past years the Bylaw Committee had reviewed and revised the bylaws. This proposed set of new bylaws, which included both some updates and deletions, were then presented at the information meeting in October. The owner's recommendations were incorporated into the proposed bylaws and the whole package was sent to Shawn Smith to review for legal purposes, Shawn made a few adjustments and that package was distributed along with the AGM Notice. Clayton explained that changing bylaws was labour intensive and not something you want to do every year. However, it is possible that amendments can be made from time to time when deemed necessary.

Therefore be it resolved that the owners of Strata Plan NW 1874 to adopt by a 3/4 vote the proposed bylaws, as was distributed with the AGM Notice, as their new bylaws.

It was MOVED by 713 and SECONDED by 415 to bring resolution C to the floor for discussion. Hans explained that due to some oversight, a MOTION was required to add the words 'to repeal any previous registered bylaws and' so that the new resolution reads:
Therefore be it resolved that the owners of Strata Plan NW 1874 repeal any previous registered bylaws and to adopt by a 3/4 vote the proposed bylaws as were distributed with the AGM Notice as their new bylaws.
It was MOVED by 415 and SECONDED by 114 to amend the resolution as stated above. With no one opposed, this motion was **CARRIED**
In the further discussion one owner requested some information as to why the new bylaws would not allow a house exchange program. Hans explained that this was discussed at the information meeting and there was consent at that meeting not to allow this. Therefore council took that as a direction to add this to the bylaws. Some other questions were addressed and a call for the vote resulted in:
54 in favour 1 opposed this resolution was **CARRIED**

(11) CONSIDERATION OF 3/4 VOTE - RESOLUTION 'D' - New Bylaw – No Smoking

Hans explained that the council received a petition from owners to add a no smoking bylaw to the proposed bylaws. The proposed no smoking bylaw was also sent to Shawn Smith for review and he made some adjustments in the wording and stated in his review that grandfathering is not clearly contrary to provisions in the Strata Property Act. But this could be challenged. However, at this time he did not see an issue with providing a grandfather clause in this bylaw.

Therefore be it resolved that the owners of Strata Plan NW 1874 amend their bylaws and add a no smoking bylaw, as proposed and distributed with the AGM Notice, as follows:

41 Smoking Prohibited

(1) An Owner, tenant, occupant or visitor is prohibited to smoke:
- (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, stairs, storage locker areas, etc;
- (c) on patios and balconies; and
- (d) within 7 metres (21 feet) of a door, window or air intake.

(2) For the purposes of this Bylaw, the term "Smoking" includes, but is not limited to, tobacco smoking, smoking using electronic cigarettes, marijuana smoking, and crack cocaine smoking.

(3) All persons, including but not limited to Owners, tenants, occupants and visitors must comply with this Bylaw. Owners and tenants must ensure that this Bylaw is not violated by their visitors or any one person they allow into the building.

(4) An Owner, tenant or occupant residing in a strata lot at the time of the passage of this bylaw and who regularly smokes tobacco shall be exempt from subsection (1)(a) provided that they

notify the strata corporation in writing within 30 days of the passage of this bylaw that they are claiming an exemption.

(5) Any exemption under subsection (4) shall apply only to the individual claiming the exemption and shall expire upon their ceasing to reside in the strata lot.

It was MOVED by 411 and SECONDED by 714 to bring this resolution to the floor for discussion.

Several questions were addressed and it was suggested by an owner to post no smoking signs outside the building and in the hallway to inform future owners that smoking is not allowed even in strata lots.

A call for the vote resulted in:
44 in favour 9 opposed 2 abstained this resolution was **CARRIED**

(12) CONSIDERATION OF 3/4 VOTE "E" – Update Depreciation Report

Hans explained that the depreciation report will expire in March 2017. Council did not get a chance to review this and therefore it is proposed to postpone the renewal until 2018. This will allow council time to review the current condition of the building.

Therefore be it resolved that the owners of Strata Plan NW 1874 will postpone the renewal of the Depreciation Report until 2018.

It was MOVED by 407 and SECONDED by 413 to bring this resolution to the floor for consideration.

Some discussion followed and a call for the vote resulted: all in favour this resolution was **CARRIED**

(13) CONSIDERATION OF PROPOSED OPERATING BUDGET 2016-2017

Clayton Shultz, Strata Treasurer, provided the owners with an explanation of the financial statements. Clayton explained that while there was a surplus again this year, this surplus allowed the council to use those funds to payout the elevator loan. Hans Arends went over the proposed annual operating budget for the fiscal year November 1, 2016 to October 31, 2017. He pointed out that there is an increase this year but that the increase deals mainly with the Contingency Reserve Fund. If the owners want to continue doing the necessary capital works using the Contingency Fund, the fund needs to be replenished.

It was MOVED by 507, SECONDED by 415 to adopt the proposed Operating Budget for 2015-2016 as presented.

Several questions were addressed and then a call was made for the vote by a show of hands. The new budget was supported, with no owners opposed. The Budget was **CARRIED**

(14) PAYMENT OF STRATA FEES

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

1. Automatic withdrawal from an Owner's account by completing a Personally Approved Payment agreement and forwarding a "Void" cheque for that account.

   If an Owner is already on this system, no further action is required. There will be an extra amount withdrawn from your account to cover the difference in the old fees and the new

fees for the month of November and December, 2016 and added to your new January 2017 fees.

2. Post-dated cheques, whereby an Owner supplies Crossroads with 12 post-dated cheques dated the first of each month, commencing November 1, 2015, payable to:

Strata Plan NW 1874 – Unit #____.
Cheques may be left in mailbox 101.

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

(15) ELECTION OF STRATA COUNCIL

Hans Arends explained to the Owners that White Rock Square II's bylaws require that all current members of the Council must resign. Hans also made note of the commitment of the Council Members and how well the council functioned in the past year. It has been his pleasure to work with council. While he understands that there comes a time for a council member to move on, he did indicate that working with Clayton Shultz and Ed Boone had been a real pleasure. Clayton has been a long term council member and his words of advice will be missed. Ed, in the few years he served as council member, has shown such great dedication and he also will be missed. Hans also expressed his appreciation for Dorothy Bach as council president. Many phone calls are made dealing with the interest of the strata between Dorothy and him. He also expressed appreciation for Bob Cameron and his knowledge about building structure and the time he dedicates for this position. Denis Clements also helps out in many different areas. Hans asked Dorothy Bach, Denis Clements, Bob Cameron, the three current council members, if they would consider standing as nominees for council again and they all accepted the call. Then Hans pointed out that these three will need help from other owners to join in order to get things done.

Upon the call, the following names were nominated for Council as well: Ken Morrison and Michele Jackson who accepted their nomination. One of the owners nominated Geraldine Howe, who was not present to accept the nomination but she was added to the list of nominees.

Hans explained that these nominees need to be voted in for the council positions and this could be done individually or as a slate by an owner making a motion.

A motion was made by 113 and seconded by 714 to elect these nominees as the Council for 2016-2017. A show of hands revealed no owner was opposed to the motion.

A warm round of applause was extended to the newly elected Council.

(16) NEW BUSINESS & TERMINATION OF MEETING

After some general discussion the meeting was terminated at 8:40 pm.

The first scheduled meeting of the Strata Council will be on Wednesday, December 14, 2016 at 8:00 a.m. in meeting room 101.

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, JANUARY 20th, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503
Bob Cameron - #711

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

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Fax: (778) 578-4447

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24 HOUR SERVICE
(778) 578-4445

For access to common rooms
(electrical rooms etc.)
contact Jesse Train
604-834-0313
or
jesse@crpm.ca

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS:**
Clayton Schultz	Ed Boone
Denis Clements	
Dorothy Bach	
Jim Crawford	
Bob Cameron	

Guest: Mr. Val Varga, from BCHP Consulting.
Val is an engineer who specializes in Building Envelope and Membranes.

Jesse Train, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:08 a.m. by Dorothy Bach, a quorum being present.

(2) REPORT FROM VAL VARGA

Val Varga had previously visited the site in order to advise council on the membrane. Val reported that the membrane has some cracks which allow water into the garage in T-II, but in general there were no big concerns. However, Val requested permission from Council to spend another day on site, with an assistant, to further review the issues and produce a report with several options on how to address the issues plus a realistic estimation of the costs for each option. This report would cost $800. Council thanked Val for his explanations. Council will discuss the proposal and get back to him. Val thanked the council for their time and left the meeting.

(3) REPORT FROM JESSE

Jesse reported on several issues that needed attention in the past months. On some of the issues he was waiting for quotes. Others issues were related to maintenance and repairs. Council asked several questions and thanked him for his report and Jesse left the meeting.

(4) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the November 18, 2015 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Clayton Shultz, Strata Council's Treasurer, reported on the financials for the months of November and December. He noted that at this time, there is a surplus but he reminded council that some repairs were slated to be carried out in the coming months and some of the budget items are annual maintenance. It was MOVED/SECONDED to adopt the financials as presented. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Council reports that a few owners are in arrears with Strata Fees. This is mostly due to the increase in fees and some owners have not yet caught up to the differences in the fees. White Rock Square II fiscal year starts on November 30th and, after the owners approved the budget at the Annual General Meeting in December, the difference in fees is reconciled in January when the fees come out of the account. For those owners who pay by cheque, they will have to issue new postdated cheques and add the difference on the first January cheque. If there are questions do not hesitate to contact the Strata Manager for clarification.

Council also discussed the one owner who has not issued strata fees payments since the beginning of 2015. Council has requested advice from Shawn Smith, the strata lawyer, and he advised Council to start the court process of a forced sale of the unit. Council discussed the matter and the fact that the owner is not responding to any letters or phone calls. It was MOVED/SECONDED to follow through with the lawyer's recommendation and start the foreclosure proceedings for unit 102. **CARRIED**

(6) BUSINESS FROM PREVIOUS MINUTES

6.1 SOUTH ELEVATION T-III UPDATE

Council reviewed a quote received to mitigate the dryer vent issues on the south elevations of T-III. It is proving difficult to find a company willing and able to do this type of work. Council also wants to seek a second opinion on this work.

6.2 SKYLIGHTS

Council reports that the new skylights have been installed.

6.3 DRYER VENT REROUTE

Council reviewed quotes received regarding the dryer vent duct reroute. It was MOVED/SECONDED to award Remdal with the work for unit 411. **CARRIED**
The owner will be advised when the work will be starting.

6.4 WATER DAMAGE

Council reviewed the progress of the water damage originating from a couple of suites in T-III. The damage also affected the hallways, which is common property. Council requested that there be a written procedure in place, so all owners understand the process and confusion is eliminated. Hans will be working on a proposal to be reviewed by council and shared with the owners upon approval.

(7) COMMITTEE REPORTS

7.1 LANDSCAPING

Council reported that the trimming of the trees is completed. The work done looks excellent but the cost was slightly more than originally budgeted for. However, council realized that some areas had not been properly trimmed for a number of years and therefore approved the overrun but, will try to make adjustments in other areas. The estimate was approved by email in December.

7.2 BYLAWS

Clayton reported that he will be meeting with Bill Nobes, the remaining bylaw committee member, and he asked if Hans Arends would be willing to meet with the committee to advise them.

7.3 SECURITY/SAFETY

Residents are requested to be cognizant of their surrounding. In particular ensure the exit doors are secured when leaving or entering the building.

FLOOR WARDEN

Council reports that enough residents have stepped forward to volunteer to be a floor warden. Council thanks these residents and new notices will be posted on each floor beside the elevator to inform all residents on that floor who the floor wardens are.

7.4 BUILDING & MAINTENANCE

Council discussed the membrane issue and the request of Val Varga to spend some time to do a full report for the council. Jim Crawford informed council that he had dealings in the past with Val and the outcome was very successful for that strata corporation, his recommendations where affordable and worked out very well. It was MOVED/SECONDED to approve Mr. Varga's request and have a report compiled with the recommendations for council to review at the next council meeting. Council will also request Mr. Varga to investigate the south elevation of T-III and provide some recommendation on that project. **CARRIED**

(8) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received an email regarding smoke odours still drifting into the hallway. The owners want the council to enforce the bylaws, stating that the smoke has become a nuisance for them. Hans advised that the council seek legal advice on this issue.

Council received a couple other complaints and discussed those complaints as well. Because of its nature the owners will be contacted and informed off the council's decisions.

(9) <u>NEW BUSINESS</u>

9.1 ANNUAL FIRE SAFETY INSPECTION

Council reviewed and discussed the list of deficiencies. It was MOVED/SECONDED to approve the estimate. **CARRIED**

9.2 ELEVATOR ISSUES

Council discussed the recent elevator issues in T-III. While not all the issues were related, it was noted that at one time the sensors were out of place and that this may be due to carelessly moving items in and out of the elevator, plus there was paint smeared on one of the sensors. Also some of the issues could be related to people holding the doors open too long and not using an elevator key.

9.3 ENTERPHONE COMPUTER AND MONITOR

Council reports that both the computer and monitor for the Enterphone have been replaced.

9.4 GAS FIRE PLACE INSPECTIONS

Council discussed the need to have fire places (in T- III) inspected on a regular basis. While some owners do it on regular intervals others have not done this for years. Therefore Council discussed that for safety reasons, to have this arranged and charge the owners back for this service. The cost will be $60 (plus applicable taxes). Owners whose fireplaces have been serviced in the past couple years must provide evidence that this service is done and will be exempt from the charges.

9.5 GARBAGE AND COMPOST

It was noted that some residents have a habit of leaving the green garbage, as well as compost, on the garage floor when the containers are out on the road for pick-up. Council requests that all residents do NOT leave their disposal on the floor. If there is no container inside, please walk the extra steps and dispose of the items outside. Rats have been spotted around the building and leaving compost on the garage floor only invites these critters to come in and have their supper.

9.6 VISITING PETS

Council wants to remind all residents, that White Rock Square II is a pet free building. This means that not only are residents not allowed to have pets in their suites but, also **visiting pets** are **not allowed** on common property including the back garden areas.

9.10 CLEANING DRAIN PIPES

Jesse reminded the Council in his report that the common sanitary lines are due to be cleaned again. Council discussed the matter and it was MOVED/SECONDED to have the lines cleaned out in the coming weeks. **CARRIED**

9.11 HERB GARDEN

Council was informed by Bill Nobes that he no longer will be attending the herb garden. If there are any volunteers who would like to take on this responsibility, they should contact Ed Boone or Dorothy Bach. Council would like to thank Bill for all his work over the years in maintaining the herb garden.

(10) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m. The next Council Meeting is scheduled on **Wednesday February 17th.**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES *WEDNESDAY, FEBRUARY 17th, 2016*

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503
Bob Cameron - #711

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

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***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:
Denis Clements
Dorothy Bach
Clayton Schultz
Bob Cameron
Jim Crawford

REGRETS:
Ed Boone

Jesse Train, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:08 a.m. by Dorothy Bach, a quorum being present.

(2) REPORT FROM JESSE

Jesse reported on several issues that needed attention in the past months. With all the rain, there are some areas in the building that show minor leaks. Jesse will be looking into this more. Jesse discussed with council the need to put door protectors on the parkade doors. While the new skylights are installed, there seems to be some noise issues associated with the new skylights. Jesse will contact Jim Coyle of Wiley Roofing to see how this problem can be solved. Other issues were related to maintenance and repairs. Jesse also reported that he installed double sided tape on the plumbing and bathroom fan vents to mitigate the spring tail issue in T-III. (In the meantime the monthly spray program continues). Council asked several questions and thanked him for his report and Jesse left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the January 20th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Clayton Shultz, Strata Council's Treasurer, reported on the financials for the month of January. He noted that at this time, there is a surplus but, he reminded council that some repairs were slated to be carried out in the coming months and some of the budget items are annual maintenance. It was MOVED/SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Council reports that all owners are up to date on their fees. There is one owner who pays by cheque and filled in a wrong amount. The owner has been asked to correct this. There is also an outstanding balance regarding an insurance claim, however, the adjuster has indicated that the Strata will receive that funding directly.

Council received a letter from the executor of the Estate of unit 102 who is in arrears. The letter was turned over to the lawyer, who was retained to handle the matter of a forced sale of this unit.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III UPDATE

Council received advice from Val Varga (BCHP Consulting) regarding the south elevation. The initial visual review indicated that, while there are some issues, the real cause could not be determined. BCHP Consulting advised that a thorough review be done to establish the exact cause so that repairs can be executed to solve the matter properly. This review will involve exterior as well as interior investigations. The cost to do this review will be $1,200. Council discussed the recommendation and it was MOVED/SECONDED to proceed with the investigation. **CARRIED**

5.2 DRYER VENT REROUTE

Council reports that the work to reroute the dryer vent in unit 411 has started. The exterior work will be completed within the coming weeks, weather permitting.

5.3 MEMBRANE REPORT

Council reviewed the report provided by BCHP Consulting regarding the membrane. The report indicated that the membrane around T-II has deteriorated and should be addressed within the coming years. The membrane around T-III is in better shape and some of the cracks could be injected to prevent water entering the building. To redo both the west and east sides of T-II are estimated around $ 280,000. The project could be done in two phases, without affecting the pricing or warranties, since the locations are totally separated. Council discussed the issue and it was noted what the owners approved at the last Annual General Meeting, therefore once Council has determined the exact cost etc, it will need to go back to the owners for approval for additional funding in order to go ahead with the construction. Based in this it was MOVED/SECONDED to proceed with the Specifications and Bidding Documents as well as the tender process and once the final exact amounts are available, Council will call a Special General Meeting in order to obtain the owners approval to proceed. **CARRIED**

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Council is pleased to announce that Michele Jackson (unit 16) has stepped forward and graciously offered to take on the responsibilities for the Herb Garden. Thank you Michele!

6.2 BYLAWS

Clayton reported that he will be setting up a meeting with Bill Nobes and Hans Arends to review the last proposed edition of the revised bylaws. The committee will have their recommendations ready for Council's review at the next council meeting. Later in the spring a Special General Meeting will be called to present these bylaws to the owners for final approval.

6.3 SECURITY/SAFETY

Residents are requested to be cognizant of their surroundings. In particular, ensure the exit doors are secured when leaving or entering the building. Again, it was reported that someone allowed a visitor into the building. While this person was a legitimate visitor and no real 'damage' done, Council does request that residents do NOT hold doors open for anyone, unless you know that person is a resident in the building.

Denis reported that the floor warden notifications are now updated and posted.

(7) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received an email regarding smoke odours still drifting into the hallway. The owner, where the smoke originates, will be advised to obtain an air purifier to mitigate the matter.

Council received and discussed a couple of other complaints as well. But because of the nature of those complaints, only the owners will be contacted and informed of the council's decisions.

Council received a complaint regarding residents storing items on balconies in violation with the bylaws. Council requested Hans to sent letters to these residents and request that the balconies are kept tidy and in compliance with the strata bylaws.

(8) <u>NEW BUSINESS</u>

8.1 BALCONY ENCLOSURE REQUEST

Council approved the application of one of the owners to enclose their balcony. The owners were requested to sign an alteration agreement taking full responsibility to maintain and repair the alteration including any issues that this alteration may cause in the future.

8.2 SKYLIGHT FINISHING

Denis reported that the installation of the new skylights have left a good inch of unfinished construction inside each skylight dome. Jesse will be installing a moulding around each skylight in the coming months.

8.3 CORRIDORS AIR CIRCULATION FAN

In light of the complaints Council has received in the past months of odours in the hallways, Council has expressed concerns that the air circulation system may not be functioning well, particularly in T-II, which is pretty far removed from the air unit. Some adjustments have been made but a more thorough investigation was advised. This investigation should include an air balancing report for each floor. The estimated cost for the full report and engineer's advice is just over $2000. It was MOVED/SECONDED to proceed. **CARRIED**

8.4 BACK FLOW TEST

Council was informed that the back flow preventers are due for their annual inspection. Westech Strata Services provided the lowest quote and it was MOVED/SECONDED to proceed and let Westech take care of this. **CARRIED**

8.5 DOOR PROTECTERS

Council discussed the need to put some door protectors on the common doors in the garage area by the elevators. These doors need to be painted again as they suffer a lot of abuse from carts etc. Jesse forwarded to council a few options on how to protect the paint on the doors. In the discussion that followed, it was noted that the doors in T-III already have a metal 'kick-plate' in place on the bottom and only need an additional one added just under the door handle. The doors in T-II have no protection in place and it was suggested that an acrylic plate be installed. It was MOVED/ SECONDED to install the extra plates on the doors in T-III and to install full protection on the doors in T-II as per advice from Jesse.

CARRIED

(9) <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned at 10:15 a.m. The next Council Meeting is scheduled on **<u>Wednesday March 16th, 2016.</u>**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

Addendum:

We are also delivering, along with the Minutes, a handout listing all available charities and organizations that are happy to accept items that are no longer being used by owners. The handout lists who picks up, or if you have to drop off etc, as well as what items are acceptable. We have done this in the hopes that we no longer will have to deal with the unsightliness of these items simply being dumped in the garbage rooms, by the blue bins or in the exercise room and which then ends up costing Strata in extra time, energy and money to get rid of them by hauling them to the dump. We hope you find this useful for not only helping you to dispose of your 'no longer useful/wanted stuff' but also assisting us in keeping the garbage areas clean and reasonably tidy and not having to spend extra dollars to do so!
My sincere thanks to Carmelle in Ste 713 for ALL her hard work in getting this information together, sorted and compiled and to Mary in Ste 303 for assisting in getting it all typed up on her computer and ready for printing. WELL DONE LADIES and very much appreciated!! THANK YOU both.
Dorothy

Note:

Council would like to inform all owners that cost for replacement fobs have increased to $60.00 each.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES *WEDNESDAY, MARCH 16th, 2016*

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503
Bob Cameron - #711

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447

EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445

For access to common rooms
(electrical rooms etc.)
contact Jesse Train
604-834-0313
or
jesse@crpm.ca

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS:**
Denis Clements	Ed Boone
Dorothy Bach	Jim Crawford
Clayton Shultz	
Bob Cameron	

Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:02 a.m. by Dorothy Bach, a quorum being present.

(2) REPORT FROM JESSE

Jesse was not present but he provided council with a written report. Several small leaks were discovered due to the heavy rains. Most of these are now corrected and the others will be done when the weather allows it. Jesse reported that the boilers were serviced for the spring and he has started to do some garden work.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the February 17th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Clayton Shultz, Strata Council's Treasurer, reported on the financials for the month of January. He noted that while at this time there is a surplus, he reminded council that that will change due to some repairs that are slated to be carried out in the coming months along with annual maintenance budget items. It was MOVED/ SECONDED to adopt the financials as presented.
CARRIED

4.2 ACCOUNTS RECEIVABLE

Council reports that the estate of unit 102 has paid the outstanding strata fees for up to the month of February. This has stopped the foreclosure proceedings. However, the March strata fees were not paid as of this meeting nor the outstanding balance of fines that have been issued over the past years. Hans was asked to contact the estate and request payment. Council would like to express its thanks for all the owners who keep their fees current.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III UPDATE

Council reports that the inspection of the south elevation has been carried out but Council has not yet received the full written report. However from all preliminary indications, it seems that this issue is not as serious as previously thought and should be corrected in the coming months weather permitted.

5.2 DRYER VENT REROUTE

Council reports that the work to reroute the dryer vent in unit 411 is completed. However, the exterior painting will be completed within the coming weeks, as the weather improves.

5.3 MEMBRANE REPORT

Council reports that it has not yet received the specifications and details from the BCHP Consulting.

5.4 CIRCULATION VENTILATION IN CORRIDORS T-II

Council reports it has approved testing be conducted in the corridors of T-II to check for air balancing. The work will be executed in the coming weeks.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Council reports that Jesse has started working on the landscaping.

6.2 BYLAWS

Clayton will be meeting with the Bylaw committee shortly for a final review plus discuss the need to perhaps add more items for consideration in a future General Meeting planned for late spring or early summer.

6.3 SECURITY/SAFETY

Denis shared his concerns with council regarding the entrance and exit of the garage. There are still owners who do not wait until the gate is closed before they proceed. This allows strangers to potentially enter the garage. All owners are requested to wait until the gate is closed before proceeding in either direction. Council also requests that owners yield to exiting vehicles while entering the garage and lastly requests owners to please slow down while driving in the garage.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received an email regarding smoke odours still drifting into the hallway. The owner, where the smoke originates, has been advised to obtain an air purifier to mitigate the matter. Hans will follow-up on the status of this.

Council received and discussed a couple of other complaints as well. But because of the nature of those complaints, only the owners will be contacted and informed of the council's decisions.

Council received several inquires regarding the notices that were put on vehicles in the past months. The notice requested that owners keep the parking stall clean and remove all disallowed items from the stall. About 25 notices were placed on vehicles and Council would like to thank those owners who responded and removed items that should not be stored there. Council wants to remind all owners that this is a fire safety regulation and that in the past the fire department has left both verbal and written warnings reminding owners that the stalls need to be kept clean. In order to regulate this better Council, with input from the White Rock Fire Department, will look into adding a bylaw that clearly stipulates what is allowed in the underground garage.

Council received a couple of applications from owners to renovate their suite. Both applications were approved provided that certain conditions are met. Hans will be sending both owners an alteration agreement for them to sign off on.

(8) NEW BUSINESS

8.1 GARBAGE DUMP DAY

Council discussed the continuing issue of some owners dumping unwanted items such as furniture, electronics etc. in the garbage rooms. While either Jesse or Len take the items away, every time the Strata is invoiced for the time and cost. To mitigate this issue, Council will be looking into setting up a special Garbage Dump day and bringing in a trailer for all owners to dispose of unwanted 'stuff'. Hans will be checking into the final cost and forwarding it to council for a final decision on whether this is a feasible idea and if it should be an annual or semiannual event. Stay tuned for more details!

8.2 CLEARLY PRINTED BUILDING PLANS

Bob Cameron informed Council that periodically he receives requests for copies of the building plans from owners who would like to do renovations in their units. While the Strata has copies of the plans available, they are very difficult to copy. Therefore Bob requested permission to have a full set of durable 'blue prints' made that can be kept on the premises for use by contractors and owners. Because there are 92 pages, the cost to have these done would be approx. between $750 and $900 including taxes. Council discussed the issue and it was noted that it is important to supply owners and their contractors with proper information and to be able to supply that information in an easy timely matter. Therefore it was MOVED/SECONDED to approve Bob's request. **CARRIED**

8.3 DRAIN PIPES CLEANING

Council reports that they approved by email the cleaning of the sanitary lines that are due for service. Council approved the quote to clean the verticals and horizontal lines and arrangements have been made to have this done later this month. It was MOVED/SECONDED to ratify the approval. **CARRIED**
Council recommends owners not use their garburators but rather make use of the compost disposal service that is now offered. This will reduce the clogging in the pipes and could prolong cleaning services to bi-annually instead of annually and potential save the annual cost of $7,500.00 if it could be done bi-annually.

8.4 EXTERIOR PAINTING

Bob Cameron requested that quotes be obtained to paint the east side of T-II. This would help council to understand the cost and discuss this at a future meeting. Bob pointed out that it is important that the Strata stay on top of this type of maintenance.

8.5 EXTERIOR LIGHTS

Dorothy informed Council that there are some burned out lights in the small short exterior light poles and Jesse was not able to replace them. He will be asking Westech to look at these lights next time they are here and replace them with the LED lights that will last longer and is more efficient.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m. The next Council Meeting is scheduled on **Wednesday April 20th, 2016.**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

GENERAL NOTICE

Owners are reminded that all the minutes and bylaws as well as the deprecation report are now available on line by visiting:

http://WRSquareII.mybuildingonline.com

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WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES *WEDNESDAY, April 20th, 2016*

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503
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STRATA MANAGER

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***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS:**
Denis Clements	Clayton Schultz
Dorothy Bach	Jim Crawford
Ed Boone	
Bob Cameron	

Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:02 a.m. by Dorothy Bach, a quorum being present.

(2) REPORT FROM JESSE

Jesse reported on several services that had taken place in the past month. In particular the drainage that was done. It appeared that two 'stacks' had accumulated more debris in them than others. One unit reported a possible water ingress and Jesse will investigate this further. Landscaping needs some extra work and Jesse requested some extra help. If there are any volunteers who like to spend some time in the gardens to weed etc they are requested to contact Ed Boone.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the March 16th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

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(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Clayton Shultz, Strata Council's Treasurer, was not able to attend the meeting. Council discussed the financial statements briefly but tabled the approval for the next meeting when Clayton will be able report on the statements.

4.2 ACCOUNTS RECEIVABLE

Council reports that the estate of unit 102 has again not paid the Strata Fees for the last couple of months. Hans was requested to contact Shawn Smith on how council should proceed.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III UPDATE

Council reports that they have received the report regarding the south elevation in T-III and the report indicated that the water may ingress around the windows. There were no new water pockets observed and the recommendation is that proper caulking should be done around all windows and that this should be maintained. Hans was requested to obtain quotes to have this done and at the same time request quotes to do the east side of T-II. The quote must also have an option included to paint the two elevations.

5.2 MEMBRANE REPORT

Council notes that it has received a report regarding the membrane. While the membrane shows wear and will need to be addressed in the future the report indicated that there is no urgency to have this done this year. It also stated that the estimated cost would be greater than Council initially calculated it would be. Therefore, before this work can proceed further; the council will need to go back to the owners to receive approval for additional funding. Council has requested that the engineers provide the Strata with the specs so quotes can be obtained before a General meeting is called. However, since the report indicated that there is no urgency council will be looking into requesting a change of mandate and instead of getting the membrane repaired, we should now focus on the caulking and painting of the exterior in T-III and T-II as this seems to be more urgent. More details will follow.

5.3 CIRCULATION VENTILATION IN CORRIDORS T-II

Council reports it has received a report regarding the circulation system. Several issues were reported and Council will be receiving a quote for the cost to repair the system.

5.4 WATER INGRESS

Council received a report of an owner regarding water inside the window sill. This appears to happen when there is a strong wind blowing directly on to the window on a stormy rainy day. While this is not unusual, upon some further investigation it was reported that the flashing at this particular unit was compromised. Council will have this taken care of at the same time when caulking will be done at other windows.

5.5 DRAIN CLEANING REPORT

Council reports that the drains (vertical and horizontal) were cleaned earlier this month. It was noted that some of the drain pipes connected to the kitchen sinks showed more debris than others. This may be partly due to people using their garburator. Council would like to remind all owners not to rely upon their garburator. With the new disposal policy in White Rock and the organic bins, most food waste should be put in the organic bins, which would keep the pipes cleaner and thus perhaps extend the time between servicing of the drain pipes. This could save the strata corporation a few thousand dollars a year. Currently to have the drains cleaned costs the strata in excess of $5,000 annually.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Council discussed Jesse's request for help and any owners who would like to volunteer, are encouraged to contact Ed Boone (Council liaison for the Landscaping), Council felt that to make a good head start in getting the grounds ready for spring and for easier maintenance, they should provide Jesse with some help. So it was MOVED/ SECONDED to use funds out of the landscape budget to obtain the service of a landscape contractor for one day to clean out the weeds around both towers. **CARRIED**

6.2 BYLAWS

Clayton was not able to attend the meeting to provide council with an update. However, because of some changes in the Strata Property Act and some recent court rulings regarding strata issues, Hans stated that CrossRoads Management is canvassing a few Strata Lawyers to price out the cost to review and amend Strata Bylaws to ensure that the Corporations Bylaws are current and will be enforceable if the need arises in the future. Hans will report back to Council with more details when they are available.

6.3 SECURITY/SAFETY

Council received a couple of concerns regarding the north door in T-II not being locked. It seems that some resident is using that door to exit the building. Council likes to remind the owners that these exit doors should only be used in emergency cases. Council also requests that if you pass that door to just check to ensure that the door is properly locked.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a request from units 13 and 701 in regard to renovations. Both requests were approved.

Council received a request from one of the owners for an extra fob to give to their son who is a non-resident owner of their unit. Council denied the request based on the policy that only residents can obtain fobs.

(8) NEW BUSINESS

8.1 BALCONY 212

Council received and reviewed the quote to repair the balcony. It was MOVED/SECONDED to proceed as per the quote. **CARRIED**

8.2 CORRIDOR CARPET CLEANING

Council received a request to have the carpets cleaned in all the corridors. It was noted that this request has been discussed several times in the past years. Hans was requested to get some quotes for the next council meeting.

8.3 PAINTING PARKING GARAGE

Bob Cameron requested that the council should look into painting the underground parking garage. Bob noted that some areas are rather dark and if the walls were to be painted white the lights would reflect and brighten the area. More investigation will be done on this matter.

8.4 SUMP PUMPS

Bob requested that some investigation be done to check if the sump pumps are working in a power failure since it is extremely important and critical that they do so, especially if the power failure is an extended one.

8.5 GARAGE LIGHTS

Bob requested that council look into the possibility of changing the current lighting into LED, in particular in areas such as the garage where the lights are working 24 hours a day.

8.6 CONTRACT WITH MECHANICAL SERVICE

Bob requested if it was possible to review some of the current contracts the strata corporation has entered into in the past. In particular Bob was interested in the Elevator service contract and the mechanical contract. Bob will be making arrangements with Hans to review what is on record.

8.7 HOMES FOR SALE AND LISTINGS

Bob informed council that he has been looking at the different listings in the building and it was noted that often the listings for similar suites vary widely and in some cases by as much as double. While in some ways it is none of the Strata Council's business what an owner is asking and selling their units for, it was noted that in the past few months the interest in condos in White Rock has sharply increased and consequently also the market value. If owners want to sell, they should discuss this with their real estate agent to ensure they are getting the best possible price and thus help to maintain the value of all suites in the strata.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m. The next Council Meeting is scheduled on **Wednesday May 18, 2016.**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

GENERAL NOTICE

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SWR DRAIN SERVICE LTD.

Key for levels of debris:

- **1 – minimal**
- **2 – some**
- **3 – normal**
- **4 – above average**
- **5 – very dirty**

WEDNESDAY, APRIL 13, 2016 –

UNIT #	KITCHEN	LAUNDRY	BATHROOM	ENSUITE
108	3	1	2	1
107	3	2	2	2
106	5	1	2	1
105	5	1	3	1
104	1	2	2	2
103	2	1	1	1
102	3	1	2	2
101 (meeting room)	1			
701	1			

THURSDAY, APRIL 14, 2016 –

UNIT #	KITCHEN	LAUNDRY	BATHROOM	ENSUITE
11	2	1	3	1
Hobby Room	2			
13	2	2	2	2
14	2	2	2	2
15	2	2	2	4
16	2	2	2	2

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WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, MAY 18th, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

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STRATA MANAGER

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***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	REGRETS
Ed Boone	Clayton Shultz
Denis Clements	
Dorothy Bach	
Jim Crawford	
Bob Cameron	

Guest: Mrs. Linda Minaker (unit 107)

Jesse Train, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. Jim Crawford left the meeting at 9:00 am.

Linda Minaker did a short presentation regarding her request to install a pergola on her patio and left the meeting.

(2) REPORT FROM JESSE

Jesse reported on several issues that needed attention in the past month. He informed Council that Ainsworth had been out to assess the Make-Up Air duct system to provide a quote. Some zone valves were replaced. The roof on T-III is sprayed regularly for Springtails. This has reduced the numbers significantly. The balcony membrane of unit 212 has been repaired. There are still issues with Revolution (the disposal pick-up company) picking up the bins on time. Sometimes they are a day or more late. Jesse has also been working together with Wiley Roofing to fix a water ingress issue on the first floor of TIII. Janscape Landscape Service provided two people to help with the weeding and garden clean up. Also a couple of owners have come out and done some garden maintenance. (Council would like to thank these owners for their help. This is greatly appreciated). Ed and Jesse will be monitoring the gardens and from time to time may require some extra help.

After his report Council thanked Jesse and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the April 20th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Clayton was not available to attend the meeting. Therefore council briefly discussed the financial statements but they were tabled for approval at the next meeting.

4.2 ACCOUNTS RECEIVABLE

Hans reported back to council regarding how to proceed with unit 102, who have again fallen behind a few months in strata fee payments. Our legal counsel Shawn Smith's recommendation was to once again initiate a forced sale proceeding. It was MOVED/SECONDED to follow the legal recommendation. **CARRIED**

Another owner had not submitted strata fees for the month of May. CrossRoads Management Ltd. will contact the owner and request payment and will recommend the owner sign up for Pre-Authorized Debit (PAD). If the owner chooses not to sign up for PAD, postdated cheques will be required as per the Strata bylaws.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III and EAST ELEVATION T-II UPDATE

Council reviewed quotes regarding the painting and caulking of the east elevation of T-II and the south elevation of T-III. Some additional information was requested. Hans will forward the response to council. Council will be calling a Special General Meeting (SGM). Council discussed if this SGM can be held by proxy. By proxy means that owners will receive a notice package explaining the intent and a voting ballot which allows the owners to approve or disapprove. This will not require personal attendance.

5.2 MEMBRANE UPDATE

Council discussed the membrane update. Some small local repairs have been done and this resolves the immediate need to replace the membrane and thus allow the owners a few extra years to save funds to replace the membrane within 5 years as the report allows. This also will be presented as part of the resolution for an SGM.

5.3 CIRCULATION VENTILATION IN CORRIDORS (MAKE-UP AIR)

Hans informed Council that he is waiting for the estimate from Ainsworth. This estimate has been very slow in coming and several calls and emails were made to find out the reason for the delay. Council discussed the matter and requested Hans to contact Ainsworth and if they do not have the estimate ready, to engage the service of another company.

5.4 CARPET CLEANING

Council reviewed and discussed the quotes to have the carpets cleaned in the corridors and common rooms. It was MOVED/SECONDED to approve the quote from Service Master. **CARRIED**
Owners will be notified when the cleaning will take place.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Ed Boone reported on the landscaping. The first stage of weeding and cleaning is almost finished. Now the regular upkeep is important. Several owners have responded to the call to help out and Ed expressed his appreciation for the help received. Many thanks to Ian Bruce and Glen Minaker! Ed informed council that he will be monitoring the gardens closely and if needed, will request council, from time to time, for extra help from a landscape contractor. The past month Janscape Landscape Services provided two workers for a couple days. This worked out very well and if needed can be called upon again.

6.2 BYLAWS

Hans recommended that once the draft is completed, the new proposed bylaws be reviewed by a Strata Lawyer to ensure that they are legally enforceable. Council discussed this and agreed that bylaws should be enforceable and reviewed by legal counsel.

6.3 SECURITY/SAFETY

There were no incidents reported. Council would still like to remind owners to regularly test doors to ensure that they are closed. In particular those in stairwells that are not normally used.

6.4 BUILDING & MAINTENANCE

Bob Cameron requested some information regarding his role as a council member overseeing building maintenance. Council discussed the matter and agreed, as in the past, the council member overseeing a certain area (such as Building Maintenance or Landscaping etc) has the right to contact contractors and maintenance workers etc and request information. However, approval of repairs must be made by council as a group and council should be informed before any funds are spent.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received and approved the renovation request for unit 514. Council also approved the request from unit 13 to remove the privacy lattice fence. The owners felt that the garden plants and trees offered enough privacy and the fence obstructed their view of the garden area.

Council renewed the rental request for unit 515 as per Strata bylaws.

Council received a request from an owner to install a pergola (arbor) or an awning at her ground floor unit. The owner did a short presentation at the beginning of the meeting. Council discussed the presentation and decided that pergolas and awnings are intended as permanent structures which vary in size and model. If allowed, there are possibilities that different structures could be erected and would diminish the continuity. Models come and go and to uphold consistency would be nearly impossible after a couple years. These structures are also prone to catching heavy winds and to secure them properly may involve the need to attach it to the building structure, which is not desirable. Therefore Hans was instructed to inform the owner that council denied the request. Council felt that there are large umbrellas available that can accommodate the owners concerns.

(8) NEW BUSINESS

8.1 SPECIAL GENERAL MEETING

Council discussed the need to call a Special General Meeting (SGM). There is the membrane issue; the painting of the east elevation of T-II and south elevation of T-III. There is also the update of energy efficient lighting in the parking garage and the stairwells. The question is should this be a meeting in person or would a SGM by proxy a better choice. More information will be forthcoming.

8.2 ANNUAL WINDOW WASHING

Council discussed the annual window washing. It was MOVED/SECONDED to proceed with this in the coming week starting May 30. **CARRIED**

8.3 ELEVATOR ISSUES

Council discussed recurring elevator issues. The problem is mostly in T-III. Most of these incidents are due to 'human error'. In some cases it is users (sometimes owners, other times visitors) manually holding open the elevator door, instead of using the elevator buttons, causing the elevator to go into the shut down mode. In some cases, it is debris that gets trapped in the door rails causing the shut down. Every time an emergency service call is made, the cost is $500 plus. This drains the elevator maintenance budget. Owners are requested to take action and not hold the door and if you see others doing it, to inform them to use the provided (open door and call car) buttons. When there is an involuntary shut down, council will take the appropriate action and if deemed necessary, call Richmond Elevator.

8.4 WATER TABLE DRAW

Bob Cameron raised concerns regarding the proposed tower that is scheduled to be built north of White Rock Square II. It seems that the underground parkade will be several floors down and may affect the water table and draw it down. This in turn could affect White Rock Square II, as it may lower the water table and could cause sinkholes under the garage floor. Bob will monitor the issue and when the plans are available, inform the city of White Rock of the concerns.

8.5 SANITARY DRAIN LINES PRACTICE

Council discussed the sanitary lines practice and what goes down the drains. It was noted that owners should consider eliminating the use of the garburator and make use of the compost disposal service provided. This will eliminate blockage and hopefully service intervals for cleaning of the drains can be extended. Bob will be working on an information notice to be distributed to all owners. In the meantime council requests that owners take note.

8.6 DRYER DUCT CLEANING

Council discussed the need to have the dryer vent ducts professionally cleaned. Hans was requested to contact National Air to make arrangements.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:42 a.m. The next Council Meeting is scheduled on **Wednesday June 22nd, 2016**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, June 22, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

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STRATA MANAGER

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***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS**
Ed Boone	Clayton Shultz
Denis Clements	Jim Crawford
Dorothy Bach	
Bob Cameron	

Jesse Train, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved.

(2) REPORT FROM JESSE

Jesse reported on several issues that needed attention in the past month. He recommended that drains be added to some parts of the membrane in particular at unit 15. Some ants were reported and Jesse applied ant traps in the areas. The spraying of the roof for insects is ongoing and further improvements will be made to combat the springtails. Several owners have helped with the gardens and this has kept the gardens in great shape. A special focus was done regarding the back garden in preparation of the upcoming garden party on JUL 07.

After his report Council thanked Jesse and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the May 18th, 2016 Council Meeting. It was noted that while correctly posted on the website, the May minutes that were hand delivered were missing some items. If you require a correct set, you are requested to email Hans at hans@crpm.ca and a complete copy will be emailed back to you. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Council discussed the financial statements and it was MOVED/SECONDED to adopt the financial statements up to the month of May as prepared by CrossRoads Management Ltd. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that he has advised Shawn Smith to proceed with collection of the outstanding balance regarding unit 102 as per direction of the previous council meeting.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III and EAST ELEVATION T-II UPDATE

Council reviewed the revised quotes it received and a resolution will be forwarded to the owners to request permission to proceed.

5.2 MEMBRANE UPDATE

Council discussed Jesse's proposal and requested that this be put forward to the engineer for further advice. Hans was requested to set up a meeting with the engineer and the contractor to discuss this option. Bob Cameron and Ed Boone will attend the meeting.

5.3 CIRCULATION VENTILATION IN CORRIDORS (MAKE-UP AIR)

Council reports that there have been significant improvements in the air circulation in the corridors since some work was done to the dampers by Westech Strata Services. Some more work is needed and Westech is waiting for some parts to complete the work.

5.4 CARPET CLEANING

Council reports that the corridor and common area carpets have been cleaned. Hans was requested to contact Service Master to ensure that Scotch Guard was applied.

5.5 SPECIAL GENERAL MEETING

Council discussed the need for a Special General Meeting [SGM] regarding exterior painting and LED lighting. It was noted that ideally this should be a meeting in person, but due to timing and the summer holidays, it was realized that not everyone may be able to attend. Therefore it was MOVED/SECONDED to hold a SGM by proxy (as was done a couple years ago). **CARRIED**
However, owners that prefer to be casting their vote in person are invited to attend the Council Meeting on July 13 at 8:00 am to request clarification, express concerns and discuss the resolution and cast their vote in person. Some time will be set aside for this purpose.

5.6 DUCT CLEANING

Council discussed the proposal to clean the dryer vent ducts. Bob requested that after the job is completed, a report be made indicating which ducts may have some potential issues in future. It was MOVED/SECONDED to proceed with the duct cleaning of the dryer vents. **CARRIED**

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Ed Boone reported on the landscaping. A special thanks goes out to Ian, Roger, Cora and Glenn who have been active in weeding sections of the garden area. Ed also informed council that he met with a lady who offered her services for weeding at $20/h. She also indicated that she could provide another helper for the same price. Council discussed this and noted that this is half the price of what is charged by a landscape contractor. Ed was granted permission to proceed if the need arises.

6.2 BYLAWS

Clayton was not available but reported that a meeting is arranged with Bill Nobes and Hans Arends to review bylaws and to compile a draft for council to review. After the draft is reviewed, a copy will be sent to a Strata lawyer to review the draft and make further recommendations. An information meeting will be scheduled before the AGM to allow all owners to discuss and review the newly drafted bylaws.

6.3 SECURITY/SAFETY

There were no incidents reported at White Rock Square II. However, there seems to be some activity re break and enters in the area. Therefore Council would still like to remind owners to regularly test doors to ensure that they are closed, in particular those doors in stairwells that are not normally used.

6.4 BUILDING & MAINTENANCE

Bob Cameron reported that he distributed to all residents a 'News Letter' regarding Sanitary Sewer Cleaning. The letter is meant to educate owners and hopefully will result in savings. Bob also shared with council details of a meeting with an electrical company that dealt with changing the fluorescent lights into LED. A demonstration took place to determine the right choice of lights and the potential savings it could give the strata. Council obtained quotes to have this job done and is adding a resolution to the SGM by Proxy agenda for approval by the owners to proceed. Bob is planning to put out another News Letter with information for the owners as to the amazing savings that would be realized by switching to LED lighting.

(7) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received and approved the renovation requests for units 611 & 416.

Council also received a note about a noise complaint. Hans was requested to write a letter to the owners involved.

(8) <u>NEW BUSINESS</u>

8.1 DAMAGE DONE TO LANDSCAPING BY VEHICLE

Council reports that the damage done to the landscaping by T-II involves an ICBC claim that is still being processed.

8.2 BALCONY STORAGE

It was noted that a couple of owners have used the patios/balconies contrary to the intent of the bylaws. The owners/residents will be sent a letter with a request to clear their balcony/patio in order to be in compliance with White Rock Square II's bylaws.

8.3 OIL STAINS IN PARKING STALL

An owner/resident received a letter with the request to clean the oil stain in the parking stall. So far the owner/resident has not complied and an ultimatum will be sent to clean the parking stall and remove the oil leaking vehicle from the garage or the vehicle will be towed away.

8.4 DAMAGE TO POOL TABLE

Council was notified that the surface of the pool table was damaged. Council discussed this issue and it was noted that the pool table may have been used by unsupervised visiting youngsters. While there is no evidence that they may have caused the damage, Council does request that owners not allow visitors unsupervised in the common area or to the use of the pool table and exercise equipment. In particular, if the unqualified use of the exercise equipment would result in some injury, it could become a liability issue for the Strata Corporation. In the meantime, Ed Boone will look into the cost to have the pool table repaired and report back to council.

8.5 SKYLIGHTS T-III

Council discussed the skylights installed a few months ago. When the new skylights were installed, in order to ensure a tight sealed fit, the installer had to cut the drywall down. This has left an unfinished appearance and the owners were promised that this would be fixed sometime in the spring. Until now nothing has been done. Council directed Hans to look into the matter and have a contractor come out to finish this.

8.6 JESSE'S REPLACEMENT

Jesse has given notice to Council that he will be leaving White Rock Square II. Jesse was offered an opportunity that he felt he should pursue, Council regrets Jesse's decision and there is no doubt he will be missed. Council is in negotiation with Len Hoar, the building janitor, to see if he is interested in taking on the caretaker responsibilities. This would mean that Len would have almost a full time job when this is added to his current janitorial duties. Council appointed two council members to speak with Len to see if the expected duties would fit into Len's willingness and ability to fulfill. If Len is not able to take on these caretaker responsibilities, Council will be looking to hire a replacement for Jesse.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:49 a.m. The next Council Meeting is scheduled on **Wednesday July 13th, 2016**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, JULY 13th, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Jim Crawford - #503
Bob Cameron - #711

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

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***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	REGRETS
Clayton Shultz	Ed Boone
Denis Clements	Jim Crawford
Dorothy Bach	
Bob Cameron	

Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved.

(2) REPORT FROM JESSE

Jesse was not able to attend the meeting due to arrangements to meet with one of the contractors.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the June 22th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The financials for June were not ready when the council meeting took place but the general financial position for this year was discussed and Council can report that the cash flow has improved over the past couple of years.

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that he has received word from Shawn Smith that the collection of the outstanding balance owing for Unit 102 is in progress. There were also a couple of other owners who will be contacted due late strata fees for July.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III and EAST ELEVATION T-II UPDATE

Council reviewed quotes and now that this is approved by the owners, Council needs a few final clarifications as to what is included in the quotes before they make a final decision. Council also discussed the need to hire a consultant to ensure that the work is done in accordance with the scope of work and the submitted quotes. A decision on this will be made as soon as council has received answers to their questions.

5.2 MEMBRANE DRAINS ON WESTSIDE OF T-III

Council received a quote to install drains on the west side of T-III. The current drains are located in the garden area and in heavy rains, are not able to keep up with the flow of water which then accumulates in the river rock section between the garden and the building. The idea is to install some drains in that section to allow for free flow. Bob recommended that Jim Coyle from Wiley Roofing, (the main company who does membrane and roof repair for the strata) be consulted as well. A meeting will be set up by Hans to discuss this with Jim.

5.3 CIRCULATION VENTILATION IN CORRIDORS (MAKE-UP AIR)

Council reports that Westech is waiting for some parts to complete this work.

5.4 DRYER DUCT CLEANING

Council discussed the report it received from National Air Tech. There are a couple owners who have been reporting that their dryer vents are not performing as well as can be reasonably expected. A second report is still pending and Council will review that report before action can be taken to mitigate this.

5.5 WASTE DISPOSAL

Council reports that as of September 1st Maple Leaf Disposal will be taking over the garbage disposal service for the Strata.

5.6 GARDEN DAMAGE

Hans reported to Council that ICBC is working on the claim caused by a vehicle a couple months ago. A damage reimbursement is expected before the next council meeting.

5.7 BALCONY/PATIO STORAGE

Council reports that a couple of letters have been sent to owners and residents to inform them that they are not in compliance with the strata bylaws and requesting them to remedy the situation. A second letter levying fines will be sent, should the residents not clean up their balcony/patio.

5.8 OIL STAINS IN PARKING GARAGE

Council reports that an owner has a vehicle parked in the garage that leaks oil. A letter has been sent to this owner and if the vehicle is not removed and the oils stains cleaned up, the vehicle will be towed and council will have the oil stain removed at the owner’s expense.

5.9 POOL TABLE DAMAGE

Ed was not available to attend the council meeting. This was tabled to the next meeting.

5.10 LED LIGHT REPLACEMENT

Now that council has received approval from the owners to proceed, Bob Cameron will review the quotes and advise Council in the coming days. Council wants to clarify some of the questions it received regarding this project. One of which was, that it has been less than 10 years since the strata upgraded the lights to compact fluorescent, why now switch to LED? There are two reasons for this. LED lights use approx. 20 to 50% less energy and last three to five times longer. Another question was, why not change to LED as the lights burn out? (In essence, only when needed.) The reason for doing it all at once is: first there is significant cost savings when purchasing in bulk; secondly, doing all the lights at the same time offers a major savings in labour costs and lastly, the savings on energy kicks in immediately.

5.11 SKYLIGHTS FINISHING

Council reviewed the quote it received to refinish the inside of the units whose skylights were replaced last fall. It was MOVED/SECONDED to approve the quote provided. **CARRIED**

5.12 EMERGENCY GENERATOR SERVICE

Council reports that the emergency generator has received its annual service. The company has suggested some improvement and will provide more details.

5.13 POWER WASHING PARKING GARAGE

Council reports that Jesse will try to fit power washing of the underground garage into his schedule before he leaves. However, if he is not able to complete this work Council will be requesting quotes from other companies to have this work done.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Ed Boone was not at the meeting but council would like to thank Mary Cooper for helping out with the watering in Ed's absence.

6.2 BYLAWS

Clayton reported that Bill Nobes, Hans Arends and himself met earlier in July and worked on a draft copy for the new proposed bylaws. Some final touches will need to be done and Clayton hopes to be able to present the council with the final draft copy within a couple of weeks. Once approved by council the draft will be presented to a strata lawyer to ensure that the current and proposed changes are in compliance with the Strata Property Act and enforceable. More details will follow.

6.3 SECURITY/SAFETY

There were no incidents reported at White Rock Square II. However, there seem to be some activity break and enter in the area, therefore Council would still like to remind owners to regularly test doors to ensure that they are closed. In particular, the exterior doors in stairwells that are normally not used.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a request to have the lower front entrance door refinished. Hans was requested to look in to this.

(8) NEW BUSINESS

8.1 FREEZING OF WATER PIPES IN LIEU OF WATER SHUT DOWN

Council reports that an experiment was done in T-III to freeze the piping rather than shutting down the system. Bob reported that the experiment went well, but some improvements must be made to make the job easier. Council discussed the pros and cons. It was noted that when the last shut off was done, several owners reported that faucets, washing machines, toilets and showers were plugged due to manganese that had come loose in the water piping system. By freezing the pipes and installing 'local' shut off valves, there will never be a need to shut down the whole system. The owners of the suite being worked on will be the only suite affected and the rest of the building will have their water supply as normal.
Bob also noted that a complete water shut down and start up, is very hard on the system (a phenomena called water hammer that is caused by sudden water pressure) and could eventually blow out connections causing possible water leaks. The freezing of the pipes could avoid this. The con is that it may be slightly more costly and it may not always be practical or possible to do. Council determined that this matter should be insisted on when owners are doing renovations wherever it is possible, to protect the system. Needless to say, shutting off the whole building is a huge inconvenience to a lot of owners and this can be reduced by using the freezing procedure.
In the meantime Council would like to thank Ian Bruce for his cooperation with this experiment.

8.2 BROKEN DRAINAGE GRATE AT ENTRANCE OF UNDERGROUND GARAGE

It was reported to council that one of the grates covering the drain at the entrance of the underground garage is broken. Council will look into a solution for this; in the meantime a cone has been placed over this area.

8.3 UNAUTHORIZED REMOVAL OF PATIO DOORS

It was brought to council's attention that some owners, who have enclosed their balcony or patio, have removed the patio door. Council would like to remind these owners that no approval has been granted to remove these doors. The doors in question are common property and the removal needs council's permission. It was also noted that the removal of the doors can cause serious issues with the hot water heating system because the boilers and the heat registers are not designed to take on the task of heating that extra space.
Owners who have removed their patio doors should report this to council and take steps to reinstall them.

8.4 RENOVATION/ALTERATION AGREEMENT

In light of recent changes and some other discrepancies, Bob Cameron has requested that the alteration agreement be reviewed and changed were needed, so owners are better informed about the requirements and expectations of the council and strata corporation. Council agreed with Bob and requested that he review the agreement and makes the necessary corrections for council to review and approve.

8.5 JESSE'S REPLACEMENT

Council reports that they are looking into several different options to find a suitable replacement for Jesse who will be leaving White Rock Square II sometime mid August. Because of privacy reasons no details will be reported until such time as a replacement has been found and agreements are in place.

8.6 GYM EQUIPMENT

Denis reported to council that he was able to review the equipment and although the equipment is seemingly in good condition there are a lot of them. Council is calling upon owners who have some extensive knowledge of exercise equipment to come forward to take up an advisory role to advice council on a regular basis regarding the state and overall condition of the gym equipment.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:42 a.m. The next Council Meeting is scheduled on **Wednesday Sept 14th, 2016**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

GENERAL NOTICE

All owners are reminded that minutes, depreciation report, bylaws and notices are available for owners on line at: http://WRSquareII.mybuildingonline.com
To register please contact Hans Arends at hans@crpm.ca for the access code that will guide you to the registration process. Once registered, you will receive an email notification when new minutes or notices are posted on the website.
This will keep you up to date at all times. When you are registered, you will no longer receive a printed copy of the minutes, saving the strata corporation on printing cost.

For more information do not hesitate to contact Hans at 778-578-4445

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, SEPTERMBER 14th, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Bob Cameron - #711

STRATA MANAGER

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ATTENDANCE:	**REGRETS**
Clayton Shultz	
Denis Clements	
Dorothy Bach	
Bob Cameron	
Ed Boone	

Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. Council announced that due to his increased workload, Jim Crawford requested Council to accept his resignation. Council would like to express their regret but also understand his situation and would like to take this opportunity to thank Jim for all his time that he volunteered on Council.

(2) REPORT FROM LEN HOAR

Len provided the Council with an overview of work and service done in the past months. Some of examples are the semi-annual servicing of the boilers, the replacement of all the lighting in the parkade and stairwells into LED lights. Also some issues with the garage door were resolved by replacing the belt and a module in the motor.
Drains were installed in the membrane on the Westside of T-III.
Len also informed Council that the he attended a meeting regarding the set up for the exterior painting and caulking of T-II and T-III. This work is now underway and will take a few weeks before it will be completed. Also, the dryer vents were cleaned and a couple of ducts in T-II required additional work to blow out the water that had collected in the system. All owners are requested that after finishing their dryer load, to run the dryer (on cold) for 15 to 20 minutes to rid the duct system of moist air accumulated during the drying process. This is especially important in T-II if your balcony is enclosed! Council thanked Len for the report and he left the meeting. It was noted by council that Len has adapted to his additional duties very well.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the July 13th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Clayton Shultz, the Council's treasurer, reviewed and commented on the strata financial statements. It was noted that there is about one year of payments left on the loan for the elevator replacement in TII. So far, the corporation has been able to stay on top of things and at this time there is a small surplus in the Budget.

4.2 ACCOUNTS RECEIVABLE

Hans reported to Council that only a couple of units have an outstanding balance. One is a moving fee that will be collected in the near future.

4.2 POSTING OF FINANCIAL STATEMENT ON STRATA WEBSITE

Council discussed briefly if financial statements that are currently posted in the library room, should also be posted on the strata's website. Council unanimously agreed that this was a good idea, so going forward; the financial statement will be posted as approved in the minutes of the council meeting.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III and EAST ELEVATION T-II UPDATE

Council reports that this work is in progress and should be done and finished in the coming weeks.

5.2 ICBC CLAIM [GARDEN DAMAGE]

Council reports that the damage caused by a vehicle several months ago has been fixed. One tree was damaged but upon discussion, Council determined that the area has already enough plants and shrubs and that it will not replace the tree. The owner who planted the tree will be contacted and informed. Council would like to advise owners that planting trees on common property must have Council's approval and if approval is granted, then the owner must sign over all rights regarding the tree to the Strata Corporation and cannot make any claim against the Strata Corporation once it is planted and should it receive any damage.

5.3 CIRCULATION VENTILATION IN CORRIDORS (MAKE-UP AIR)

Council reports that this will be added to the list of annual maintenance for the mechanical inspection.

5.4 BALCONY/PATIO STORAGE

Council reports that one balcony is not in compliance with the strata bylaws. The owner has received a fine and while the fine was paid, the resident has not cleared the balcony. Hans was asked to write another letter and inform the residents that if there is no compliance within a set time, the Council will have the items removed, and invoice the owner for any related cost.

5.5 OIL STAINS IN PARKING GARAGE

Council reports that the parking garage has been power washed. All owners that use the parking garage are reminded that they are responsible for any oil stains on the surface and if not cleaned up, the owners will be requested to remove their vehicle from the garage until such time as the oil leak in the car is fixed. Failure to remove the vehicle will result in that vehicle being towed out of the garage at the owners expense.

5.6 POOL TABLE DAMAGE

Council discussed the damaged pool table. Ed reported that he had contacted a company to repair the table surface. He was informed the cost to resurface the table was in excess of $1000 and left them a message that he would get back to them after the council meeting. It was also noted that several of the cues are damaged and this could have caused the damage to the felt surface. Council discussed several options such as the removal of the table etc. In the end, Council felt that the table is valued by several owners, who play or have played pool on a regular basis. Therefore Council decided on the following:

1) the table will be repaired;
2) all cues will be removed;
3) all owners who like to play pool must supply and bring their own cue and can not leave the cue in the room;
4) all pool players must be accompanied by an owner (host).

5.7 LED LIGHT REPLACEMENT

Council reports that the lights in the garage and the stairwell have been replaced with LED lights. With the savings of energy, this project should be paid back within a couple of years. (The previous lights were 32 watts and LED lights are 15 watts) Bob recommended that the corridor lights be changed over as the lights burn out. The savings to change them out all at once is not great (going from 13 watts to 8 watts) however, the savings for changing to LED in the corridor is significant in maintenance costs since LED bulbs last at least 2 to 4 times longer (there is a 5 year warranty on LED bulbs). Also some of the corridor light fixtures in T-III will need to be replaced to make them more compatible with each other.

(6) <u>COMMITTEE REPORTS</u>

6.1 LANDSCAPING

Ed Boone reported on the landscaping. In general he is pleased with what is currently done. Several owners have been volunteering to do some maintenance such as weeding etc. which is greatly appreciated. However, Ed explained that he does not believe this is a long term solution and therefore recommended that for the upcoming fiscal year an annual landscape budget be reinstated and an annual landscape contract be signed to ensure stability of the gardens and to maintain a high standard. Council discussed Ed's proposal and it was MOVED/SECONDED to accept Ed's proposal and reinstate regular landscape maintenance. **CARRIED**

6.2 BYLAWS

Clayton reported that the bylaw committee reviewed the bylaws. He suggested that a copy of the proposed bylaws be distributed to all owners to review and that an information meeting be scheduled in the coming month for all owners to discuss the bylaw changes, after which a finalized draft would be sent to the strata lawyer, Shawn Smith, to be reviewed so as to ensure that all the bylaws are compatible with the Strata Property Act and thus enforceable. The idea is to have a resolution at the upcoming AGM in December for the owners to approve the final copy with only a limited discussion at the AGM to save time.

6.3 SECURITY/SAFETY

There was an incident reported by Winnie last Fri night Sep 9. The door striker for the door latch of emergency exit door on the north side in the TII parking garage was removed. This left the door with no locking mechanism. The doors are checked every morning by Len and it was locked that morning, so sometime between then and 8PM the door was compromised. Council would like to thank Winnie for her observing this breach and reporting it promptly to Dorothy, who called on Ed, Jesse and Jim Crawford for their help in the matter. A-Priority Locksmith was called to secure the door and all was completed by 10:30PM. Council requested that Hans discuss the matter with A-Priority to see if there are ways to further increase security on the 4 emergency exit doors. In the meantime, Council again reminds owners/residents to never use these doors EXCEPT in an emergency and to ensure that al the regular access doors are securely locked every time they enter or exit the building. Thanks to all involved for helping to resolve this last security breach quickly.

6.4 BUILDING MAINTENANCE

Bob reported in building maintenance that three drains were installed on the west side of T-III in the membrane. While there are already drains located in the garden area, they do not work well to drain water away from the building perimeter. The new drains should prevent water from entering the building. The drain rocks were also cleaned to enhance the water flow.
Council also discussed entering into a preventive maintenance contract to service the parking garage entrance gate. Hans will discuss this with the door company and get back to council with the cost.
Bob also explained to council that he was concerned with renovations. Up until this time, Council approves the renovations but it is left with the owners to carry out the work in accordance with the scope of work that was approved. However, it appears that some owners in the past have gone inadvertently beyond what was originally approved. E.g. some owners in the past have removed patio doors without Council's approval, which in turn can have significant impact on heating the living space. In other cases drilling into the floor has taken place and the Council does not know if the work done meets current building and fire safety barrier codes. Bob proposed that some form of inspection be required during and after the alteration. Council discussed the matter and it was MOVED/SECONDED to add this as a condition to all future alteration agreements. **CARRIED**
Bob also reported that he had met with Val Varga, to see if there are other ways to reroute the dryer vents. One option was to install a general duct system in T-II corridors which all dryer vents would then be attached to. This would require some boaster fans in the hallway. More investigation would need to be done to see if this would be a viable and cost saving option.

(7) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council discussed a complaint it received regarding the smell of smoke in the hallway.

Council discussed the dryer vent issue in one of the units. Hans was requested to obtain further information regarding this dryer vent.

Council discussed a complaint it received regarding marihuana smoke. This is a repeated complaint and no requested preventative measures were taken by the resident. Hans was requested to obtain legal advice on how the Strata can proceed since fines and requests have not been effective.

Council discussed a request it received regarding Shaw Cable. At this point, all owners partake in the cost to have 'bulk' cable service. This service was offered to owners years ago and the contract was based on 100% owner's participation. The savings were substantial. The contract was last renewed in 2014 and will expire in April 2019. Until such time, all owners are obligated to pay their part of the cable service. If there are owners who would like to see the 'bulk service' discontinued, Council recommends that those owners let Council know this well in advance.

Council received a renovation request from unit 113 to renovate the bathroom and kitchen. This renovation was approved.

(8) NEW BUSINESS

8.1 TELUS AND SHAW SERVICES

Council would like to remind all owners (and in particular if you are a new owner) that Len is only on duty in the mornings from 8:00 to noon. If you need to arrange for services that require entrance into the electrical room, you must make arrangements during those morning hours.

8.2 LOWER FRONT DOOR REFINISHING

Council reports that arrangements have been made to refinish the inside and outside of the lower entrance wooden door of TIII. Work should start soon.

8.3 TRAINING FOR ENTERPHONE AND SECURITY CAMERAS

Dorothy requested permission from Council to have Blue Mountain technology come in to spend some time with Len to train him on the use of the enter phone and the security camera systems. The sessions would also be open to Council members and those appointed by Council. Council discussed the need and it was MOVED/SECONDED to approve Dorothy's proposal. **CARRIED**

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 11:42 a.m. The next Council Meeting is scheduled on **Wednesday October 19th, 2016**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

Balance Sheet (Accrual)
WHITE ROCK SQUARE 2 - 10 - (nw1874)
July 2016

ASSETS	
1012-0000 Petty Cash - Maintenance	300.00
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	18,967.34
1025-0000 Bank - Westminster - Contingency	87,599.34
1038-1064 Scotia GIC - 1.87% - Apr.1/20	99,697.18
1200-0000 Prepaid Insurance	10,752.00
1300-0000 Accounts Receivable	3,554.60
1617-0000 Elevator	75,000.00
1618-0000 Depreciation Elevator	-62,500.00
TOTAL ASSETS	233,375.46
LIABILITIES	
2010-0000 Accounts Payable	15,724.57
2040-5000 Loan - Scotiabank	12,500.00
TOTAL LIABILITIES	28,224.57
OWNERS' EQUITY	
RESERVES	
3300-0000 Contingency Fund	-6,837.44
3300-6000 Capital Works Projects	100,000.00
3300-6024 Dryer Vent Repairs	-6,149.58
TOTAL CAPITAL WORKS PROJECTS	93,850.42
3301-0000 GIC Investments-CRF	99,697.18
3304-0000 Interest on Contingency	586.36
TOTAL RESERVES	187,296.52
3500-0000 Net Income - Prior Years	5,281.19
3510-0000 Net Income - Current Year	12,573.18
TOTAL OWNERS' EQUITY	205,150.89
TOTAL LIABILITIES AND EQUITY	233,375.46

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, OCTOBER 19th, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Bob Cameron - #711

CARETAKER
Len Hoar
604-834-0313

STRATA MANAGER
Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447

EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445

For access to common rooms (electrical rooms etc.) contact Len Hoar 604-834-0313

Please note: Len's hours of duty are from 8:00 am to Noon. Ensure that your appointments are within this time frame.

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	REGRETS
Clayton Shultz	
Denis Clements	
Dorothy Bach	
Bob Cameron	
Ed Boone	

Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved.

(2) REPORT FROM LEN HOAR

Len provided the council with an overview of the work and service done in the past month. The boiler needed a new mixing valve, some heating issues were addressed, and pest control was out to spray the roof for spring tails (monthly program). Len spent some time with a leak that originated in one of the units. Drying equipment was brought in to deal with the moisture. Len also discussed the ongoing renovations in different units. While there are owners and contractors who clean up after their work, others show some carelessness and leave debris, or dirty foot prints on the carpet and in the hallways. Len left a detailed list with the council. Council thanked Len for the update and Len left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the September 14th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Clayton Shultz, the Council's treasurer, reported that he reviewed the September financials and that the Strata Corporation was able to stay within budget. There are still some items that need to be addressed and he recommended that this be done this month so the billing is for this year and thus not put a burden on next fiscal year's budget. It was MOVED/SECONDED to adopt the financials as presented. **CARRIED**

Clayton also reported that there was, as of September 30th, , a $10,000 balance left on the elevator loan. He suggested that if there is a surplus at the end of the fiscal year, that this be used to pay off the elevator loan. This would free up $1200 per month that could be used for other items that are in need of repair. Council discussed the matter and it was MOVED/SECONDED to follow Clayton's recommendation and pay off the loan by the end of this fiscal year. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that one unit has an outstanding balance of strata fees and fines. Fines and interest will be added as per strata bylaws. Another unit has a move-in fee that will be collected sometime in the near future, when that owner actually moves in.

(5) <u>BUSINESS FROM PREVIOUS MINUTES</u>

5.1 SOUTH ELEVATION T-III and EAST ELEVATION T-II UPDATE

Council reported that this work is finished and a final inspection regarding caulking will be done in the coming week.

5.2 DUCT CLEANING

Council discussed the duct cleaning that was done in September. Several owners did not make arrangements to allow access despite the requests and the notices that were posted. Council discussed the issue and would like to reiterate that when notices are posted, owners must make arrangements for access. Failing to do so may result in extra service costs which will be charged to the owners. In the meantime, Bob suggested that before the dryer vents are cleaned next year a meeting is arranged with National Air and council representatives to discuss the method used and how the service can be improved to be more effective. This time the company had to come back to redo some units. Council agreed with Bob's suggestion and Hans was requested to make a note and ensure that a meeting takes place before this service is scheduled next year.

5.3 POOL TABLE DAMAGE

Ed Boone reported that he met with Home Billiard Sales & Service and the technician informed him that the strips on the edges needed to be redone. He will be coming back to redo them and then replace the cloth. The technician also mentioned that this table is in great shape and when resurfaced it would be good for many years of playing pool.

5.4 FREEZING OF WATER LINES FOR RENOVATIONS in T-III

Council would like to remind all owners in T-III that going forward, any renovation that involves work on the waterlines and requires a water shut-off, the owner must first pursue the freezing of waterlines. Nitro Pipe Freezing has done this work in the building a few times and can be reached at (778) 321-2653.

5.5 WATER TABLE DRAW DOWN

Bob and Ed spoke about the proposed towers that will be built north of us on Foster, between Foster and Martin. Bob expressed his concern that this may have an effect on the water table. Bob and Ed will go to the next city hall meeting regarding this concern and bring it to the attention of the city.

5.6 SECURITY BREACH AT T-II NORTH SIDE FIRE EXIT DOOR

Council discussed the recent security breach on the north side of the building in T-II. It appears that there are still attempts being made to enter the building and a quote was obtained for all emergency exit doors to replace the current flat bars with new 3 Bend Astragals. This will prevent any intruder from prying the bar off. (A similar system is on the front and the garden doors). Council MOVED/SECONDED to replace the flat bars as per the quote on all 6 emergency exit doors and at the same time ensure that all doors have at least two anti removal door pins in the hinges. **CARRIED**

5.7 PROPOSED BYLAWS TO BE VETED BY A STRATA LAWYER

Council discussed the proposed bylaws that were presented at the Information Meeting on Monday October 17th. The owners that were present requested some minor changes, which the council approved. Dorothy will be going over the bylaws one more time to ensure that grammar and punctuation are correct. Clayton will meet with Hans in the coming week and forward the proposed bylaws to Shawn Smith, a local Strata Lawyer, to ensure that the proposed bylaws are in compliance with the Strata Property Act and other governing bodies and thus legally enforceable. The final copy will be presented to the owners at the AGM with a resolution from the Strata Corporation to adopt these bylaws.

5.8 CORING THROUGH THE CONCRETE SLAB

Council discussed the invoice from Canadian Cutting & Coring. This company was hired to core three holes into the concrete slab west of T-III to install additional drains. They missed the location and drilled a hole in error for which they billed the Strata. The council agreed that this was the company's mistake for not taking or understanding proper directions and it was MOVED/SECONDED to pay for only the three holes that were initially requested and needed. **CARRIED**
Bob reported that the newly installed drains have worked well and drained away the rainwater of the past weeks. He will monitor other areas to see if this process needs to be extended in areas that show signs of standing water.

5.9 LEGAL ADVICE REGARDING SMOKE OF MARIJUANA

Council discussed the letter it received from the Strata Lawyer regarding the continuation of the smell of marijuana smoke in the hallways despite several warning letters sent to the occupant of the unit where the smell emits from. Hans suggested that a couple of council members sit down with the lawyer face to face, to see how to proceed. Legal action must be approved by the owners and this may result in a resolution at the Annual General Meeting (that is to be scheduled later this year) to receive the approval of the owners to proceed with legal action.

5.10 LOWER FRONT DOOR

Len had reported that the painter had come out to try to refinish the lower front door. However, while trying to do this it seems that the product she was using was not adhering to the surface. Therefore she quit the work and informed Len that she will not do this job. The council discussed the options and Hans was asked to check with other painting companies about what can be done. However, since it is this far into the rainy fall weather, it may not be done until spring 2017.

(6) <u>COMMITTEE REPORTS</u>

6.1 LANDSCAPING

Ed Boone reported that an agreement has been reached with Janscape Landscaping Services to do the weekly maintenance on the gardens. This will ensure some continuity since Janscape has been doing some pruning and weeding in the past year, plus Ed has a great relationship with this company. Ed wanted to reiterate that this does not mean that owners can no longer help out in the gardens. Any time owners volunteer to help in the gardens it is always welcomed and so appreciated. If you want to volunteer please do contact Ed for directions.

6.2 BYLAWS

Clayton reported that the information meeting last Monday went well and that Owners gave some great input. There was also a petition presented to council last week regarding the implementation of a No-Smoking Bylaw. Council will review this later under new business.

6.3 SECURITY/SAFETY

There was an incident reported to council regarding the West side wooden door onto Foster in T-III. It appears that this door may have been left open by visitors who attended a party. Council would like to remind all owners that this is a serious breach of security that puts all residents at risk. If you host a party, please inform your guests to use the front entrance as an exit door and ensure that the door is properly closed so that the building remains secure. Council also would like to remind all owners, that when you are at the front door, do not allow people into the building that you do not know. Council understands that we all like to be friendly; however this can compromise the security of the building.

6.4 BUILDING MAINTENANCE

Bob reported on building maintenance. Bob expressed his concern regarding renovations and the lack of proper control. In some cases the patio doors that lead onto the enclosed balconies have been removed. This was never approved by council and should not have been removed. Council discussed the matter and the alteration agreement will be edited to inform the owners, who carry out a renovation, that they must allow access to the caretaker at intervals to inspect the progress of the renovation and to ensure that the renovation remains within the perimeters that council has approved. Bob also expressed concerns about the duration of some of the renovations. Some seem to drag on for months at the time. Council agreed to instigate a time limit with each approval to ensure that the work is performed within a set period.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council discussed a complaint it received regarding the smell of smoke in the hallway.

Council discussed a letter they received from some concerned owners on the first floor in T-II regarding the fence removal in their yard.

(8) NEW BUSINESS

8.1 PETITION REGARDING NO-SMOKING BYLAWS

Council discussed a petition signed by 59 owners demanding that there be a resolution presented at the upcoming Annual General Meeting (AGM) banning smoking from the building. The petition included a sample bylaw that clearly states that no smoking should be allowed inside the owners' suite (Strata Lot) as well as in the common areas such as hallways and garage etc. and limited common property such as balconies and patios. Council discussed the matter and it was noted that the petition did mention the possibility to grandfather current owners who are smokers. However, Clayton did explain that to the best of his knowledge, the Supreme Court has not recognized smoking as a clause that can be grandfathered.

It was also mentioned that not allowing owners to smoke in their units takes away an owner's right of what they can do in their own home. Another council member questioned if it is morally right for owners to basically force long term owners, who happen to be smokers, to be forced to sell their homes and move out. While at the information meeting it was mentioned that smokers could go for a walk to smoke, in reality this is not practical, in particular with some smokers who do have mobility issues. In the end Council decided that a bylaw should be drafted that also has a clause to grandfather the current owners that smoke. This would then be presented to the strata lawyer, together with the proposed bylaws, to see if such a bylaw, and in particular the grandfather clause, would be enforceable and be legally up held in court. Hans was instructed to provide the Council with such a bylaw before it is presented to the lawyer.

8.2 SOME DRYER VENT SCREENS MISSING

Denis informed council that he noticed that some of the dryer vent screens in T-III are missing, possibly due to the recent dryer vent cleaning. Hans was asked to make note of this and to have them reinstalled by the window washing crew when they are here in the spring.

8.3 BROKEN GLASS IN EXERCISE ROOM

Ed informed council that there was a section of glass broken in the exercise room last weekend due to one of chimney caps that blew off the stack during one of the big wind storms. Broco Glass has been out to measure the glass and an insurance claim has been opened to have it fixed.

8.4 FENCE REPLACEMENT AT T-II

Council discussed the need to replace the fence on the east side of T-II. This is a partition fence that was partially removed when the painters painted the east elevation of T-II. In the process it was noted that the post and the trellises were rotten. Quotes were obtained and Council MOVED/SECONDED to get this repaired as soon as possible, with sections that can be removed for future access. **CARRIED**

8.5 INSURANCE RENEWAL

Council reviewed the insurance renewal. There was a slight increase in the premium. The coverage remained the same as last year. Council discussed the options and it was MOVED/SECONDED to renew and again finance the amount over a 10 month period, as has been done in the past, and to pay the down payment out of the CRF, to be paid back over the course of the year. **CARRIED**

8.6 DRYER VENTS IN T-II

Bob Cameron explained to council that he still is looking into different ways to reroute the dryer vents in T-II but he would require the assistance of an engineer to see if the options are viable. The plan he is pursuing at this moment is to have a duct system running along the ceiling in the corridors.
Council discussed the options and requested that Bob inquire about what the consulting fee would be for the engineer and then have this assigned in next year's budget.

8.7 RENOVATIONS

Council discussed the request of Len to have some control regarding renovations. A couple of times Len has had to speak to the trades' people and the owners about the mess they leave in the hallways. In some case there were drywall dust footsteps running from the suite into the elevator and the lobby to the outside. When the owner was informed of it, it seemed to be brushed off as if that was to be expected and it was not the owner's concern. Council determined that it is an owner's responsibility to ensure that the corridors and elevators are cleaned-up each day as stated in the alteration agreement. Should an owner fail to clean up after the trade, council will make arrangements to have it cleaned and charge the owner for this service.

8.8 SECURITY GATE ON EASTSIDE

Council discussed again the need to have a gate installed at the east entrance (park). It was noted that the garden area does get unwanted visitors at times, that leave paraphernalia behind that can be considered a health hazard. To install a gate there would tighten up security in this area. Council decided to bring this to the owners again at the next AGM.

8.9 GASFIRE PLACE INSPECTIONS

Council would like to remind all owners that have a gas fireplace to have this serviced on a regular basis. Fireplaces should be serviced at least bi-annually and if you have not had your fireplace serviced in the past couple of years, you should make arrangements to have this done. The cost to service the fire place runs about $60 – $75. If you do not know who can do this for you, several owners reported to have used Sure Fire Gas Services 604-728-2245 and had a good experience with the service they have provided.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:48 a.m. The next Council Meeting is scheduled on **Wednesday November 16th, 2016**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, NOVEMBER 16th, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2015/2016

CHAIR
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Clayton Shultz - #415

LANDSCAPING/SECURITY
Ed Boone - #603

MAINTENANCE
Bob Cameron - #711

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
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For access to common rooms (electrical rooms etc.) contact Len Hoar 604-834-0313

Please note: Len's hours of duty are from 8:00 am to Noon.

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE: **REGRETS**

Clayton Shultz
Denis Clements
Dorothy Bach
Bob Cameron
Ed Boone

Len Hoar, Caretaker:
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved.

(2) REPORT FROM LEN HOAR

Len provided the council with an overview of the work and service done in the past month. The fences between the units on the east side of T-II were repaired and gates installed. The broken glass in the exercise room was replaced. There was an unplanned 'fire drill'. The CO_2 sensors were recalibrated and the fire exit doors received break-in prevention bars.
Council thanked Len for his report and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the October 19th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Clayton Shultz reported he reviewed the September financials and that the Strata Corporation was able to stay within budget with a surplus. As was decided at the last meeting, the elevator loan will be paid off with the surplus. It was MOVED/SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that one unit has an outstanding balance of strata fees and fines. Fines and interest will be added as per strata bylaws. Two other units have missed the November strata fee payment and will be contacted by CrossRoads Management Ltd.

(5) <u>BUSINESS FROM PREVIOUS MINUTES</u>

5.1 SOUTH ELEVATION T-III and EAST ELEVATION T-II UPDATE

Council got a report that this work was finished. However, Bob Cameron, Tim Pichette and Hans Arends have a meeting directly after the Council meeting with the Centra-Pro Painters and Inspec to review the work. (Hans notes that the inspection after the meeting was disappointing because again, the caulking did not meet the agreed scope of work, in particular the work done on T-III. This will need to be redone in the coming weeks.)

5.2 DRYER DUCT REPAIR

Council discussed the report and quote from National Air regarding the dryer vent duct issue in unit 116. It appears that this can be fixed and there is no requirement to re-route this duct. Council discussed the work that needs to be done and it was MOVED/SECONDED to approve this. **CARRIED**

5.3 POOL TABLE DAMAGE

Ed Boone reported that he has an upcoming meeting with the repairman and that the table should be done this week.

5.4 FREEZING OF WATER LINES FOR RENOVATIONS in T-III

Council would like to remind all owners in T-III that going forward, any renovation that involves work on the waterlines and requires a water shut-off, the owner must first pursue the freezing of waterlines. Nitro Pipe Freezing has done this work in the building a few times and can be reached at (778) 321-2653.

5.5 WATER TABLE DRAW DOWN

Bob and Ed were not able to attend the city planned meeting. However, Council discussed the matter and decided that it will write a letter of concern to the City of White Rock planning department.

5.6 SECURITY BREACH AT T-II NORTH SIDE FIRE EXIT DOOR

Council reports that it has installed 3 Bend Astragals on all seven fire exit doors. This will prevent any intruder from prying the bar off. (A similar system is on the front and the garden doors). This means that all the fire exit doors are now secured. All owners are requested not to use these doors except in emergency situations. This will prevent these doors from being accidently left ajar. Your cooperation is greatly appreciated.

5.7 FENCING REPAIR T-II

Council reports that the fencing between the units on the East side of T-II is completed; Gates were installed to allow service workers to go between the units without disturbing the residents.

5.8 MOTOR FOR AIR INTAKE

Council reports that the electric motor that controls the dampers (louvers) is on order. This motor closes the damper on cold days to prevent cold air intake.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Ed Boone reported that Janscape will be doing the garden maintenance every Wednesday. They will also do the trimming of the shrubs and trees in the coming weeks.

6.2 BYLAWS

Hans informed Council that he spoke with Shawn Smith regarding the bylaws. Shawn was not finished with his review but will have it completed by tomorrow. Hans will forward Shawn's recommendations to Clayton and Dorothy to review. The final copy will be distributed to the owners with the Annual General Meeting Notice that will take place on December 7th.

6.3 SECURITY/SAFETY

Owners are reminded not to allow access to persons standing at the entrance door if you do not know them.

6.4 BUILDING MAINTENANCE

Bob reported on building maintenance. At the AGM a resolution will be presented to allow council to continue to undertake capital projects such as painting and membrane work, as well as dryer vent re-routing work if needed.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or will be contacted by a member of Council for a first-hand report.

Council discussed a complaint it received regarding the smell of smoke in the hallway.

Council discussed a letter they received regarding harassment. All owners and residents are reminded that everyone residing in the strata has the right to enjoy living in this building in peace and quietness.

(8) NEW BUSINESS

8.1 ANNUAL GENERAL MEETING (AGM)

Council reviewed and approved the agenda for the AGM and it can now be forwarded to the owners with the Notice of the meeting, which is set for December 7th. Please plan to attend and if you cannot attend, please ensure you pass your proxy to a neighbour or Council Member who will be attending.

8.2 2016-2017 BUDGET

Hans informed Council that he discussed the proposed budget with Clayton and Dorothy. The proposed budget will have a fee increase in order to allocate more funding for capital projects. There is still more exterior painting that needs to take place and the membrane is still on the agenda to be repaired in the coming years. It remains the council's intent to pay for these projects through the CRF and that will require additional funding.

8.3 RESOLUTION REVIEW FOR THE AGM

Council reviewed the proposed resolutions for the upcoming AGM. Beside a resolution to do some capital projects, there will also be a resolution to install a gate at the east entrance to enhance security.

Two resolutions will deal with the bylaws. One of the bylaw resolution deals with the set of bylaws distributed earlier and discussed at the Information meeting in October. Some minor adjustments may be made upon the recommendations of Shawn Smith (Strata Lawyer with Cleveland and Doan) and the other bylaw resolution will deal with the no smoking bylaw. This bylaw will have a grandfather clause that will protect the current smoking owners for the time they continue to reside in their home.

8.4 FIRE SAFETY INSPECTION

The annual mandatory fire safety inspection is scheduled for November 23rd. Please ensure that access is granted. If you cannot be home, please provide a neighbour or Len with a key for access.

8.5 LINE PAINTING IN GARAGE

Council discussed the need to have the lines in the garage repainted. Some are getting really worn and difficult to see. Hans will be getting quotes and have them available for the next council meeting. Council also discussed the need to paint the concrete columns in the garage.

8.6 RETAINING WALL

Ed informed council that he discussed with the landscape contractor, the need to redo the wooden retaining wall on the southwest side of T-II. (Near the underground entrance) The wood is rotten and should be replaced. Quotes will be obtained, including the option to replace this retaining wall with a concrete block that would be more durable.

8.7 RETIRING COUNCIL MEMBERS

Council discussed the need for new council members. Clayton Shultz has been the strata treasurer for many years. He and Donna have decided that it is time for them to downsize and have their unit for sale. Clayton informed Council that he will no longer serve on Council but will make himself available for a smooth transition. Clayton will be sorely missed and council thanked him for all the work he has done for the strata corporation in his many years of volunteer service. Council wishes Clayton and Donna all the best in their future residence.
Ed Boone also informed Council that he and Leslie have sold their unit and they are moving away to be closer to their family. Ed also will be greatly missed. In the past few years, as a resident and Council Member, Ed has been very active, dealing with landscaping/grounds-care issues. Council wishes Ed and Leslie all the best in their new home.

(9) <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned at 10:25 a.m. The next Council Meeting is scheduled on **<u>Wednesday December 15th, 2016 at 8:00 am</u>.**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, DECEMBER 14th, 2016***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER/ LANDSCAPING
Michele Jackson - #16

PRIVACY OFFICER/SECURITY
Geraldine Howe - #214

MAINTENANCE
Bob Cameron - #711
Ken Morrison - #413

CARETAKER
Len Hoar
604-834-0313

STRATA MANAGER
Hans Arends
E-mail:hans@crpm.ca

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1011, 7445 132ND STREET,
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24 HOUR SERVICE
(778) 578-4445

For access to common rooms (electrical rooms etc.) contact Len Hoar 604-834-0313
Please note: Len's hours of duty are from 8:00 am to Noon.

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS**
Dorothy Bach	
Denis Clements	
Bob Cameron	
Michele Jackson	
Ken Morrison	
Geraldine Howe	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. And council confirmed the Council Officers positions as reported in the column.

(2) REPORT FROM LEN HOAR

Len provided the council with an overview of the work and service done in the past month. There had been some heating issues in the hallways and a heating pump needed to be replaced. With the colder weather, the boiler temperature was raised and a leak was fixed in a water line in the boiler room.
On January 19 and 20, the storm drains are scheduled to be cleaned. Owners, whose vehicles need to be removed, will be notified in advance. Also in January, some membrane repair will take place. Again this will require that some vehicles will need to be removed and Len will provide the owners with a notice.
Len also reported a plugged drain in one of the open balconies. Owners are reminded that it is the their responsibility to ensure that drains remain free. If you are not able to do it, please contact Len to ensure that the water is draining properly.
Council thanked Len for his report and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the November 16th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at

http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Michele reported on the financials for the past months and found them in good order. It was MOVED/ SECONDED to adopt the minutes are presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that a couple of owners have an outstanding balance of strata fees and back charges. Those owners will be contacted and interest will be added as per strata bylaws.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 SOUTH ELEVATION T-III and EAST ELEVATION T-II UPDATE

Council was advised that this work is reported finished and the re-caulking was completed. However, owners in T-III have reported that the windows are left with dirt and paint markings. There are also reports of possible broken window seals due to the caulking. Council requested that Hans notify Certa-Pro Painters and report this to them.

5.2 DRYER DUCT REPAIR

Council reported that the duct repair has been successful. The dryer vent is now operational. National Air also has recommended that the current outside mesh in T-III dryer vents be replaced with a large mesh that still will prevent birds from entering but will allow more lint to escape. In the coming year Bob Cameron, Ken Morrison, Len Hoar and Hans will have a meeting with National Air to discuss ways to properly address dryer duct vent maintenance and cleaning.

5.3 WATER TABLE DRAW DOWN

This still is a concern and a letter will be drawn up to notify the city of the council's concern in the coming year.

5.4 MOTOR FOR AIR INTAKE

Council reports that the electric motor that controls the dampers (louvers) is on order. It should arrive soon.

5.5 STORM DRAIN CLEANING

Council reported that arrangements have been made with SWR Drainage to clear out the storm drains on January 19th and 20th. This will require access to a few parking stalls. Len will notify the owners in advance to have their vehicle removed the evening before the work takes place.

5.6 MEMBRANE INJECTION

Council reported that PolyCrete will be doing some membrane injections sometime in January. This also will require that some parking stalls will need to be vacated to allow access. Owners will be notified in advance. At this time council reports that one of the lights in the parkade has been removed due to water ingress during heavy rains.

5.7 RENOVATION PROGESS MONITORING BY STRATA

Council discussed the need, at the last council meeting, to have some way of monitoring the progress of an approved renovation and some assurance that the renovation is not going beyond what is approved. Len Hoar will be taking on this responsibility. Council requests that owners let their contractors know about this arrangement and to treat Len with respect while he is doing his duties.

(6) <u>COMMITTEE REPORTS</u>

6.1 LANDSCAPING

Janscape has started their gardening maintenance. At this moment there is little to report. Both Michele and Geraldine have offered to monitor the work. Hans was requested to provide both council members with contact information and he will let Al Janssen know about this change.

6.2 BYLAWS

Council signed off on the form to have the new bylaws registered at Land Title. The new bylaws will also be posted on the website: http://WRSquareII.mybuildingonline.com

6.3 SECURITY/SAFETY

Geraldine Howe will be taking on this position with the help of Ken Morrison. Geraldine is familiar with the system but would like to be present when Blue Mountain comes out to do a session with Len. Other council members will be informed about the date so they may also attend the session.

6.4 BUILDING MAINTENANCE

Bob reported on building maintenance. Both Bob and Ken will be taking on building maintenance. Bob suggested that he, Ken and Hans meet with Bill Wooffinden from Inspec Consulting, to determine what section of the building should be next in line for painting. Council also discussed the replacement of the retaining wall at the garage entrance and reviewed the quote provided. A decision was tabled for further discussion in the coming new year.

(7) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council discussed a letter they received regarding harassment and noise bylaw violations. All owners and residents are reminded that everyone residing in the strata have the right to enjoy living in this building.

Council received a couple of requests from owners to execute some form of renovation. The renovation request from Unit 208 was approved with some conditions. Council requested some additional information regarding a bathroom renovation for unit 316. Hans will notify the contractor and pass that information back to council for further discussion before approval is granted, possibly with some conditions.

Council received a petition from owners in T-III, who were affected by the recent caulking work done around their windows, to have their windows cleaned. Council discussed the matter and Hans informed Council that he had already had a couple of discussions with Bogey's Building Maintenance to have this done. But Robert had pointed out that this time of the year is not a good time to have this done. With the cold weather glass is not the same and washing it can have a negative effect on the glass seals. However, if council would request to have this done, he would consider it provided that the weather warms up, not only during the daytime but in particular at night time as well. Robert also informed him that he will be out of the country and not be available in the months of February and March. Hans was requested to contact Robert and request that the windows be cleaned in January provided that it can be done in a safe and effective matter.

(8) NEW BUSINESS

8.1 LINE PAINTING IN GARAGE

Council discussed the need to have the lines in the garage repainted. Some are getting really worn and difficult to see. Hans will be getting quotes and have them available at the next council meeting. Council also discussed the need to paint the concrete columns in the garage.

8.2 SNOW REMOVAL

Council discussed the snow conditions that came about in the past few weeks. **It would like to extend a big thank you to all owners who took some time and helped out clearing the snow from the entrance and sidewalks. Much appreciated!** Council discussed the need to possibly purchase a snow blower for these types of events. Council will consult Len Hoar on the purchase of a snow blower and make a final decision by email.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m. The next Council Meeting is scheduled on **Wednesday January 18th, 2017**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES — *WEDNESDAY, JANUARY 18th, 2017*

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER/ LANDSCAPING
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ATTENDANCE:	**REGRETS**
Dorothy Bach	
Denis Clements	
Bob Cameron	
Michele Jackson	
Ken Morrison	
Geraldine Howe	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved.

(2) REPORT FROM LEN HOAR

Len provided the council with an overview of the work and service done in the past month. Len informed Council that arrangements have been made with Ric Fountain to repair damage in the hallways. At the same time, Ric will be asked to do some other repairs as well. Richmond Elevator appointed a new technician to this area. The elevator in T-II needed a part replaced. Both elevators received the annual brake inspection. Len brought it to council's attention that some of the fire safety tags are outdated. Hans was requested to contact Westech to ensure that this equipment was not missed at the last inspection and to request them to ensure that updated tags are attached. Len also reported that he allowed access to trades working in some of the owners units. One of the outstanding issues is the electric motor that controls the dampers for the corridor air supply. The damper was closed during the cold weather to prevent heating pipes in the mechanical room from freezing. However, the motor is on order and should be installed soon. Len also questioned if the monthly testing of the generator has been done by Westech Strata Services. Hans was asked to confirm this with Mark Autio.

Council thanked Len for the report and Len left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the November 16th, 2016 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder: Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Michele reported on the financials for the past month and found them in good order. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that a couple of owners have an outstanding balance of strata fees and back charges. The owners will be contacted and interest will be added as per strata bylaws.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 DRYER DUCT SERVICE

Bob Cameron and Hans will be meeting with National Air in the coming months to discuss the dryer vent cleaning this year. Bob would like to see that a proper protocol be put in place for reporting the results that is agreed to by all parties.

5.2 WATER TABLE DRAW DOWN

Bob Cameron recommended that the Strata hire a geotechnical engineer to draft the letter informing the city of the strata's concerns. Council approved Bob's recommendation and arrangements will be made.

5.3 MOTOR FOR AIR INTAKE

Council reports that the electric motor that controls the dampers (louvers) is on order. It should be installed soon.

5.4 STORM DRAIN CLEANING

Council reported that arrangements have been made with SWR Drainage to clear out the storm drains on January 19th and 20th. This will require access to a few parking stalls and lockers. Len has notified the affected owners in advance to have their vehicles removed the evening before the work takes place.

5.5 MEMBRANE INJECTION

Council reported that PolyCrete will be doing some membrane injections sometime in the coming month. Due to the cold weather this has been delayed.

5.6 PAINTING OF THE LINES IN THE UNDERGROUND GARAGE

Hans informed Council that the company doing this type of work will be coming out to provide the council with a quote.

5.7 LANDSCAPING RETAINING WALL

Hans reported that he met with a contractor to discuss the replacement of the retaining wall just north of the ramp. This wall is now made of landscape ties and council would like to see an option to replace this wall with a concrete block.

5.8 WINDOW WASHING IN T-III

Council reports that they still would like to have the windows on the south side of T-III washed. The windows were left with markings on it when the recent caulking work done around these windows. Arrangements have been made with Bogey's Building Maintenance to have this done either this month or early February. This work is very much weather dependent.

(6) <u>COMMITTEE REPORTS</u>

6.1 LANDSCAPING

Janscape has started the maintenance but, due to the weather, not much could be done. Council does request that owners not approach the landscaping crew to discuss certain work with them. This is assigned for the Landscape liaisons on Council to discuss with the crews supervisor. Please remember the landscape contract allows for certain hours per week for the crew to work. If this time is spent talking and discussing work with owners, no work will be done and yet the Strata still has to pay. If you have any questions or comments on the work, please contact either Michele Jackson or Geraldine Howe in writing to express your concern.

6.2 BYLAWS

Council signed off on the form to have the new bylaws registered at Land Title. The new bylaws will also be posted on the website: http://WRSquareII.mybuildingonline.com

6.3 SECURITY/SAFETY

Council reports that a suspicious person was seen entering the patios on the west side of T-II. All owners are requested to be alert and do not allow persons into the building that you do not know. Also council requests that when either entering or leaving, you remain at the garage gate until the gate is closed.

6.4 BUILDING MAINTENANCE

Bob, Ken and Hans will be meeting with the painting consultant to proceed with exterior painting some time in February. They will also be looking into if there is a need to install more drains in the membrane.

(7) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council discussed a letter they received regarding some water ingress into the building. A restoration company was called and council is waiting to receive further reports.

Council also discussed a letter of an owner who is being harassed by another resident. Hans was requested to obtain legal advice on how council can best deal with this issue.

Council received a complaint regarding construction noise on a weekend. The owner received a reminder note and Council would like to remind all owners that while some construction is allowed, like painting, hammering and other noise creating equipment or applications are prohibited on the weekends as per strata bylaws.

(8) <u>NEW BUSINESS</u>

8.1 CORRIDOR HEATING

The corridor heating was restored and is now working, at a cost that exceeded $2,000 and that included the replacement of a pump and a module to control the flow. Bob also reported that some repair work needed to be done on the boilers totaling over $4,000. Hans was requested to inform RAM Mechanical that they in the future provide more details on parts that they replace on the invoice when doing their repairs.

8.2 HEATING IN T-III

Bob reported that with the cold weather the heating system on the seventh floor was not able to keep up. Hans was requested to contact Calysta Consulting regarding the roof's condition.

(9) <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned at 10:25 a.m. The next Council Meeting is scheduled on **<u>Wednesday February 15th, 2017</u>**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, FEBRUARY 18th, 2017***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
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STRATA MANAGER

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ATTENDANCE:	**REGRETS**
Dorothy Bach	Ken Morrison
Denis Clements	
Bob Cameron	
Michele Jackson	
Geraldine Howe	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Dorothy Bach, a quorum being present. The agenda was approved.

(2) REPORT FROM LEN HOAR

Len provided the council with an overview of the work and service done in the past month and gave the council some highlights. SWR cleaned the storm sewers and the chambers.
Westech finished some of the outstanding work projects. Len also reported that the door to the garden area does not always close in cold weather. It seems that it is somewhat off balance and may need to be adjusted. There is a ceiling leak in the exercise room that needs attending to. Jim Coyle will be asked to look into this. Len requested that new fobs be ordered and also advised that Ram Mechanical will be in on February 23 to do the semi annual boiler maintenance. This may result in the water supply being shut off for short periods of time.

Council thanked Len for the report and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the January 18th, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

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(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Michele reported on the financials for the past month and found them in good order. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that a couple of owners have an outstanding balance of back charges. The owners will be contacted to remind them of the balances owing.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 DRYER DUCT SERVICE

Bob Cameron and Hans will be meeting with National Air on February 15th to discuss setting up a standard protocol of how to deal with the cleaning of the ducts and to ensure that this work is done smoothly. Bob informed council that he also has invited Tim Pichette to join in on the meeting.

5.2 WATER TABLE DRAW DOWN

Bob Cameron reported that he and Hans met with a couple of engineers to discuss the water table draw down. The engineers inspected the parking garage floors and concluded that there are no immediate concerns for White Rock Square II. The new constructions of the proposed towers on Foster Street as well as the Bosa project on Johnson Road are too far away to impact the foundations of White Rock Square II.

5.3 MOTOR FOR AIR INTAKE

Council reports that the electric motor that controls the dampers (louvers) is now installed.

5.4 PAINTING PROJECT FOR 2017

Bob Cameron and Hans will be meeting with Bill Wooffinden from Inspec Consulting. Bill will be advising the council on the condition of the exterior paint, and which elevation should be addressed this coming summer. Tim Pichette will be joining the meeting as well.

5.5 MEMBRANE INJECTION

Council reported that PolyCrete will be doing some membrane injections in the coming month. Due to the cold weather this was delayed.

5.6 PAINTING OF THE LINES IN THE UNDERGROUND GARAGE

Council reviewed the quote that was presented. Hans was requested to ask for clarification on some of the terms. Council also discussed the need to paint the concrete pillars so they can be clearly distinguished from the walls. Geraldine offered to be the contact person for the handyman and will contact him to do this part of the painting.

5.7 LANDSCAPING RETAINING WALL

Council reviewed quotes to replace the rotting retaining wall of wooden ties located at the north side of the ramp. The option is to either redo this with landscape ties or to replace it with concrete blocks. After some discussion it was MOVED/SECONDED to replace the ties with concrete blocks for the higher elevation and to retain the landscape ties where it is more only a separation of the pathway and the gardens. **CARRIED**

5.8 WINDOW WASHING IN T-III

Council reports that Bogey's Building Maintenance has started to wash the windows on the south elevation of T-III. This should be completed by the end of the week. The regular spring window washing is still scheduled for April/May.

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Janscape has started the maintenance and Michele and Geraldine reported that they are satisfied with the work done. Council would like to remind owners not to engage with the landscaping crew to discuss certain work with them as this is the function of the Landscape liaisons on Council to handle with the crew's supervisor. Please remember, the landscape contract allows for certain hours per week for the crew to work. If this time is spent talking and discussing work with owners, no work will be done and yet the Strata still has to pay. If you have any questions or comments on the work please contact either Michele Jackson or Geraldine Howe in writing to express your concern.

6.2 BYLAWS

Council signed off on the form to have the new bylaws registered at Land Title. The new bylaws will also be posted on the website: http://WRSquareII.mybuildingonline.com

6.3 SECURITY/SAFETY

Council would like to remind all owners and residents to ensure that the exit doors are fully locked when you have entered or left the building. While Len does check doors daily to ensure that they are operating correctly, there are times, due to weather conditions, that it may need an extra pull or push. This in particular pertains to the east exit door into the garden area and the lower wooden door in T-III.

6.4 BUILDING MAINTENANCE

In Ken's absence, Bob and Hans will be meeting with several trades to address issues. Tim Pichette will be joining them. The drain rocks and the drains around the perimeter of the eastside of T-III need to be cleaned and this will be done in the coming month. The membrane in the planters attached to T-III will be redone in the coming months and an anti slip product will be applied to the steps to the front main entrance.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a letter regarding a tree that was damaged during the painting. The landscape contractor will be addressing this issue.

Council received a request from an owner to obtain a list of those owners who have signed up to be exempt from the no smoking bylaw. Due to privacy concerns legal advice was obtained and Council was advised not to disclose that information as this is indeed a breach of privacy.

Council received a renovation request from unit 415. The renovation was granted with conditions attached to the alteration agreement.

(8) <u>NEW BUSINESS</u>

8.1 DOMESTIC WATER

Several owners reported to council that their domestic water was brownish. Council was informed by the City that this was due to some water-main work in the neighbourhood.

8.2 TELUS FIBRE OPTIC NETWORK LINES

Council received a request from Telus to install Fibre Optic Network lines in the building. Hans informed Council that a meeting is arranged early next month to discuss the details of how it would work and what the conditions and obligations are for White Rock Square II.

8.3 FIRE WARDEN UPDATE

Denis reported that the fire warden lists are now up to date. Special thanks go to Carmel Clements, Helene Swan and Mary Cooper for all their work in getting this job done.

8.4 SECURITY CAMERAS AND FOBS

Council requested that Hans order new Fobs plus contact Blue Mountain Technologies to have them come out and tutor Len and Geraldine on the security surveillance system.

8.5 PARKING STALLS

Council would like to remind all owners that parking stalls can not be use as a storage area. This includes, but is not limited to, tires and rims. Also, vehicles that drip oil can not be parked in the stalls. After a warning letter, your vehicle will be towed if the leak has not been repaired. Before the line painting takes place, the garage will be power washed and if your vehicle leaks oil you will be charged for any extra cost to clean the oil stains.

(9) <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned at 10:05 a.m. The next Council Meeting is scheduled on **<u>Wednesday March 22, 2017</u>**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***THURSDAY, MARCH 23, 2017***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
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VICE-CHAIR
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Tim Pichette - #216

CARETAKER
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STRATA MANAGER

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Please note: Len’s hours of duty are

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ATTENDANCE:	**REGRETS**
Dorothy Bach	Ken Morrison
Denis Clements	
Bob Cameron	
Michele Jackson	
Geraldine Howe	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. Tim Pichette (Building Committee) jointed the meeting at about 8:30 to discuss building maintenance issues.

(2) REPORT FROM LEN HOAR

Len provided the council with an overview of the work and service done in the past month and gave the council some highlights. Work was done around unit 15; the hot water tanks were flushed and drained during the semi- annual boiler service. A leak in the parking garage proved to be due to a leak in the hot-water heating system and this was fixed by Rush Mechanical.

Council thanked Len for the report and Len left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the February 18, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

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(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Michele reported on the financials for the past month and found them in good order. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that a couple of owners have an outstanding balance of back charges. The owners will be contacted to remind them of the balances.

(5) <u>BUSINESS FROM PREVIOUS MINUTES</u>

5.1 DRYER DUCT SERVICE

Tim Pichette, Bob Cameron and Hans reported on the meeting with National Air. Tim explained the need to replace the dryer vent wind Guards on the south elevation of T-III. It was also noted that the current wire mesh screens installed in T-III are not functioning well, because the openings are too small to allow lint to pass through the screens. It was recommended that they be replaced with mesh that has a larger opening. Bob mentioned that he has requested that we receive a report on each suite in order to to identify potential issues before they become a problem. Council reviewed the quote and it was MOVED/SECONDED to proceed as per recommendation and have this work done before the annual window washing. **CARRIED**

5.2 PAINTING PROJECT FOR 2017

Council reviewed the reports and budget estimates for the painting project. Bill Wooffinden of Inspec and Jason Ewert of Remdal Painting inspected the different surfaces and in their recommendations, it was the east elevation of T-III that shows the most signs of wear. The west elevation of T-III could be done in the next budget year, but some caulking was recommended around the windows of T-II north stairwell.
There was also a concern with paint bubbles, mainly on the east elevation that may indicate some water behind the paint surface. i3Building Science and Consulting did an investigation and determined that there were no real concerns. They did recommend that proper caulking be done at the time the painting takes place. Council discussed how to proceed, especially in light of last years painting project that caused a lot of issues. It was MOVED/SECONDED to proceed with the painting and caulking of the east elevation of T-III and the caulking of T-II north faced windows. **CARRIED**
This project is slated to take place in July or August.

5.3 LINE PAINTING IN GARAGE

This work will take place sometime at the end April or beginning of May but is weather dependent. It will be coordinated by level and all vehicles must be removed from the garage. Notices will be posted one week in advance. Before the painting takes place, Council will also coordinate to have the garage surface power washed. Again this will be done in sections to allow owners to find parking accommodations while the power washing is done.

5.4 RETAINING WALL REPLACEMENT

Council reports that the wooden retaining wall was replaced with cement blocks (just north of the ramp).

5.5 MEMBRANE INJECTION

Council reported that PolyCrete will be doing some membrane injections sometime in the coming months. Due to the cold weather this was delayed.

5.6 TELUS FIBRE OPTIC LINE

Council received a request from Telus to obtain permission to install fibre optic lines in the building. The program requires an 80% owners' permission to proceed. Council discussed the proposal and it was

stated that at this time the Strata Corporation has a signed contract with Shaw for TV service. However, it was mentioned that this was not only for TV but also for internet service and that there are several owners in the building that do not make use of Shaw and still have their own service with Telus.
It was MOVED/SECONDED to allow Telus to distribute a wiring permission form to all owners and see if 80% permission can be reached. **CARRIED**

5.7 WATER INGRESS

Council reviewed a report regarding one unit suffering from water ingress. While it was initially thought to be a problem with the membrane, it was determined, after a thorough investigation, that this leak was due to a window. Council discussed the matter and it was MOVED/SECONDED to have the window refurbished and ensured that proper caulking is in place around the window. **CARRIED**

(6) COMMITTEE REPORTS

6.1 LANDSCAPING

Janscape has started the maintenance and Michele and Geraldine reported that they are satisfied with the work done.

6.2 BYLAWS

There is nothing new to report at this time.

6.3 SECURITY/SAFETY

There is nothing new to report at this time..

6.4 BUILDING MAINTENANCE

Council is pleased to announce that Tim Pichette will be taking an active role in building maintenance. Tim will be reviewing and liaise with Len Hoar on maintenance issues.
Tim Pichette left the meeting.

(7) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a renovation request from unit 306. The renovation was partly granted with conditions attached to the alteration agreement.

(8) NEW BUSINESS

8.1 DOMESTIC WATER

Several owners reported to council that their domestic water was brownish; Council was informed that this is a city issue and that the city is working on correcting the problem..

8.2 MEMBRANE FAILURE

Council received and discussed the report regarding a membrane failure in T-II. The area in question is directly located where the garden bed meets to building. The replacement of the membrane is already on the radar to be done in the next couple of years. Council MOVED/SECONDED to have the soil

removed and the membrane exposed in order to determine what action needs to be taken. It is possible that this can be fixed temporarily by using a liquid membrane until the whole membrane is replaced.
CARRIED

8.3 WASHING NORTH ELEVATION OF T-II

Council discussed the need to have the North elevation of T-II washed and reviewed the quote for this. It was MOVED/SECONDED to have this brush washed in the coming month. **CARRIED**

8.4 FIRE DEPARTMENT

Geraldine requested permission to set up an owners meeting with White Rock Fire Department to discuss proper fire procedures. Such a meeting was done years ago and found very beneficial. Now that there are several new owners in the building, Geraldine felt that it may be a good idea to do this again. Council agreed with Geraldine's proposal and more news on this will be forthcoming.

8.5 NEW COUNCIL MEMBER?

With Tim Pichette taking a bigger role regarding Building Maintenance, Bob Cameron suggested that Council should consider inviting Tim to become part of Council. Council discussed the matter and it was MOVED/SECONDED to invite Tim on council. **CARRIED**
Note: After the meeting Dorothy (council president) contacted Tim and invited him to be on council and Tim has accepted the invitation).

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:35 a.m. The next Council Meeting is scheduled on **Wednesday April 12, 2017**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

General Notice

Council would like to remind all owners and residents to **report all issues** pertaining to the Strata Maintenance and/or Security Issues directly to **Len Hoar**, our caretaker.
Len can be reached at **604-834-0313.** Len will forward the concerns to the appropriate person.

Council would like to thank you for your understanding and cooperation.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, APRIL 12, 2017***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER/ LANDSCAPING
Michele Jackson - #16

PRIVACY OFFICER/SECURITY
Geraldine Howe - #214

MAINTENANCE
Bob Cameron - #711
Ken Morrison - #413
Tim Pichette - #216

CARETAKER
Len Hoar
604-834-0313

STRATA MANAGER
Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.

1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447

EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445

For access to common rooms (electrical rooms etc.) contact Len Hoar 604-834-0313
Please note: Len's hours of duty are from 8:00 am to Noon.

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS**
Dorothy Bach	Ken Morrison
Denis Clements	
Bob Cameron	
Michele Jackson	
Geraldine Howe	
Tim Pichette	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. Tim Pichette was welcomed to the meeting. Council welcomed Brenda Barber, from CrossRoads Management who attended as an observer.

(2) REPORT FROM LEN HOAR

Len provided the council with an overview of the work and service done in the past month and gave the council some highlights. The work around unit 15 is almost completed. Some water ingress was observed and fixed around unit 105. Several owners reported water discoloration due to the chemicals the city now uses in the domestic water supply. There was also a flood April 6, in the washroom/gym area, caused by a plugged drain coming down from the Suite 12 stack. Several people stepped in and helped out. (Thank you to Tim, Robert, Dorothy, Geraldine and Len). Polycrete did some concrete injecting in the garage to stop a leak. Knight Lawn Sprinkler Co. put the exterior water taps and sprinkler system back to work after the winter. Warren, the new handyman, did some drywall work in some units that suffered water ingress.

Council thanked Len for the report and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the March 23, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Michele reported on the financials for the past month and found them in good order. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

It was noted that this year there have been some expensive repairs that have taken funds from Maintenance and Repair. Some of these are membrane issues and deal with caulking that was approved in the Capital Expense Budget. Michele, Dorothy, Tim and Bob will meet with Hans on Wednesday afternoon to review the maintenance and repair expenses and see if some of these should not be expensed to the Capital Expense Budget.

4.2 ACCOUNTS RECEIVABLE

Hans reported to council that an owner has an outstanding balance of back charges but this is an insurance claim and will take longer to collect. Some other owners have not submitted the fee increase while others have missed one months payment. They will be contacted to remind them of the outstanding balance.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 DRYER DUCT SERVICE

Dryer vent cleaning is arranged for May 17 to 19. Notices will be posted on line and on the bulletin boards. Please check the notices for the dates that each floor gets done.

5.2 PAINTING PROJECT FOR 2017

Council reported that Bob, Tim and Hans are meeting with the consultants on Thursday April 20 to review the specs and move this project forward.

5.3 LINE PAINTING IN GARAGE

Due to budget restraints this work will be put on hold until late summer.

5.4 MEMBRANE INJECTION

Council reported that PolyCrete has completed this work on the leaks in the garage.

5.5 TELUS FIBRE OPTIC LINE

Council reported that a meeting will be set up with Telus to discuss this further.

5.6 MEMBRANE REPAIR

Council reports that a temporary repair has been done to the membrane at T-II. This will last until the full membrane is done in the coming years.

5.7 POWER WASHING NORTH ELEVATION T-II

Council reports that this work is to be scheduled to take place April 19.

5.8 POWER WASHING THE PARKING GARAGE

Council reports that they will engage the service of Warren Petersen to power wash the garage. This work will take place sometime in May.

(6) RATIFICATION OF DECISION MADE BY EMAIL

From time to time Council will need to make decisions via email. These decisions will then be ratified at the next council meeting;

Council approved a renovation request from unit 113.

(7) COMMITTEE REPORTS

7.1 LANDSCAPING

Michele and Geraldine reported that they are concerned about the weeding. Hans was requested to contact Janscape and inform them of the concern and to request that they contact and inform Len when they are on site, in case Michele and Geraldine have any specific instructions to pass on re the garden.

7.2 BYLAWS

There is nothing new to report at this time.

7.3 SECURITY/SAFETY

There is nothing new to report at this time..

7.4 BUILDING MAINTENANCE

Issues with Building Maintenance are reported as they appear on the agenda under previous and new business.

(8) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a window replacement request and will consult with i3Building Science and Consulting to ensure that proper windows are selected and also to set guidelines.

(9) NEW BUSINESS

9.1 NON SMOKING SIGNS

Council discussed, selected and approved signage that will indicate that this is a non smoking building. Signs will be posted at all three entrances and by the elevators.

9.2 NEW CONSTRUCTION CONCERNS

Denis reported that he will be attending a City information meeting dealing with the concerns arising from the building of the new towers on Foster and Martin. In particular, Denis will raise the issues of parking and additional heavy truck traffic due to the construction.

(10) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:20 a.m. The next Council Meeting is scheduled on **Wednesday May 17, 2017**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

General Notice

Council would like to remind all owners and residents to **report all issues** pertaining to the Strata Maintenance and/or Security Issues directly to **Len Hoar**, our caretaker.
Len can be reached at **604-834-0313.** Len will forward the concerns to the appropriate person.

Council would like to thank you for your understanding and cooperation.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, MAY 17, 2017***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER/ LANDSCAPING
Ken Morrison - #413

PRIVACY OFFICER/SECURITY
Geraldine Howe - #214

MAINTENANCE
Bob Cameron - #711
Ken Morrison - #413
Tim Pichette - #216

CARETAKER
Len Hoar
604-834-0313

STRATA MANAGER

Hans Arends
E-mail:hans@crpm.ca

CrossRoads
Management Ltd.

1011, 7445 132ND STREET,
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Please note: Len's hours of duty are from 8:00 am to Noon.

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE: **REGRETS**

Dorothy Bach
Denis Clements
Bob Cameron
Geraldine Howe
Tim Pichette
Ken Morrison

Visitor: Leo Pedersen (Unit 416)

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) <u>CALL TO ORDER</u>

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. Mr. Petersen, the new owner of unit 415, stopped by to introduce himself and to request some information regarding strata fees. Hans was requested to look into the matter and to report back to him and Mr. Pedersen left the meeting. Please note: Due to the Dryer Duct service work that was started at 8:00 am, Denis Clement came after 9:00 am.

Dorothy officially informed Council that Michele Jackson, partly due to her intention to place her unit on the market, has resigned from council. Council would like to thank Michele for all the work she did while on council and wish her well with the sale of her unit. She will be missed.
Ken Morrison has agreed to take over the role of treasurer.

(2) <u>REPORT FROM LEN HOAR</u>

Len provided an overview of the work and service done in the past month and gave Council some highlights. Blue Mountain Technologies was out to provide Geraldine, Denis and Len with instructions on how the security system and enter phone operates. The CO sensor needs to be checked. The roof on T-III has been sprayed a few times this year for spring tails. This has been a challenge due to the rainy weather. Adam from Rush Mechanical was out to do some work for the strata as well as for some owners in their suites. Len also requested that new fobs be ordered, as he is almost out of them.
Council thanked Len for the report and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the April 12, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder: Council Minutes are available on line at http://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Dorothy and Hans reported on the financials for the past month. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

Note: In the last minutes, it was recorded that an informal meeting was to take place between the maintenance members, council president and the treasurer. This meeting took place and it was decided to take note of the budget restraints but continue doing necessary maintenance only. It was also noted that a charge back on a delayed insurance claim has finally been paid out by the insurance company. Some items not immediately in need of maintenance may need to be put on hold for the next fiscal year.

4.2 ACCOUNTS RECEIVABLE

Hans reported that a couple of owners have an outstanding balance and they will be contacted by CrossRoads Management with a request for payment.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 DRYER DUCT SERVICE

Dryer vent cleaning is arranged for May 17 to 19. This work was in progress.

5.2 PAINTING PROJECT FOR 2017

Council reported that this work has been awarded to Remdal Painting and it is expected to be done will be done during the summer months. More details will follow.

5.3 LINE PAINTING IN GARAGE

Due to budget restraints this work will be put on hold until late summer.

5.4 TELUS FIBRE OPTIC LINE

Council reported that this is progressing nicely and the first hurdle has been reached with over 82 owners signing up and agreeing to have the fibre optic line brought into their suite. Council also discussed the current Shaw Cable contract that is in place. This contract will expire in March 2019 and the owners will be consulted if this contract should be renewed.

5.6 POWER WASHING NORTH ELEVATION T-II

Council reported that this work is completed. All the windows on the North elevation of T-II will be caulked later this year as it is included in the work awarded to Remdal Painting.

5.7 POWER WASHING THE PARKING GARAGE

Council reported it will be looking into ways to have this done. It appears that Warren, the handyman the strata had hired, may not be able to do this work in the near future.

5.8 WINDOW REPLACEMENT

Council discussed the request of an owner to replace the current aluminum windows with new vinyl windows. Council consulted an engineer on this and it was decided that these windows already have been certified as meeting the BC building code. However, (an) owner(s), who want(s) to replace the aluminum windows with the new vinyl ones will still need to submit an application for council approval and must provide council with documentation that the windows they have chosen are in accordance with the building code and are approved for concrete mid-rise buildings. The suppliers should be able to provide that documentation. Council approved the request of the owners of unit 304 to replace their windows with these and other conditions.

5.9 NO SMOKING SIGNS

Hans reported that the NO SMOKING signs are ordered and he will be picking them up in the coming days.

(6) RATIFICATION OF DECISION MADE BY EMAIL

From time to time Council will need to make decisions by email. These decisions will then be ratified at the next council meeting;

Council approved the replacement of several zone valves in different units.

(7) <u>COMMITTEE REPORTS</u>

7.1 LANDSCAPING

Geraldine reported that she had a conversation with Al Janzen of Janscape**.** She felt that the concerns were addressed but she will continue to closely monitor the work done.

7.2 BYLAWS

There is nothing new to report at this time.

7.3 SECURITY/SAFETY

Denis and Geraldine reported that the last fire drill was a great success. The meeting with Fire Deputy Robert Schlasse from the White Rock Fire Department was very informative. Denis was able to recruit some new floor wardens. The list is or will be updated. Denis will also plan a meeting with the floor wardens in the near future.

7.4 BUILDING MAINTENANCE

Tim reported on Building Maintenance. It was noted that the current Depreciation Report is due for an update. Tim suggested that the update be delayed for a year so that the current work can be reflected in the new update. Tim also noted that every year, for the past few years, Council has undertaken a capital expense project. Once this year's approved painting project is finished, it will put the strata in the position of having well over 50% of the exterior painting completed. The council also still wants to move forward with the replacing of the parking garage membrane in 2019, starting with the west side of T-II.

Tim also informed Council that the isolation valves on the heating system are failing. While this will not cause leaks, it will make it more difficult to do work on the heating systems inside a suite. Council was advised to have these replaced and has directed Hans to obtain quotes. Tim spoke with Len about starting to paint the stairwells in T-II after the caulking is completed.

(8) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a letter from the Council President of White Rock Square I regarding the parking concerns they have due to the new construction coming up on both sides of the building. This letter was sent to White Rock City Council. The council of Square I requested that White Rock Square II also submit a letter to the City of White Rock and Dorothy has volunteered to write the letter. The letter of Square I echoes the concern Denis verbally addressed at the City's information meeting a few weeks ago.

(9) NEW BUSINESS

9.1 WINDOW CLEANING

Council reported that arrangements for Bogey Maintenance to do the window cleaning have been made and the work will take place in June. Due to the painting project of the east elevation of T-III these windows will be done when the painting is completed.

9.2 FIRE SAFETY PLAN

Denis reported that Bob Schlasse, White Rock Fire Deputy, noted that the Fire Safety Plan needs to be updated since much of the contact information is no longer current. The Fire Deputy has sent Denis a copy of the old information and Denis and Geraldine will review it and update where necessary..

9.3 CLEANING OF SANITARY PIPES

Hans reported that he has contacted SWR to clean the horizontal sanitary lines in the parking garage and at the same time, some of the vertical sanitary lines that have caused some issues in the past, will also be done. Please do take note of the notices as soon as the date is set.

9.4 PAINTING IN THE PARKING GARAGE

Geraldine requested permission to paint the arrows in the parking garage. She is planning to do this at the same time when she will be finishing the painting at the car wash area. Council approved the request.

(10) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:21 a.m. The next Council Meeting is scheduled on **Wednesday June 14, 2017**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES *WEDNESDAY, JUNE 14, 2017*

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Ken Morrison - #413

PRIVACY OFFICER/SECURITY/ LANDSCAPING
Geraldine Howe - #214

MAINTENANCE
Bob Cameron - #711
Ken Morrison - #413
Tim Pichette - #216

CARETAKER
Len Hoar
604-834-0313

STRATA MANAGER
Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.
1011, 7445 132ND STREET,
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Phone: (778) 578-4445
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EMERGENCY CONTACT
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Please note: Len's hours of duty are from 8:00 am to Noon.

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	REGRETS
Dorothy Bach	
Denis Clements	
Bob Cameron	
Geraldine Howe	
Tim Pichette	
Ken Morrison	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. The agenda was approved.

(2) REPORT FROM LEN HOAR

Len provided an overview of the work and service done in the past month and gave Council some highlights. An attempt was made to address Zone Valves that control the heating system but it appears that this may require draining the system to replace the isolation valves in T-II. This work will be scheduled for this summer. Window cleaning took place last week. New fobs are on order. National Air installed screens on the dryer vents to prevent birds from entering and nesting in the ducts. The horizontal sanitary lines were cleaned, as well as some verticals that were known to have clogging issues. Ram Mechanical, the boiler maintenance company, was out to set the boiler temperature to the summer mode. Telus was in to install some Fibre Optic cable.
Council thanked Len and Len left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the May 17, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder: Council Minutes are available on line at https://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Ken and Hans reported on the financials for the past month. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

Note: Council discussed at length the **Contingency Reserve Fund** (CRF) Account. There seems to be some confusion regarding the funding of the Contingency Reserve Fund vs. the Depreciation Report. The Depreciation Report shows that special levies are due in 2017 and 2018 in excess of $100,000 to repaint the exterior of both towers. However, contributions in the past few years have exceeded the 'status quo' and increased to double in a 5 year time period. Plus the owners, upon council's recommendation, have approved in the past few years, the exterior painting project so that every year some work is done. The result now is that at this moment, the building is actually ahead of what needs to be addressed regarding the exterior. Hans pointed out that as of May 31, while there is almost $200,000 in the CRF, of which $92,000 is allocated to painting and sealant work, there is over $100,000 in the CRF (including an almost $100,000 in GICs) that is not allocated to any work project at this moment. This amount grows every month by approx. $8,000. While there is still work that needs to be done, such as the Membrane Podium (that section of the garage roof outside the buildings foot print) it is the council's intent to avoid levies and to raise funds through CRF contributions.

4.2 ACCOUNTS RECEIVABLE

Hans reported that a couple of owners have an outstanding balance and they will be contacted by CrossRoads Management with a request for payment.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 DRYER DUCT SERVICE

Dryer vent cleaning is completed and Council received a report regarding the conditions of the duct system. The report also indicated that some owners refused access, others were not home to allow access and a few owners refused access to the plenum of some of the balconies that are enclosed in T-II. Council would like to remind owners that access MUST be provided. If an owner fails to have proper service done to the dryer duct system this can not only lead to a plugged duct but also create a fire hazard in the duct system. Should the duct system be plugged due to lack of service, the owner will be held fully responsible for the replacement and rerouting of the duct system. It was MOVED/SECONDED to have Hans write the owners a letter regarding this issue. **CARRIED**

5.2 PAINTING PROJECT FOR 2017

Council reported that this work has been awarded to Remdal Painting and it is expected to be done during the summer months. More details will follow.

5.3 LINE PAINTING IN GARAGE

Due to budget restraints this work will be put on hold until late summer.

5.4 TELUS FIBRE OPTIC LINE

Council discussed the installation of the Fibre Optic cable. Some work has started and it appears that Telus may be able to use the existing conduit to feed their cable through. Council also discussed the Right of Entry agreement that was signed a few months ago.

5.5 POWER WASHING THE PARKING GARAGE

Council reported it looked into quotes for getting the garage power washed. However, it was noted that Jesse did this last year in August and perhaps a good hose down may suffice for this year. Len will be asked to do this over the coming weeks.

5.6 NO SMOKING SIGNS

Hans reported that the NO SMOKING signs are ordered and he will be picking them up in the coming days.

5.7 ZONE CHECK VALVES

Council discussed the Zone Valve issue. In the past weeks several have failed to shut down. It appears that in particular in T-II, the gate valves, that allow the heating radiators to be shut off, are worn and some will not close properly. Since this can be an issue if there is a leak, Tim suggested that all these valves be checked and replaced with ball valves this summer. It will require a total heating shut down and the system will need to be drained in T-II to do this work. It was MOVED/SECONDED to obtain estimates to have this work done. **CARRIED**

5.8 DEPRECIATION REPORT

Council discussed the need to update the Depreciation Report. RDH did the last report and it was noted that the cost of the Depreciation Report last time was in excess of $10,000. Since then the pricing has come down significantly. Hans was requested to inquire what the cost for an update would be and report back to council at the next council meeting.

5.9 DRAIN CLEANING

Council reported that the cleaning of the horizontal drain pipes in the underground parking was completed.

(6) RATIFICATION OF DECISION MADE BY EMAIL

From time to time Council will need to make decisions by email. These decisions will then be ratified at the next council meeting;

Nothing to report.

(7) <u>COMMITTEE REPORTS</u>

7.1 LANDSCAPING

Geraldine reported that she is satisfied with the work the landscape crew has done in the past weeks. Some concerns were expressed regarding owners on the bottom floors in T-III planting shrubbery and/or bushes that they have purchased and maintained at their own cost. While council supports owners who enhance their surroundings, there is a concern that if that suite sells, the expectations of the new owners would be that the strata will maintain these plants and replace them if for one reason or another, the plants die. Hans was requested to notify the owners to make them aware that the alteration remains the owners' responsibility and in case of a sale, the new owner(s) must assume that responsibility or the plant/shrubbery/bush may be removed by the strata.

7.2 BYLAWS

There is nothing new to report at this time.

7.3 SECURITY/SAFETY

Denis reported that the update of names for the new contact persons for the Fire Safety Plan was done and will be submitted to the White Rock Fire Department. Denis will also arrange a meeting with the floor wardens in the near future

7.4 BUILDING MAINTENANCE

Tim reported on Building Maintenance. He would like to put a Maintenance Time Table plan in place indicating when work must be done and when it is done. He and Hans will get together in the coming weeks to set up the time table. Bob informed Council that he was somewhat concerned regarding the last roofing inspection done by Calysta Consulting for the roof in T-III. While the report deals with the condition of the membrane, it is silent on the condition of the insulation that is on the membrane.
Bob indicated that the main concern is not the membrane itself but rather the insulation. Bob is of the understanding that there is a lot of heat lost through the ceiling in the top floor units in T-III. (Note: the roof system in T-II and T-III are completely different, while the insulation at T-II is under the membrane, T-III's insulation is on top of the membrane and held down with river rock.) Hans was requested to contact Calysta and request that the condition of the insulation be included in the report.
Tim recommended that the Council looks into installing a drainage system in the garden area east of T-III. This will improve the draining of water away from the building and thus hopefully prolong the life of the membrane below the garden area.
Lastly Tim reported that he has checked all the dryer vents plus the bathroom and kitchen vents in T-III and they all have screens installed. Tim shared that in most cases of the bathroom and kitchen vents the screens are inside the cap and may not be visible from the outside.

(8) <u>CORRESPONDENCE</u>

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a letter from the owner of unit 702 who wishes to install tiles on the floor of his balcony. Council approved the request.

Council received a request from an owner who is not happy with some wiring of the boaster fan that was installed in the dryer vent system of his unit. The contractor was contacted and indicated that this was installed almost half a year ago and should have been reported at the time of the installation.

Council received a request from an owner to have a BBQ installed in the back garden area east of the building. Council discussed the matter and while most council members liked the idea, it was noted that there are concerns as to who would clean the BBQ after each usage plus the likelihood of rats/mice/raccoons etc drawn to the BBQ smell, grease and food scraps. Lastly, concerns were raised regarding the area, this garden area is commonly visited by uninvited guests/kids at night time during the summer and how can the strata ensure that the BBQ remains protected. Council decided that they will bring the matter to the next AGM and discuss it to receive the owners' direction on this subject.

Council received a report from an owner whose window was caulked shut at the last painting and caulking job. It appears that the hinges were damaged and the owner requested that new hinges are installed. Council discussed the matter and it approved the repair.

(9) <u>NEW BUSINESS</u>

9.1 FRONT STEPS

Council discussed the tiles on the front steps. When wet, these steps can become slippery. With the summer coming up it was noted that some anti-slip materials should be applied again to the steps. Tim will check to see if Len can do this.

9.2 PAINTING OF NORTH STAIR WELL TII

Council discussed the need to repaint the north stair well of TII. Len has offered to do this and will do it in the coming months.

9.3 BOILER TEMPERATURE

Council discussed the boiler temperature settings. Due to the extremely cold long winter, the boiler temperature setting was increased. It was noted that whenever this is necessary it should be monitored closely and reset the settings lowered again as soon as the weather improves.

(10) <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned at 10:41 a.m. The next Council Meeting is scheduled on **<u>Wednesday July 19, 2017 at 8:00 am.</u>**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES *WEDNESDAY, JULY 19, 2017*

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Ken Morrison - #413

PRIVACY OFFICER/SECURITY/ LANDSCAPING
Geraldine Howe - #214

MAINTENANCE
Bob Cameron - #711
Ken Morrison - #413
Tim Pichette - #216

CARETAKER
Len Hoar
604-834-0313

STRATA MANAGER
Hans Arends
E-mail:hans@crpm.ca

CrossRoads Management Ltd.
1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
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EMERGENCY CONTACT
24 HOUR SERVICE
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For access to common rooms (electrical rooms etc.) contact Len Hoar
604-834-0313
Please note: Len's hours of duty are from 8:00 am to Noon.

***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS**
Dorothy Bach	
Denis Clements	
Bob Cameron	
Geraldine Howe	
Tim Pichette	
Ken Morrison	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. Dorothy noted that she will leave the meeting at 10:00 AM due to an earlier commitment.

(2) REPORT FROM LEN HOAR

Len provided an overview of the work and service done in the past month and gave Council some highlights. Telus installed the fibre optic, the generator was fueled up, Remdal started and finished painting the east elevation of T-III and the consultants had been out to inspect the work of the painting and caulking done by Remdal.
Council thanked Len and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the June 14th, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder: Council Minutes are available on line at https://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Ken and Hans reported on the financials for the past month. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported that a couple of owners have an outstanding balance and they will be contacted by CrossRoads Management with a request for payment.

(5) <u>BUSINESS FROM PREVIOUS MINUTES</u>

5.1 PAINTING PROJECT FOR 2017

Council reported that this work has been completed and inspected. Council was pleased with the way it was done.

5.2 LINE PAINTING IN GARAGE

Due to budget restraints this work will be put on hold until late summer.

5.3 TELUS FIBRE OPTIC LINE

Council reported that this work is almost completed. There are some issues with some in suite phones and the enter phone not working properly, due to the pulling of the wiring. Telus will be requested to address these issues before they can proceed with the next step.

5.4 WASHING THE PARKING GARAGE

Council reported that Len has been asked to start on this in the coming weeks.

5.5 ISOLATION VALVES FOR T-II

Council reviewed the quote it received for replacing the isolation valves on the heating system in T-II. Hans explained that he had a hard time to find a company that was willing to quote on this because of the complexity of the work. Another company will be coming out to have a look at the system before they will decide to quote on it. At this time there are several units that have issues with the heating system in T-II and summer time is the best opportunity to address this issue as it will require draining the heating system and this work may take a couple of weeks to complete. It was MOVED/SECONDED that due to time constraints, if no other quote can be obtained, then the job will move forward using the first quote recieved. **CARRIED**

It was also MOVED/SECONDED to pay for this expense out of the **Capital Works budget**. (Contingency Reserve Fund) **CARRIED**

5.6 DRAINS IN T-II

In the past month, a couple of owners have reported that they have experienced back-ups in their kitchen sinks. While it seems that the issue is within the walls of the strata lot and not in the common, vertical drain line Council will check in with SWR Drainage to ensure that the blockage is not caused by the vertical line. If the vertical line is an issue Council will have this cleaned.

5.7 DEPRECIATION REPORT

Hans reported that he has not received word yet from RDH engineering consultants regarding an update for the depreciation report.

5.8 PAINTING OF NORTH STAIR WELL IN T-II

Len reported that he has started the patching/painting of the stair wells in T-II

5.9 PAINTING IN GARAGE

Geraldine reported that the walls in the wash bay have been painted.

(6) RATIFICATION OF DECISION MADE BY EMAIL

From time to time Council will need to make decisions by email. These decisions will then be ratified at the next council meeting;

Nothing to report.

(7) COMMITTEE REPORTS

7.1 LANDSCAPING

Geraldine reported that, in general, she is satisfied with the work the landscape contractor does. However, to get things done, it often requires a phone call to the contractor, and she would like to see the contractor taking the initiative to get the work done. The gardeners did remove debris from the north side of T-II. There also is a huge pile of debris possibly coming from the roofs of White Rock Square 1 close to the border between the two stratas. Hans was asked to contact the council at White Rock Square and request that they remove the debris as this can pose a fire hazard and a haven for rats.

7.2 BYLAWS

There is nothing new to report at this time.

7.3 SECURITY/SAFETY

Council reported that the update of names for the new contact persons for the Fire Safety Plan was done. Denis will arrange a meeting/session with the floor wardens in early September.

7.4 BUILDING MAINTENANCE

Tim reported that he, with some help from Bob and Hans, has been busy with the building maintenance plan. He has contacted nearly all the contractors that do building maintenance at White Rock Square II, obtained quotes and scheduling times from them. Tim and Hans will meet in the near future to finalize the plan and it is expected to be ready for the next council meeting.
Tim also has been in contact with Jim Coyle of Wiley Roofing regarding a small leak that keeps appearing in the exercise room. Jim has suggested that this roof be replaced and a new drain be installed. The estimate to have this done is about $1200 plus the cost for the drain and the coring. Jim also offered to replace another section of the roof adjacent to this for $450 if done at the same time.
Council discussed the matter and it was MOVED/SECONDED to proceed. **CARRIED**

(8) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a complaint, from an owner on the ground floor of TII, that several times she has spotted shelled peanuts on her patio that are most likely being thrown down from an owner in one of the units above to feed squirrels. Council would like to remind owners NOT to feed peanuts to squirrels as this will cause other rodents to visit the building. In fact, there have been several reports of rat sightings around different parts of the garden area. Council has requested that the pest control contractor step up the monitoring of the bait stations and add others where needed.

Council received a request for reimbursement from an owner for clearing their kitchen sink. Because the invoice indicated that this was a blockage within the unit Council decided that this is an owner's issue and it can not reimburse for this.

(9) NEW BUSINESS

9.1 GENERATOR

The emergency generator was serviced last week and it was reported that the radiator of the generator needs repair. An estimated cost will be sent to Hans.

9.2 NEW FLOORING

Council reported that they have received an estimate regarding new flooring in the common rooms. Further discussion was tabled due to time and budget restraints.

9.3 FIRE ALARM MONITORING

Council reviewed the renewal of the fire alarm monitoring contract. It was MOVED/SECONDED to renew the contract. **CARRIED**

9.4 HEATING AT THE SEVENTH FLOOR IN T-III

Bob Cameron reported to council that the heating on the seventh floor still remains an issue. Despite the doubling up of the heating register, that was done a few years ago, last year he was not able to maintain 23° Celsius in their suite. Bob requested that the strata look into replacing the gas fireplace with an energy efficient Heatilator fireplace to ensure that proper heat be delivered to his unit. In the discussion that followed it was noted and questioned that: 1) It is the strata's responsibility to supply a certain heat comfort to each strata lot. 2) The strata has spent over $4500 on most suites on the 7th floor in T-III to double the register. 3) The roofing system at T-III does not have the same insulation factor as the roof in T-II. 4) What are the obligations of the strata corporation in this case? 5) Would a new energy efficient fireplace bring the needed heat temperature into the suite? 6) Since it is a capital expense, would it require approval of the owners at a General Meeting? 7) Should a consultant be contracted to measure and monitor the temperature?
Council will discuss this further at the next council meeting.

9.5 ANNUAL GARDEN PARTY

Council invites all owners and resident to the Annual Garden Party that is scheduled to take place on Wednesday August 9, starting at 4:00 pm. The cost is $5.00 per person and the signup sheet is on the bulletin board in the Lobby by the mail boxes. Keep the date and come meet your neighbours!
See you all there!!.

(10) ADJOURNMENT

There being no further business, the meeting was adjourned at 11:14 a.m. The next Council Meeting is scheduled on **Wednesday August 16, 2017 at 8:00 am.**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

COUNCIL MEETING MINUTES ***WEDNESDAY, August 16, 2017***

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

CHAIR/SECRETARY
Dorothy Bach - #403

VICE-CHAIR
Denis Clements - #713

TREASURER
Ken Morrison - #413

PRIVACY OFFICER/SECURITY/ LANDSCAPING
Geraldine Howe - #214

MAINTENANCE
Bob Cameron - #711
Ken Morrison - #413
Tim Pichette - #216

CARETAKER
Len Hoar
604-834-0313

STRATA MANAGER
Hans Arends
E-mail:hans@crpm.ca

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***** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED*****

ATTENDANCE:	**REGRETS**
Dorothy Bach	
Denis Clements	
Bob Cameron	
Geraldine Howe	
Tim Pichette	
Ken Morrison	

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) <u>CALL TO ORDER</u>

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. Geraldine noted that she will leave the meeting at 10:00 AM due to an earlier commitment.

(2) <u>REPORT FROM LEN HOAR</u>

Len provided an overview of the work and service done in the past month and gave Council some highlights.
The stairwells in T-II are patched and painted. Ainsworth has started the replacement of the isolation valves in T-II. They have been trying to accommodate some owners who were not able to provide access on the assigned days due to previous commitments. Westech was out to do maintenance and replaced a light fixture. Parking garages are hosed down, Green Valley Pest was out to spray a hornets' nest and check the rodents' stations and some maintenance work on the irrigation system was done.
Council thanked Len and he left the meeting.

(3) <u>ADOPTION OF PREVIOUS MINUTES</u>

Council reviewed and discussed the minutes of the July 19th, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder: Council Minutes are available on line at https://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Ken and Hans reported on the financials for the past month. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported that a couple of owners have an outstanding balance and they will be contacted by CrossRoads Management with a request for payment. However, one of the owners is in arrears for 4 months and it was MOVED/SECONDED to write the owner a demand letter and if there is no response to the letter, a lien be issued on this strata lot. **CARRIED**

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 PAINTING PROJECT FOR 2017

Council reported that this work has been completed and inspected, so the hold back payment will be released later this month. Council was pleased with the way the work was done.

5.2 LINE PAINTING IN GARAGE

Due to budget restraints this work will be put on hold until next year's budget.

5.3 TELUS FIBRE OPTIC LINE

Council reported that this work is almost completed. The issues, with some in-suite phones and the enter phone not working properly due to the pulling of the wiring, have been corrected.

5.4 WASHING THE PARKING GARAGE

Len reported that this is finished.

5.5 ISOLATION VALVES FOR T-II

Council reported that Ainsworth has started this project but is running behind schedule partly due to accommodating some owners who had arranged previous commitments and would not be home on the scheduled time. A new schedule will be posted and Council would like to express their appreciation of all the owners' patience and understanding.

5.6 DRAINS IN T-II

Council discussed this issue and unless there are indications that warrants immediate action, Hans was requested to make arrangements later this fall, for next year's budget, to have these cleaned.

5.7 DEPRECIATION REPORT

Hans reported that he has received a quote for the update of the Depreciation Report. Council discussed the quote and it was agreed to bring a resolution to the AGM to approve funding.

5.8 PAINTING OF NORTH STAIR WELL IN T-II

Len reported that he has finished this work.

5.9 FIRE SAFETY MEETING

Denis reported that he is planning to meet with the Floor Wardens on September 8. The intent is to discuss the Floor Wardens duties and provide them with information on what they will have to check. Geraldine will be helping with putting the material together before the meeting.

5.10 EMERGENCY GENERATOR

Hans reported that word was received from Power West that the generator has the capacity for some additional items. Tim will check with Westech that the sump pumps are also part of the system to ensure that they will be running should a power failure occur.

5:11 ROOF AND DRAIN REPAIR IN SECTION BETWEEN T-II AND T-III

Tim reported that Jim Coyle of Wiley Roofing will be coming out in the coming weeks to replace the section of roof above the gym area. Also a new drain will be installed to replace a drain that has been leaking.

(6) RATIFICATION OF DECISION MADE BY EMAIL

From time to time Council will need to make decisions by email. These decisions will then be ratified at the next council meeting;

Council approved the renovation work for unit 314 and the floor replacement for unit 316. Both new owners have submitted a signed alteration agreement.
It was MOVED/SECONDED to ratify these decisions. **CARRIED**

(7) <u>COMMITTEE REPORTS</u>

7.1 LANDSCAPING

Geraldine reported that, she has concerns about a dead tree on the northeast corner of T-II. She requested this be removed as it poses a fire hazard. Geraldine also reported concerns about the vines and black berries that are encroaching upon the cedar hedges and she requested that Hans call Al Jansen of Janscape to determine who is responsible for the removal of these invasive species.

7.2 BYLAWS

There is nothing new to report at this time.

7.3 SECURITY/SAFETY

Denis will arrange a meeting/session with the floor wardens on September 8th.

7.4 BUILDING MAINTENANCE

Tim reported that the Maintenance Schedule is now completed. A printed copy was supplied to all council members with the Agenda package.
Tim also reported that Wiley Roofing has promised to have the small section over the gym reroofed by the end of this month. Council discussed the concerns that some owners (and perhaps former owners) have removed the patio door and the window(s) between the exterior wall and the enclosed balcony. There is no evidence that written permission was asked for nor granted to remove these. However, based on past experience, it is possible that a former council member (president) may have given verbal approval. Some owners have purchased their units with the door and/or window(s) removed. The concern is mostly in winter time, when these alterations require more to heat the additional space than the original system was designed to do. After a lengthy discussion, Hans was requested to obtain legal

advice if the council has the right to request owners, (also those owners who purchased the unit with the doors and/or windows removed) to reinstall the windows and return it to the original state with double glazed windows and patio doors.

(8) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Council received a letter from a resident who feels that he is unfairly treated and claimed that he is abused by council and the strata manager and is now threatening to sue the Strata Council and the Council President personally, CrossRoads Management and Strata Manager Hans Arends. The resident in question has many times verbally abused and in some ways threatened strata council appointees such as Winnie Potts; strata employee Len Hoar, strata council president Dorothy Bach as well as strata manager Hans Arends. Council discussed the content of the letter and agreed that it should be reported to the RCMP.

Council received a request regarding charging options of electric vehicles. The owners are planning to purchase an electric vehicle in the future and wanted to know what options there are to charge the vehicle. Council discussed the matter and will investigate it more.

(9) NEW BUSINESS

9.1 NEW FLOORING IN COMMON ROOMS

Council reported that this will be deferred to the Annual General Meeting [AGM].

9.2 GARBAGE BIN

Council reviewed Len's request to clean the Garbage bin with a deodorizer. It was MOVED/SECONDED to approve Len's request and have the bins power washed. **CARRIED**

9.3 LOBBY UPGRADE

Council discussed the request of a few owners to upgrade the front lobby since they feel it is dated and would like to see it modernized. However, at the same time, the carpet etc. is still in excellent shape. After some discussion, a recommendation was made to bring this to the owners at the next AGM, and if the owners approve, to have this as well as the upgrade of the flooring in the common rooms (the Library and the Party/Hobby room) done by raising funds through a levy. More information will follow.

9.4 SHOWERS IN EXERCISE CHANGE ROOMS

Council discussed the need to have the showers repaired in the exercise rooms, as both the men's and women's are not working. It was MOVED/SECONDED to have it repaired. **CARRIED**

(10) ADJOURNMENT

There being no further business, the meeting was adjourned at 11:05 a.m. The next Council Meeting is scheduled on **Wednesday September 13, 2017 at 8:00 am.**

Hans Arends
Strata Manager
CrossRoads Management Ltd.

WHITE ROCK SQUARE II – NW 1874

LOCATION:
101-1442 Foster Street
White Rock, B.C.

STRATA COUNCIL
2016/2017

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TREASURER
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PRIVACY OFFICER/SECURITY/ LANDSCAPING
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*** MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED***

ATTENDANCE: **REGRETS**

Dorothy Bach
Denis Clements
Bob Cameron
Geraldine Howe
Ken Morrison

Len Hoar, Caretaker
Hans Arends, CrossRoads Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Dorothy Bach, a quorum being present. The agenda was approved. Council received Tim Pichette's resignation. Tim and Sue have sold their place and are moving by the end September.
Council would like to thank Tim Pichette for his service on Council as well as his help in building maintenance projects over the years Tim served as council & building committee member and his valuable input will be missed.

(2) REPORT FROM LEN HOAR

Len provided an overview of the work and service done in the past month and gave Council some highlights.
The isolation valve project in T-II went well and is now finished. SWR drainage came out to snake some vertical drains but did not find any blockage. It was observed that the kitchen drains did have some grease build up. **(Again owners are warned not to drain grease and oils into the kitchen sink, but rather clean skillets and grills with paper towels and dispose of these in the organic waste bins.)** The semi annual boiler service was done, some deficiencies were noted and Ram Mechanicals will provide a quote for the repairs. Some Zone valves need to be replaced and Len will make arrangements with Rush Mechanical to have this work done.
Council thanked Len and he left the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Council reviewed and discussed the minutes of the August 16th, 2017 Council Meeting. It was MOVED/SECONDED to adopt the Council Minutes as presented. **CARRIED**

Just a reminder: Council Minutes are available on line at

https://WRSquareII.mybuildingonline.com. For access please contact Hans at hans@crpm.ca for the access code if you have not signed up already.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Ken and Hans reported on the financials for the past month. It was MOVED/ SECONDED to adopt the financials as presented. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Hans reported that a couple of owners have an outstanding balance and they will be contacted by CrossRoads Management with a request for payment.

(5) BUSINESS FROM PREVIOUS MINUTES

5.1 DRAINS LINES

Council discussed the report and again cannot stress enough, the importance of owners being very careful what they put down the kitchen sinks. Hans was requested to make arrangements later this fall, for next year's budget, to have all the vertical and horizontal drain lines cleaned.

5.2 ISOLATION VALVES FOR T-II

Council reported that this project is finished and this should allow the strata better control over failing zone valves etc.

5.3 FIRE SAFETY MEETING

Denis and Geraldine reported that the meeting was a success and there was a good turn out. However, they want to remind all residents that when the fire bells ring, do not wait for the fire warden, but immediately exit the building. Please remember the floor wardens may not always be home to knock on your door and your safest time to exit is when the bells begin to ring.

5.4 ROOF SECTION BETWEEN TOWERS

Len reported that the roof section between the two towers has not been redone. Hans informed council that the roofing repair contractor was contacted and it was promised to get done before the fall.

5.5 SHOWERS and STORAGE LOCKERS IN THE EXERCISE ROOM

Council looked into restoring the showers in the exercise room. Access is needed to the showers and this will require the removal of some of the lockers in the exercise room. It was noted that there are some owners who have made these lockers their personal storage locker**. All residents who have taken possession of these lockers are requested to empty them by the end of September. All items left in the lockers will be disposed off.** These lockers should only be used by residents using the exercise equipment, to store their belongings while using the equipment and taking a shower.

(6) RATIFICATION OF DECISION MADE BY EMAIL

From time to time Council will need to make decisions by email. These decisions will then be ratified at the next council meeting;

Council did not approve any items by email this month.

(7) COMMITTEE REPORTS

7.1 LANDSCAPING

Geraldine reported that she is disappointed in the work done by the current landscaper. It seems that she has to constantly remind the landscape contractor of work that needs to be done. Geraldine concluded that the Strata Corporation was not getting value for the money it pays every month. It was noted that the contract expires the end of September. Council discussed the matter and it was decided not to renew the contract and look for alternative ways.
Geraldine also reported on the dead tree located northeast of T-II. It appears that this tree is located on White Rock Square I property. Hans was requested to contact the strata agent for White Rock Square I and request that they remove the tree.

7.2 BYLAWS

Council discussed the need to have better control over the renovations that have taken place. In the past, in some cases, owners with enclosed balconies have removed patio doors and windows without informing council of their intentions. Patio doors and windows are common property and can not be removed for several reasons. One way to control this and to avoid issues in the future is to add to the bylaws that if a major renovation takes place, the owners must retain the service of an architect. Council would like to receive feed back from owners on this proposal.

7.3 SECURITY/SAFETY

Denis reported on the fire safety meeting earlier in these minutes.

7.4 BUILDING MAINTENANCE

Geraldine reported that Warren will be painting the stairs going into the park on the east side of White Rock Square II. Ken will liaise with Warren to remove the lockers in the exercise room and open the wall for access for the plumber to repair the showers.

(8) CORRESPONDENCE

Council dealt with the correspondence they received and, where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

(9) NEW BUSINESS

9.1 DRYER VENT IN STAIRWELL IN T-III

Bob Cameron shared his concern with the dryer vents located in the stairwells in T-III. Bob and Hans will meet with Val Varga, to determine if some work must be done to ensure fire safety.

9.2 REMOVAL OF PATIO DOORS

Council reviewed an initial opinion it received regarding the removal of patio doors. Council again would like to stress that patio doors and windows cannot be removed from units with enclosed balconies.

9.3 FIREPLACE SERVICE

Council would like to remind those owners with fire places in T-III to have the fire place serviced as required by regulations. Those owners whose fire places are capped and would like to re-instate the fireplaces must contact Hans and let him know their intentions.

9.4 EXTERIOR PAINTING

Council discussed the exterior painting project. It was noted that the west side of T-III and the north and south side of T-II are scheduled to be painted. Hans was requested to contact Remdal Painting to ensure that they allow a slot in their scheduling for getting this done next year.

(10) ADJOURNMENT

There being no further business, the meeting was adjourned at 9:55 a.m. The next Council Meeting is scheduled on **Wednesday October 18, 2017 at 8:00 am.**

Hans Arends
Strata Manager
CrossRoads Management Ltd.