

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, May 15, 2019
Within the Meeting Room
1501 Vidal St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz	President/Treasurer
	Alan Arbuthnot	Vice-President
	Robert Johnston	Member at Large
	Lawrence Nelson	Fire Safety Director
	Evelyn Grinnell	Privacy Officer
	Laurie Seymour	Deputy Fire Safety Director
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:30 a.m.

Council Member Resignation: Council accepted the resignation of the Council President, Gary Goertz. Council expressed their appreciation for the amazing work, dedication and endless hours spent by Gary on Strata's projects.

Welcome on Strata Council: Council welcomes the newly appointed Council Member: Ken Anderson.

GUEST BUSINESS

Kim Collum attended the meeting as observer.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held April 15, 2019 as circulated. **CARRIED.** It was noted that Evelyn's name was misspelled. Strata Manager was asked to make the correction accordingly.

CONCIERGE REPORT

The Concierge provided Council with a written detailed report making reference to administrative and building maintenance matters completed or in progress that took place since the last meeting.

FINANCIAL REPORT

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

3. **Monthly Statement:** It was moved and seconded to approve the financial statement for the month of April, 2019. **CARRIED.**

Strata Manager was asked to follow up with Cressey Development regarding the reimbursement of the interim budget deficit.

The petty cash fund was transferred from Gary to Ken Anderson.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Committees Reports:**

- (a) **Bylaws and Rules / Privacy:** There was nothing of significance to report at this time.
- (b) **Landscaping / Building Deficiencies / Concierge and Janitor / Maintenance:**
 - (i) **Landscaping:** Council approved the estimate in amount of \$3,900 to improve the back west side landscaping. The scope of work included the removal of dead grasses, relocation of plants and adding of nutria-mulch (approx. 1000 sqft).
 - (ii) **Building Deficiencies / Concierge and Janitor / Maintenance:** There was nothing of significance to report.
- (c) **Fire Safety:** Lorne Nelson provided Council with the following report:
 - (i) The initial training of the fire wardens have been completed.
 - (ii) Fire Drill tentatively is still planned for June 8 with a rain date of June 15. Residents will be advised of the upcoming drill.
 - (iii) The fire blankets were purchased, marked and delivered by wardens to available residents.
 - (iv) Fire Pro provided a demonstration of monthly tests.
 - (v) The Fire Chief of White Rock Department conducted the annual inspection of the building. Items on the inspection report are being addressed.

(d) ***Recreational Facilities /Security/ Parking/ Depreciation Report***

- (i) ***Pool and Recreation:*** Rob Johnston noted the pool and hot tub are working fine and Imperial Paddock manages to keep the pool water in good condition. However, the water condition can be easily altered if the Owners do not shower before entering the pool and the rebalancing of the chemicals is done to additional cost.

Owners please note Strata's Rule # 6.2g:

"All residents and guests MUST shower prior to entering the pool and spa facilities. Children that are not toilet-trained must wear proper swim diapers and be supervised at all times."

- (ii) ***Security/ Parking:*** There was nothing new to report at this time. All seem to be in order.
- (iii) ***Depreciation Report:*** The elevator consultant completed the onsite visit. The report is work in progress. Updates will be provided at the next meeting.

2. ***Electric Vehicle (EV) Update:***

Council has adopted a two-phase approach to this requirement:

(a) ***Immediate Term:***

We have installed appropriate infrastructure for EV charging interfaced to the building electric panel with a predicted initial capability of up to 8 charging stations (using 220v).

Per EPS 4111 Bylaw Division 10 – Electric Vehicles (EV):

- (i) The owner must request written consent from the council to install electrical supply, distribution and an associated electrical outlet accessible to the EV Parking Stall for the purpose of charging an electric vehicle in the EV Parking Stall.
- (ii) In making such a request, the EV Owner will provide to the council a written description of the proposed charging equipment (the "Charging Equipment"), the proposed design and installation prepared by a licensed electrician, and any other documents or plans requested by the Council.

(b) ***Longer Term:***

Looking to the future, Council agreed that the number of EV charging stations will need to be increased in order to meet likely future Owner demands. Council approved the Engineering Study Proposal provided by Nemetz Consulting to be performed on the capabilities and limitations of the current Beverley building electrical systems in order to accommodate a larger number of EV charging

stations. The findings of this study will be made available to Owners in time for the upcoming AGM in September 2019.

3. ***Bike Racks in the Parkade:*** Council investigated the possibility to find a location on common property to accommodate a large bike cage with individual racks. Following investigation, Council agreed that this is not an option at Beverley. The Owners can store their bicycles in the storage or against the wall in their parking lots. **The installation of permanent bicycle racks the parking stalls is not allowed.**
4. ***Fire Pits:*** The fire department was consulted on the installation technical requirements. The Fire Chief advised that there are no City Bylaws against the use of fire pits/tables on individual patios. At Beverley all fire pits are natural gas fed.

Reminder: The propane barbecues **ARE NOT** acceptable, and must **NOT** be kept on a balcony, patio, terrace or roof deck.
5. ***Annual Fire Inspection:*** The mandatory annual fire inspection will be schedule in July 2019 and it will be carried by Fire Pro Fire Protection. Owners will be provided with the schedule in advance as access to all suites is required.

CORRESPONDENCE

Council reviewed the correspondence sent out and/or received prior to the date of the meeting. Correspondence received made reference to the following:

1. ***Maintenance Request:*** An Owner noticed that one of the cement paving stones cracked during the winter and requested the replacement. Council will take the necessary steps to address this concern.

NEW BUSINESS

1. ***Loss Prevention Program:*** Strata Manager advised that FirstService has a complimentary Loss Prevention Program available to the Beverley Strata Corporation. This program includes a detailed risk assessment that quantifies fire, boiler and machinery, and safety hazards that can affect claims and insurance ratings of properties. The intention of the survey is to identify any exposures at the property related to insurance coverages, health and safety issues and general liability issues. If any issues are identified, Strata Council will be provided with options on how to address and mitigate these risks. Following review, Council agreed to revisit this proposal at a later date.
2. ***Mechanical Equipment:*** National Hydronics completed the quarterly regular inspection on April 26, 2019 and provided Council with their report.
3. ***Water Leak:*** On May 10, 2019, a leak originating from the common area irrigation system affected one unit on the ground floor. An insurance claim was filed with BFL regarding this damage. The irrigation company accepted the responsibility for this leak and offered to cover for the repair costs/ insurance deductible. The emergency remediation is in progress and the restoration company will provide the estimate for the final repairs by the end of this week.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:55 p.m.

Next Meeting: Wednesday, June 12, 2019

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/yl

Email: anca.ciobanu@fsresidential.com
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did you
KNOW?



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Barbecue and Grilling

Using a barbeque is a fantastic benefit of warmer weather! Abiding by some basic courtesies make it a more pleasant experience for everyone.

Things to consider:

1. Check your by-laws to learn what type of barbeque is allowed, where it can be used and if communal barbeques need to be reserved.
2. Do not use lighter fluid unless explicitly allowed and needed.
3. Keep functioning fire extinguishers (manual or ceiling mounted) close by.
4. If your grill is smoking particularly badly, or the wind is wafting toward your neighbors' open windows, close the lid, turn down the heat or scrape off the grate.
5. As a courtesy to other grillers, avoid grilling foods with a strong aroma (fish, seafood, onions, cruciferous vegetables) on a community grill unless wrapped in heavy-duty aluminum foil or the grill is lined with foil.
6. Clean up after yourself. Use a barbecue brush or balled up aluminum foil ball to scrape the cooking grates. Use paper towels and approved spray cleaner on the entire area, including the counter, the grill knobs and the outside of the grill, especially where raw meat may have touched. Put everything back where it belongs.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, April 17, 2019
Within the Meeting Room
1501 Vidal St., White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz	President/Treasurer
	Alan Arbuthnot	Vice-President
	Arthur George Self	Privacy Officer
	Robert Johnston	Member at Large
	Lawrence Nelson	Member at large
	Everlyn Grinnell	Member at Large
	Laurie Seymour	Member at Large
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:30 a.m.

Council Member Resignation: Council accepted the resignation of Council member, Arthur Self. Council expressed their appreciation for the amazing work, dedication and endless hours spent by Arthur on strata's projects.

Welcome on Strata Council: Council welcomes two newly appointed Council Members: Everlyn Grinnell and Laurie Seymour.

GUEST BUSINESS

Kim Collum attended the meeting as observer.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held February 22, 2019 as circulated. **CARRIED.**

CONCIERGE REPORT

The Concierge provided Council with a written detailed report making reference to administrative and building maintenance matters completed or in progress that took place since the last meeting.

FINANCIAL REPORT

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

3. **Monthly Statement:** It was moved and seconded to approve the financial statement for January, February and March 2019. **CARRIED.**

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Committees – Changes & Reports:** Council noted the following changes:

Bylaws and Rules / Privacy: Evelyn Grinnell joined the newly formed committee.

Recreation Facilities / Security/ Parking: Robert Johnston joined the newly formed committee.

2. **Bylaws and Rules / Privacy:** There was nothing of significance to report.

3. **Landscaping / Building Deficiencies / Concierge and Janitor / Maintenance:**

(a) **Landscaping:** Al noted that the rooftop herb garden group met on April 9, 2019 to review the work done in 2018, and to decide how many herbs/ vegetables to buy and where they will be planted. Council agreed to allocate \$ 450 to the Herb Garden Group from the Landscaping budget.

(b) **Irrigation System:** The spring start-up has been completed. Al noted that irrigation system needs to be upgraded by adding a few hoses. The feasibility of this project is still under investigation.

(c) **Building Deficiencies:** There was nothing of significance to report. An update will be provided at the next meeting.

(d) **Concierge and janitorial services:** There was nothing new to report at this time. All seem to be in order.

(e) **Fire Safety:** Lorne Nelson provided Council with the following report:

1. Fire Safety Director/Deputies

- Arthur Self is leaving the Beverly. Laurie Seymour and Gary Goertz have been appointed as Deputy Fire Safety Directors. Thanks to Arthur for all of his work on Fire Safety.
- The Fire Wardens have nearly completed revising phone numbers etc. after meeting residents.

2. Fire Wardens

- 24 Fire Wardens in place – All but two have had the initial familiarization. Will complete by the end of April.

3. Fire Drill tentatively set for June 8 with a rain date of June 15

- Need to meet with Fire Pro to get instructions on Fire Drills including resetting of alarms.

4. Revised Fire Safety Plan

- Will include new Deputies. John Orso will be available after April 12. Revised plan to be submitted to White Rock Fire Department after the revised Fire Safety Plan is issued.

5. Fire Blankets expected in May 2019.

6. The Safety Vests for Director, Deputies and Wardens have been delivered and will be distributed in April

7. An Outdoor Storage Cabinet has been purchased and is installed in the dog walk area by the north fence. This is to be used for storage of Gasoline for the snow blower and will ensure that fuel is stored away from the building.

8. There are still a couple of issues to be resolved with regard to the requirements of the Fire Safety Plan. These will be discussed with John Orso, Fire Pro and Strata Council.

(f) **Recreational Facilities /Security/ Parking/ Depreciation Report**

- (i) **Pool and Recreation:** Rob met the Imperial Paddock technician on site and reviewed Council's previous concern with their service. Following review, it has been noted a significant improvement in their service. The pool and hot tub are working fine.

- (ii) **Security/ Parking:** There was nothing new to report at this time. All seem to be in order.

- (iii) **Depreciation Report:** The engineering company completed the onsite visit. Updates will be provided at the next meeting. This project is in progress.

4. **DDC Controls:** Westport Mechanical provided Council with an annual maintenance and service proposal of the **Building Digital Control System** (digital controllers and sensors for controlling building systems and HVAC equipment). Included with the agenda of the meeting was a site assessment that identifies the location of the digital sensors and the equipment controlled by this system. Strata Manager noted that an annual maintenance visit by Westport is already included with the National Hydronics contract. Following discussion, Council agreed not to enter in a contract with Westport at this time.

5. **Cooling Tower Cleaning:** The annual cleaning of the cooling tower is completed.

CORRESPONDENCE

Council reviewed the correspondence sent out and/or received prior to the date of the meeting. Correspondence received made reference to the following:

1. **Wind Sound in the Hallway:** An Owner reported a continuous loud wind sound both inside and outside the unit. National Hydronics investigated and tracked down the source of noise from two recirculating balancing valves in hallway ceiling. The issue has been resolved.
2. **Maintenance Request:** An Owner noticed residue on the exterior lashing. This was resolved during the Spring cleaning.
3. **Bug Issue:** A complaint was received from an Owner concerning bugs entering his unit through the vents during summer time. This will be investigate by National Hydronics. However, Owners please be reminded that the insects are highly attracted by the plants located on your decks. The more vegetation surrounds your unit, the more bugs will be present in the vicinity!
4. **Bike Rack Request:** A request was received from an Owner to install a bike rack in their parking stall. The request was not approved by Council at this time.
5. **Smoking Concerns:** A complaint was received from an Owner regarding smoking on patio. Owners please note that Beverley is a smoke free building.

Please note the Strata Corporation's Bylaws, which state:

No Smoking

32 (1) *For the purposes of this bylaw 32, the following definitions apply:*

- (a) *"smoke" or "smoking" includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances (including for clarity marijuana);*
- (b) *"vape" or "vaping" includes inhaling, exhaling, vaporizing or carrying or using an activated e cigarette.*

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

- (a) *a strata lot;*
- (b) *the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas;*
- (c) *patios, terraces, roof decks and balconies; and*
- (d) *within 8 metres (26 feet) of a door, window or air intake.*

(3) *A strata lot and the common property (including limited common property) must not be used, occupied or modified for the purpose of the growing,*

producing, harvesting, marketing, selling or distribution of cannabis or marijuana. Storage within a strata lot or transport through common property of cannabis or marijuana is also prohibited, except for quantities less than or equal to limits specified (if any) for legal personal possession of cannabis or marijuana under relevant Canadian or BC legislation.

6. **Screen Installation Request:** A request was received from an Owner to install window screens. Council approved the request subject to following Strata's guidelines.

NEW BUSINESS

1. **Bike Racks in the Parkade:** Council investigates the possibility to find a location on common property to accommodate a large bike cage with individual racks. Updates will be provided at the next meeting.
2. **Fire Pits:** Council noted that a few Owners have fire pits on their balconies/ decks and voices safety concerns with this practice. The fire department will be consulted on the installation technical requirements.
3. **Annual Fire Inspection:** The mandatory annual fire inspection will be schedule in July 2019 and it will be carried by Fire Pro Fire Protection. Owners will be provided with the schedule in advance as access to all suites is required.
4. **Home Inspectors:** Owners please note that the home inspectors are not permitted to visit any part of the restricted common areas of the building such as the roof, electrical rooms, mechanical rooms and locked rooms due to liability concerns.
5. **Electric Vehicle (EV) Update:**

Council has adopted a two-phase approach to this requirement:

(a) **Immediate Term:**

We have installed appropriate infrastructure for EV charging interfaced to the building electric panel with a predicted initial capability of up to 8 charging stations (using 220v). This infrastructure installation was performed by Heritage Electric on Parking Level 2 and for which EPS 4111 received a significant contribution from the "PlugIn BC" provincial program. The cost to bring the electric capability to the parkade was \$6,089, of which \$5,772.75 was recovered from Plug In BC. So the total cost to the Strata has been less than \$300.

Per EPS 4111 Bylaw Division 10 – Electric Vehicles (EV):

- (i) The owner must request written consent from the council to install electrical supply, distribution and an associated electrical outlet accessible to the EV Parking Stall for the purpose of charging an electric vehicle in the EV Parking Stall.
- (ii) In making such a request, the EV Owner will provide to the council a written description of the proposed charging equipment (the "Charging Equipment"), the proposed design and installation prepared by a licensed electrician, and any other documents or plans requested by the Council.

Council approved the recommendation that Owner-submitted requests shall be reviewed by Heritage Electric who will ensure such quotes and suppliers meet the required standards and are fully compatible with the existing EV infrastructure. It was further approved that any small costs for such reviews by Heritage Electric will be absorbed by EPS 4111.

(b) ***Longer Term:***

Looking to the future, Council agreed that the number of EV charging stations will need to be increased in order to meet likely future Owner demands. Council approved an Engineering Study to be performed on the capabilities and limitations of the current Beverley building electrical systems in order to accommodate a larger number of EV charging stations. The findings of this study will be made available to Owners in time for the upcoming AGM in September 2019.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:46 p.m.

Next Meeting: Wednesday, May 15, 2019

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/yl

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

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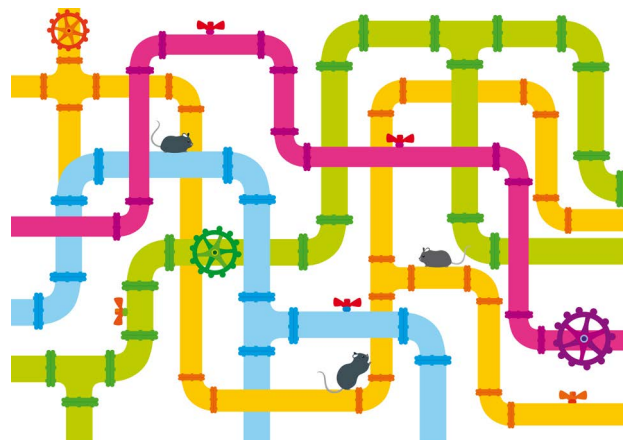
**FS Insurance
Brokers**

did you
KNOW?

Sewer Line Clogs

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

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



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

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Friday, February 22, 2019
Within the Meeting Room
1501 Vidal Street, White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz	President/Treasurer
	Alan Arbuthnot	Vice-President (Via Conference Call)
	Arthur Self	Privacy Officer
	Lawrence Nelson	Fire Safety Director
REGRETS:	Robert Johnston	Member at large

The meeting was called to order at 12:00 p.m.

BUSINESS ARISING

1. ***ELECTRIC VEHICLES (EV)***: The principal Agenda item concerned Electric Vehicles (EV) and fully understanding our current position with respect to the Plugin BC program and to agree/confirm key next steps and Actions.

Arthur summarized the situation to date:

- We have installed the electrical capability for up to 6-7 EVs based on a 220v supply to such. The installation and connection conduit now exist in P2.
- We have a little under four (4) weeks in order to submit our claim to Plugin BC.
- Based on direction from Plugin BC, we now need to procure two (2) Level 2 Charging stations – either non-WiFi or WiFi versions. For the latter, such systems would communicate directly on a per Owner basis to BC Hydro; however, such stations require router access which is not possible in the parking levels. A single meter station cannot handle more than one line and thus we can't just put a meter on the current conduit with its links to >1 charger. The most sensible way forward was for each charging station to have its own meter and would be part of what the Owner pays for in their installation. We can then ask the Owners to read their own meters for Council. Heritage will provide a quote for 2 Level 2 Charging Stations plus 2 meters.

The following was agreed:

- **ACTION:** Heritage Electric to provide a quote for 2 Charging Stations plus 2 power meters.
- For expediency purposes to support our Plugin BC claim, Council approved the purchase of two (2) Level 2 Charging stations – approx. Cost \$350ea. Such stations plus a separate power meter would then be sold to the Owners who want to install an

EV charging capability. Al commented that he would buy one (Toby already has one, he says – need to get Bill to confirm it's suitable etc.) – so, financial risk to Council is very low.

- **ACTION:** Anca to be requested to provide proof that the two Heritage invoices have been paid – this needs to be in the form of 'PAID' on such invoices.
- The existing conduit has been installed into level P2. Per our Rules & Bylaws, Owners wishing EV charging will need at their own expense to have such a connection made.
- Heritage Electric have installed and advised on the current 220v capability within the Beverley. Should Owners not wish to use Heritage Electric in their EV charging station installation, then Owners will need to request permission from Council for such (quality and safety aspects).
- **ACTION:** Gary will include an EV Update in his next President's update – it needs to include the current situation and possible future plans for increasing the number of EV charging stations.

2. ***Any Other Business:***

- (a) ***Hot tub and Pool Heaters:*** Richtech have now installed the controllers for heating the hot tub and pool. However, as of today, these do not appear to be working. Drew (1005) will be asked to assist us in understanding what the DDC systems do and how they operate so we can get a better understanding when problems arise and how to determine what the problems may be for all systems that have DDC controls.
- (b) ***Re-heat Tank:*** Installation complete and there have been no complaints from Owners. Al mentioned that he is investigating concepts for preventing water damage in Units – one involves some kind of shut-off valve feature under Owner control. Ongoing.
- (c) ***Spring Cleaning Quote:*** The quote which had been circulated to Council members for the inaccessible windows, floor cleaning and the cleaning of the garage was approved and Al will move forward with scheduling this beginning in April.
- (d) ***Fire Safety:*** Lorne asked for Council approval to purchase vests for the Fire Wardens. Agreed in principle but Arthur to get a quote for formal Council review.
ACTION.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:45 p.m.

Next Meeting: Wednesday, April 17, 2019

EPS 4111 – Beverley,

Strata Council

FirstService Residential BC Ltd.

General:604.683.8900 (*24 hours emergencies*)

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

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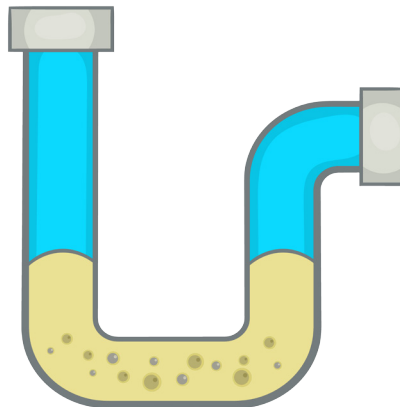
did you
KNOW?

Think Before Dumping it in the Sink

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

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

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



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, January 16, 2019
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1501 Vidal Street, White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz Alan Arbuthnot Lawrence Nelson Robert Johnston	President / Treasurer Vice-President (in attendance by Skype) Fire Safety Director Council Member at Large
REGRETS:	Arthur Self	Privacy Officer
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:30 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the following amendment to the Minutes of the meeting held on December 18, 2018:

On page 1, paragraph 5, the name of the building was misspelled; it should read BEVERLEY instead of Beverly. **CARRIED.**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on December 18, 2018 as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** It was moved and seconded to approve the financial statement(s) for December 2018. **CARRIED.**

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. Committees – Reports:

- (a) ***Bylaws and Rules / Privacy / Parking:*** There was nothing significant to report regarding the parking area. All seem to be in order.

- (i) ***Security:*** Council agreed keep the doors going to stairwells unlocked, but latched. The cost to modify the current locks will be \$2,590.00 plus taxes.

- (b) ***Landscaping / Building Deficiencies / Concierge and Cleaning / Maintenance:***

- (i) ***Landscaping:*** There was nothing significant to report regarding the landscaping services.

- (ii) The final deficiency listing comprised from 3 different lists/reports was submitted to Cressey and to Travelers Canada a while ago. Alan Arbuthnot noted that only 5 items have not been corrected yet. Council will follow up with Cressey the upcoming weeks regarding this matter.

- (iii) ***Concierge:*** It was noted that there was a new cleaner assigned to Beverley.

- (c) ***Recreation Facilities / Fire Safety Plan:*** Lorne Nelson provided Council with the following reports:

- (i) ***Fire Safety:***

Fire Safety – Revisions to the Fire Safety Plan are in progress. Information for Residents will be developed.

Council has contracted with John Orso of Orso Loss Control Consulting (OLCC) to update and revise the Fire Safety Plan as well as to provide training for Council and designated Floor Fire Wardens. He will also work with us on a fire drill in May or June.

The following training session were held:

- January 10, 2019: Training for the Strata Council partially completed.
- January 12, 2019: Training for designated Floor Fire Wardens scheduled.

(ii) **Recreation Facilities:**

Rob Johnston agreed to take the lead on the Recreational Facilities Committee. He commented that the facilities are well used by owners. Some owners are also enjoying special group instruction in Water Aerobics and Yoga. The facilities are open to all while these group sessions are underway.

Rob will schedule a meeting with Paddock Pool maintenance and report back to council at the next meeting.

- (d) **Depreciation Report:** The work is in progress. The engineering company was provided with the documentation requested and it is expected to have the draft submitted by early April.
2. **KMC Control System Contract:** Westport Mechanical provided Council with an annual maintenance and service proposal of the **building digital control system** (digital controllers and sensors for controlling building systems and HVAC equipment). The overall goal of this Controls Service Agreement is to ensure that the equipment being controlled by the KMC Controls is operating properly, safely and efficiently. Discussion ensued on the location of the digital sensors and on the equipment controlled by this system. No decision was made at the meeting as more information is to be obtained from the installer.
3. **Electric Cars:** Council agreed that the desire for electric cars is probably growing in the building and they should have an engineering company review the long-term goals based on the building capacity to accommodate EV plugs and chargers. This will be further discussed at the next meeting.

CORRESPONDENCE

1. **Garage Gate:** The original installer, Garage Door Depot responded to Council's concerns confirming that the gate is a commercial product and the failures, predominantly the brakes on the operators, are wear and tear items that cannot be predicted when will fail. They also agreed to credit Strata for a portion of the invoice previously disputed.

NEW BUSINESS

1. **Maintenance – Paint Codes:** Council noted that the codes for common areas provided by Cressey do not match the brand as the codes listed for different brands were the same. Council agreed to retain the services of a painter designer to set up a customized set of paint codes for the building.
2. **Guest Suite – BC Assessment:** Provided for Council's information was a copy of the BC Assessment for the Guest Suite. BC Assessment has changed the manner in which the Strata lot is assessed, so that taxes are added onto each individual Owner's Strata lot instead of directly on the guest suite, and paid collectively through Strata fees. Therefore, the assessed value for 2019 is stated as \$2.00.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:31 p.m.

Next Meeting: Wednesday, April 17, 2019.

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/vp

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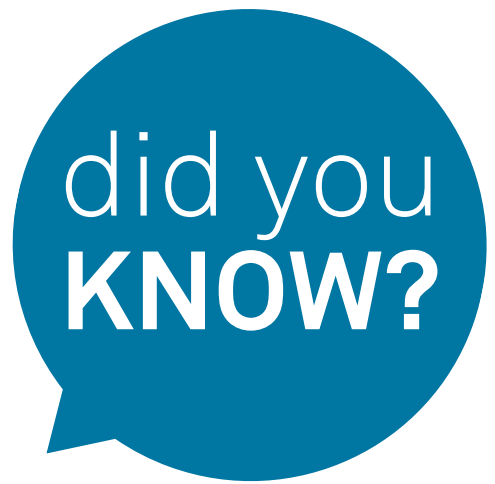
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Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Tuesday, December 18, 2018
Within the Meeting Room
1501 Vidal Street, White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz Alan Arbuthnot Arthur Self Robert Johnston Lorne Nelson	President / Treasurer Vice-President Privacy Officer Member at Large Member at Large
REGRETS:	Robert Johnston	Member at Large
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:30 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on November 14, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** It was moved and seconded to approve the financial statement(s) for November 2018. **CARRIED.**
 - (a) ***TELUS Invoice:*** The Strata Manager noted that a new TELUS line was transferred from the Developer to Beverly as it services the Building control systems. The payment is retroactive to October, 2017.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. Committees:

- (a) ***Bylaws and Rules / Privacy / Parking:*** There was nothing of significance to report.
- (b) ***Landscaping / Building Deficiencies / Concierge and Janitor / Maintenance:*** Alan Arbuthnot provided Council with a brief report concerning the latest building deficiency listing.
- (c) ***Recreational Facilities / Fire Safety:*** Lorne Nelson provided Council with the following report:

Pool and Recreation:

Lorne Nelson reported that the Fraser Health Authority completed a routine inspection of the hot tub and the pool on December 11, 2018. According to their report no critical hazards were noted at the time of the inspection. Discussion ensued on the service provided by Imperial Paddock Pools and Council voiced concerns with the frequency and the quality of service provided by their technician. Strata Manager was directed to inform the company of Council's concerns. Their contract with Strata Corporation will be reviewed by Council.

Fire Safety:

Continuing work on any changes needed to Fire Safety Plan. The fire warden training sessions have been rescheduled for January, 2019.

- (d) ***Depreciation Report:*** This project is in progress.
- 2. ***Hot Water Issues:*** Dovie Mechanical ordered the parts to upgrade the domestic re-heat tank for the lower water system. It is expected that the work will be completed by mid January.
 - 3. ***Water Leak – Updates:*** On October 11, 2018, a leak originating from one unit on the 7th Floor affected two other suites. The leak was caused by the Cressey's maintenance technician while he was trying to repair a faucet. The remediation work is almost completed. The invoices were forwarded to Cressey's insurer for reimbursement.
 - 4. ***Electric Cars:*** Alan Arbuthnot confirmed that the work on P2 will be completed in January 2019.

CORRESPONDENCE

1. **Interim Budget – Letter to Cressey:** The Strata Manager noted that at the closing of the interim budget there was a deficit in amount of \$6,774.48. According to *Strata Property Act*, the Developer must pay this amount to Strata Corporation.

NEW BUSINESS

1. **Insurance Claim – Glass:** An insurance claim was filed regarding the replacement of two broken canopy glass panels above the front entrance.
2. **Garage Gates:** The Council voiced their dissatisfaction with the recent garage gate repair cost and questioned the quality of the gates installed by the Developer. This concern will be forwarded to the original installer.
3. **Appreciation Note:** The Council would like to thank James Morrison, Bob McDaniel, Garry Dosa, and Ken Anderson, the four members of the snow clearing crew that have volunteered their time and efforts to help with the snow removal.

The Strata Council and Strata Manager wish all Residents and their families Happy Holidays and all the best in the New Year!



TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:24 p.m.

Next Meeting: Wednesday, January 16, 2019.

FirstService Residential BC Ltd.

Handwritten signature of Anca Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/vp

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Electric Space Heaters

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- Purchase a heater that automatically shuts off if tipped over
- Read all manufacturer's instruction for use and care
- Place the heater on a solid and level surface
- Regularly inspect for cracked or damaged plugs or connections
- Never use an extension cord or power strip; plug directly into an outlet
- Keep heaters at least three feet away from anything that is flammable
- Clean the heater to prevent dust build-up



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*Source: National Fire Protection Agency**

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, November 14, 2018
within the Meeting Room
1501 Vidal Street, White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz	President/Treasurer
	Alan Arbuthnot	Vice-President
	Arthur Self	Privacy Officer
	Lorne Nelson	Member at Large
	Robert Johnston	Member at Large
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:30 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved/seconded and carried to approve the following amendment to the Minutes of the meeting held on October 10, 2018:

On page 3, the paragraph concerning "Handicap Doors" is removed and replaced with the following:

Handicap Doors: Council investigated the addition of a handicap fob access to Visitor Parking and on the Owner side in P1 and P2 and noted that the cost to install such an equipment is quite high. Council noted that the handicapped doors we presently have are within code, and therefore Strata will not be spending the high cost of changing the door system at this time.

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 10, 2018 as amended. **CARRIED**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Council noted that strata corporation has a receivable from an owner that sold his unit and asked the strata manager to look into it. A response will be provided at the next meeting.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** It was moved and seconded to approve the financial statements for September and October 2018. **CARRIED.**

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. Committees – Reports

- (a) **Bylaws & Rules/Privacy/Parking:** There was nothing significant to report regarding the parking area. All seem to be in order.

A new signage was installed at the front door and at the parking gate to make people aware that there is video surveillance equipment on the premises (as requested by the *Privacy Act*).

Privacy/Security: Council agreed not to involve any Owner in the current system monitored and managed by FSR.

- (b) **Landscaping/Building Deficiencies/Concierge and Cleaning/Maintenance:** There was nothing new to report regarding the concierge services at this time.

Landscaping: Council approved the removal and disposal of the high grasses on the roof.

The final deficiency listing was submitted to Cressey and to Travelers. Sending all this information to Travelers will register the Strata's entitlement to open a claim with the insurer at a later date should any dispute arise with Cressey or their trades over items repaired/not repaired.

- (c) **Recreation Facilities/Fire Safety Plan:** Lorne Nelson provided Council with the following report:

Pool and Recreation:

- As requested purchased and installed a clock in the main pool area. Thanks to Gary for helping.
- As requested purchased and installed friction tape on backs of pool hand rails. Did not install on hot tub as there are steps and the access / egress is easier

- Worked with Toby Struewing and others to follow up on request to purchase weights and bench for the Gym on a shared cost basis as approved at the October Council meeting. Toby purchased the equipment and it is in place. The strata contributed \$400.00 of the \$915.04 purchase cost. The 20 suites that signed up each paid \$25.75. I have not heard any complaints on this issue.

Thanks to Toby, and to Naomi who prepared posters, tracked participants and collected from the residents.

- The pool and hot tub heating have been out of service for some time. Gary is working on this. Warranty issues are involved.

Fire Safety:

- Work is in progress. Arthur has a quote from Orso Consulting to complete the fire safety plan. The goal at this stage is to complete the changes to the Fire Safety Plan, select Fire Wardens for each floor (or floors). Have Orso provide two training sessions, one for Council and one for the Fire Wardens, and have a Fire Drill before Christmas. This may change due to consultants' availability or other factors. Many thanks to Arthur for bringing this together. Following discussion, Council approved the proposal provided by Orso Consulting for the 2-day quote at \$2,000 plus tax.
- Continuing work on any changes needed to Fire Safety Plan and reviewing the inspections by Naomi and Contractors.

2. **Depreciation Report/Security:** The owners approved \$6,500 to be paid from the Contingency Reserve Fund for a Depreciation Report to be done this year. The quotes received are higher than the \$6,500. Given the importance of this review, Council has approved the quote received from Morrison Hershfield for \$7,800 plus GST with the additional monies needed to come from the operating account.
3. **Electrical Vehicles:** Council agreed that an outside electrical contractor assess the total building electrical capacity that presently exists, and see what capabilities we will have to deal with the electric vehicles. Once that assessment is completed, we can determine what type of connections can be used for charging vehicles in the parkade.
4. **Hot Water Issues:** Dovie Mechanical was asked to investigate the cause of the lack of hot water and slow response times reported by Owners. Following investigation, the mechanical engineer recommended to upgrade the domestic re-heat tank for the lower water system. Dovie Mechanical will schedule the changes on site once they have formal direction and confirmation of electrical requirements from the engineer. The cost of this repair will be covered by Cressey.

The hot water problems that have been experienced in the last two events were not solved by any trade changing anything. The hot water returned after sufficient people left their water running long enough to get the hot water into their units. This could mean running the hot water taps for a long time.

5. **Conduct Legionella Test on Cooling Tower:** The legionella test on the cooling towers is pending.
6. **Snow Blower:** The snow blower is in its storage spot now. The gas can will be stored outside, with the location not finalized yet. A number of Owners have volunteered to help and Arthur has put out a request to them for their ideas on how to operate the snow blower, fuel storage, etc.

CORRESPONDENCE

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

1. **Flies:** An Owner reported that flies and ladybugs are surging into their unit through the outside vents and causing quite a problem for them. Council will investigate this and report at the next meeting.
2. **Storage Box:** A request from an Owner to keep a deck box on their patio was approved by Council.
3. **Electric Cars:** A complaint was received from an Owner regarding electric cars being charged in the visitor parking. Council advised that this is a temporary solution until the charging outlets are installed in their parking stalls.

NEW BUSINESS

1. **Water Leak:** On October 11, 2018, a leak originating from one unit on the 7th floor affected two other suites. The leak was caused by the Cressey maintenance technician while he was trying to repair a faucet. The emergency remediation was completed last week. The restoration company will provide the estimate for repairs by the end of this week. The cost of repairs will be charged back to Cressey.
2. **Household Items:** Dimmer switches have been installed in the Amenities room.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:55 p.m.

Next Meeting: December 18, 2018

FirstService Residential BC Ltd.



Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/jh

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KNOW?

Christmas Tree Fires

According to the National Fire Protection Association, over 200 fires per year involve Christmas trees, causing over \$15 million of property damage. Sadly, one out of every 34 Christmas tree fires results in death.

Did you know that dry trees, electrical lights, and nearby heat sources like fireplaces, radiators, wood stoves or candles are the main causes of Christmas tree fires? **Tree fires can fill a room with heavy, black smoke in under 30 seconds**, making it nearly impossible for occupants to see, breathe or escape. Use the tips below stay safe with your next tree.

- ▶ Choose a tree with fresh, green needles that do not fall off when touched
- ▶ Cut two inches from the base of the trunk before placing it in the stand
- ▶ Make sure the tree does not block an exit
- ▶ Check light strings for worn or broken cords before placing on the tree
- ▶ Turn off tree lights before leaving the house or going to bed
- ▶ Keep live trees well watered
- ▶ Dispose of trees before they dry out; do not store dry trees inside a home or garage



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, October 10, 2018
within the Meeting Room
1501 Vidal Street, White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz Arthur Self Lorne Nelson Robert Johnston	President/Treasurer Privacy Officer Member at Large Member at Large
REGRETS:	Alan Arbuthnot	Vice-President
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:30 a.m.

GUEST BUSINESS

An Owner attended the meeting as an observer.

ELECTION OF OFFICERS

The following Strata Council Officers were elected:

- Gary Goertz – President/Treasurer
- Alan Arbuthnot – Vice President
- Arthur Self – Privacy Officer
- Lorne Nelson – Council Member
- Robert Johnston – Council Member

COMMITTEES

At this time, the Strata Council formed Committees to deal with the following throughout the year:

- Bylaws & Rules/Privacy/Parking – Arthur Self
- Landscaping/Building Deficiencies/Concierge and Cleaning/Maintenance – Alan Arbuthnot
- Recreation Facilities/Fire Safety – Lawrence Nelson
- Depreciation Report/Security – Robert Johnston
- Guest Suite – Gary Goertz

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on August 15, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the financial statements for July and August 2018. **CARRIED.**

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. Committees – Reports

- (a) **Bylaws & Rules/Privacy/Parking:** The Owners were provided with the amended Bylaws and Rules approved at the recent Annual General Meeting.

Discussion centered on the video surveillance signage. New signage will be installed around the building to make people aware that there is video surveillance equipment on the premises (as requested by the Privacy Act).

- (b) **Landscaping/Building Deficiencies/Concierge and Cleaning/Maintenance:** There was nothing new to report at this time regarding the landscaping. Discussion ensued on the final deficiency listing. This list will be sent to Cressey as part of the 15 month warranty submission, along with any applicable trade reports such as the Bamtech Engineering review, mechanical deficiency list, fire inspection report, etc.

In addition to the deficiency list and reports mentioned above, we will also be including in our warranty submission to Cressey and to Travelers the extensive list of deficiencies that you/Council have maintained during the past year. Sending all this information to Travelers will register the Strata's entitlement to open a claim with the insurer at a later date should any dispute arise with Cressey or their trades over items repaired/not repaired.

- (c) **Recreation Facilities/Fire Safety Plan:** Lorne Nelson is working on updating the current fire safety plan and will report on the progress at the next meeting.
 - (d) **Depreciation Report/Security:** There was nothing new to report at this time. The Strata Manager was asked to obtain proposals for the depreciation report completion.
2. **15-Month Warranty Review:** Bamtec Engineering completed the warranty review. Their report will be updated to include the deficiency list maintained by Council. This list will be sent to Cressey and the warranty provider as part of the 15-month warranty submission.
 3. **Electrical Vehicles:** It was noted that the current power distribution point is to P2. A proposal will be obtained to extend this to P3.
 4. **Snow Removal:** Several Owners offered to do the snow removing during winter time. A snow blower was bought for less than \$800.00.
 5. **Handicap Doors:** Council investigated the addition of a handicap fob access to Visitor Parking and on the Owner side in P1 and P2 and noted that the cost to install such an equipment is quite high. Following discussion, Council agreed not to pursue this matter at this time.
 6. **Hot Water Issues:** Dovie Mechanical was asked to investigate the cause of the lack of hot water and slow response times reported by Owners. Following investigation, the mechanical engineer recommended to upgrade the domestic re-heat tank for the lower water system. Dovie mechanical will schedule the changes on site once they have formal direction and confirmation of electrical requirements from the engineer. The cost of this repair will be covered by Cressey.

CORRESPONDENCE

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

1. **Pool Safety:** An Owner suggested that a strip of emery type cloth be installed at the bottom side of the railings to prevent slipping. Council will investigate the options.
2. **Window Screen:** The Owner of a suite on an upper floor requested approval to install an exterior window screen. Following discussion, Council declined the request.
3. **Patio Box:** A request from an Owner to keep a deck box on her patio was approved by Council.

NEW BUSINESS

1. ***Conduct Legionella Test on Cooling Tower:*** Council approved the completion of a legionella test on the cooling towers following the legionella contamination discovered at the Guilford Mall.
2. ***Fall Cleaning Items:*** The following fall maintenance items have been completed: Window Cleaning, Carpet Cleaning, BBQ Counter Top Cleaning.
3. ***Privacy/Surveillance:*** Council discussed a suggestion to reduce the number of internal cameras and moving them to the outside. Council felt that the demand for such a change is very small within the Beverley and that the majority of Owners fully supported the need for such cameras within this high-end facility. Additionally, such cameras were installed in support of the needs of the Fire Department.
4. ***Concierge – Salary Issue:*** Council reviewed this matter with the FSR Vice President and agreed to a small increase in the current contract fee that will be applied directly to the Concierge's salary.
5. ***Additional Gym Equipment:*** Council discussed a suggestion to buy a weight bench and free weights. Lorne Nelson will investigate the options and costs and report it at the next meeting.
6. ***Handyman:*** Council accepted the offer received from "604Handyman" for small projects and repairs around the building.
7. ***Annual Maintenance Plan:*** Council was provided with an annual maintenance plan template.
8. ***CO/Combustible Gas Monitoring System:*** The Strata Manager noted that the system is due for the yearly check up/inspection of sensor calibration in November.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:25 p.m.

Next Meeting: November 14, 2018

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/jh

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FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



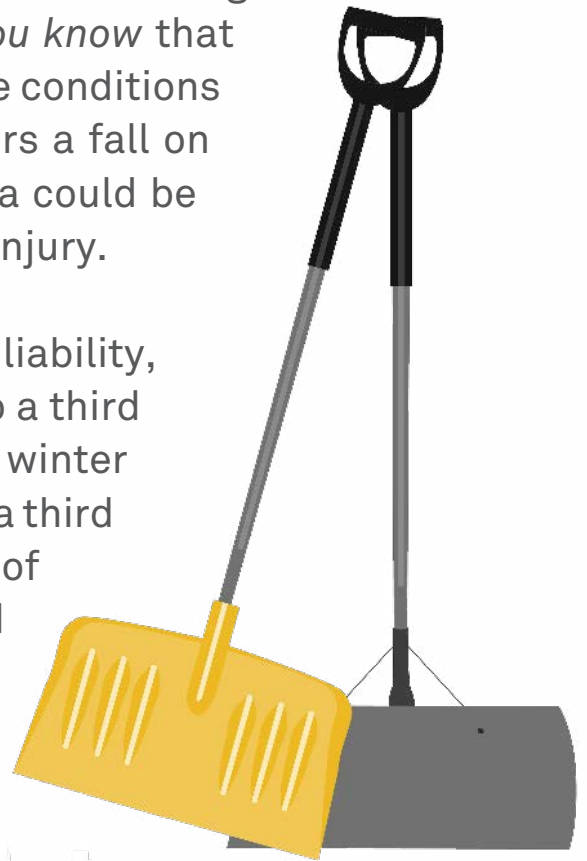
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

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

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



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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

Held on Tuesday, September 18, 2018

COUNCIL IN ATTENDANCE:	Gary Goertz	President
	Al Arbuthnot	Vice-President
	Arthur Self	Privacy Officer/Secretary
	Rob Johnston	Member At Large
	Lorne Nelson	Member At Large

The meeting was called to order at 10:00 a.m.

1. ***Establishment of New Council:*** The following roles and positions were unanimously agreed:

- | | | |
|---|------------------------------|--------------|
| • | President: | Gary Goertz |
| • | Vice President: | Al Arbuthnot |
| • | Privacy Officer & Secretary: | Arthur Self |
| • | Member at Large: | Rob Johnston |
| • | Member at Large: | Lorne Nelson |

2. ***Responsibilities:*** in addition to their roles above, the following Council Leads were agreed:

- | | | |
|---|--|--------|
| • | Guest Suite/Treasurer: | Gary |
| • | Landscaping/Building Deficiencies List/
Concierge/Janitor/In-house maintenance: | Al |
| • | Bylaws/Rules/Privacy/Parking: | Arthur |
| • | Depreciation Report/Security: | Rob |
| • | Recreation facility/Fire Safety: | Lorne |

3. ***Other Items:***

- A future agenda item will involve possible activity into smaller FOBs, phone programming and security support (Drew in 1005 is offering his services).
- **EVs:** Current power distribution point is to P2.
 - **ACTION:** Al is getting a quote for extending this to P3.

Next Meeting: Wednesday, October 10, 2018, at 10:30 a.m.

General: 604.683.8900 (24 hours emergencies)

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

www.fsresidential.com

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FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

MEMORANDUM

TO: The Owners, Strata Plan EPS 4111

DATE: October 03, 2018

FROM: Anca Ciobanu, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on September 17, 2018. Please read and retain them for future reference.

STRATA FEES:

Owners please note: Strata fees have increased

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

NEW COUNCIL:

- Gary Goertz
- Alan Arbuthnot
- Arthur Self
- Robert Johnston
- Lawrence Nelson

FSRConnect™ REGISTRATION

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* * *

Encl.

AC/db

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 411
BEVERLEY**

***Held on Monday, September 17, 2018
Within Gracepoint Community Church
3487 King George Boulevard, Surrey, BC***

The meeting was called to order at 6:30 p.m. by Gary Goertz, Council President.

FirstService Residential BC Ltd. was represented by Anca Ciobanu.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 88 eligible voters, 29 represents quorum in this instance. At the commencement of the meeting there were 59 eligible voters in attendance and 9 represented by proxy for a total of 68 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated August 27, 2018, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

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

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Special General Meeting held June 5, 2018 as previously circulated. **CARRIED.**

STRATA COUNCIL COMMENTS

Please refer to the Strata Council Comments included with the AGM Notice dated August 27, 2018.

INSURANCE REPORT

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

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$15,000.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$55,489,000 based on information received from the Appraisal.

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

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

Strata Corporation Insurance Coverage

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

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

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

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

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

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

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

*****Example*****

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

BUDGET APPROVAL

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

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

66 IN FAVOUR, 0 OPPOSED, 2 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to **Strata Plan EPS 4111**, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

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

RATIFICATION OF RULES – MAJORITY VOTE

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

62 IN FAVOUR, 4 OPPOSED, 2 ABSTAINED. **CARRIED.**

Rules will be distributed to Owners after filing.

CONSIDERATION OF 3/4 VOTE RESOLUTION “A” BYLAW AMENDMENT

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

WHEREAS The Owners, Strata Plan EPS 4111, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 4111, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 4111, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office. The Schedule of Standard Bylaws to the *Strata Property Act*, S.B.C. 1998, c. 43 filed in the Land Title Office on July 24, 2017 under registration no. CA6166617 be and is hereby repealed; and the Bylaws attached hereto as Schedule B be and are hereby substituted therefore.

The floor was opened for discussion.

After some discussion, the vote was called on the Division 1 to Division 6 of the Bylaw Amendment proposal. The results were as follows:

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

Following some discussion, the vote was called on Division 7 of the Bylaw Amendment proposal. The results were as follows:

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

After some discussion, the vote was called on the Division 8 of the Bylaw Amendment proposal. The results were as follows:

58 IN FAVOUR, 2 OPPOSED, 8 ABSTAINED. **CARRIED**

After some discussion, the vote was called on the Division 9 of the Bylaw Amendment proposal. The results were as follows:

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

After some discussion, the vote was called on the Division 10 of the Bylaw Amendment proposal. The results were as follows:

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

After some discussion, the vote was called on the Division 11 of the Bylaw Amendment proposal. The results were as follows:

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

After some discussion, the vote was called on the Bylaw Amendment proposal circulated with the AGM Notice. The results were as follows:

67 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. CARRIED.

Bylaws will be distributed to Owners after filing.

CONSIDERATION OF 3/4 VOTE RESOLUTION "B" WAIVER OF DEPRECIATION REPORT

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

WHEREAS The Owners, Strata Plan EPS 4111, wish eventually to obtain a Depreciation Report as required under Section 94 of the *Strata Property Act* and feel it would be most beneficial to defer commencement of the Depreciation Report for the time being;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 4111, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

After some discussion it was decided not to vote on 3/4 Vote Resolution "B" – Waiver of Depreciation Report and to put forth Majority Vote Resolution "C" – Depreciation Report for consideration.

CONSIDERATION OF MAJORITY VOTE RESOLUTION "C" DEPRECIATION REPORT

WHEREAS The Owners, Strata Plan EPS 4111, wish to obtain a Depreciation Report as required under Section 94 of the *Strata Property Act*;

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan EPS 4111, in person or by proxy at this General Meeting that a sum of money not exceeding \$6,500.00 be spent for the purpose of obtaining a Depreciation Report, such expenditure to be charged against the Contingency Reserve Fund.

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

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

ELECTION OF COUNCIL

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

The following persons agreed to stand for Council:

Gary Goertz

Alan Arbuthnot

Arthur Self

Robert Johnston

Lawrence Nelson

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

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 9:10 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 411

AC/db

Email: Anca.Ciobanu@fsresidential.com
Direct Line: 604.648.6312
General: 604.683.8900 (24 hours' emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours' non-emergency)

www.fsresidential.com

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EPS 4111 - BEVERLEY
Approved Annual Budget
Aug 01, 2018 to Jul 31, 2019

<u>A/C Description</u>	<u>APPROVED</u> <u>2018/2019</u> <u>Budget</u> \$
<u>INCOME</u>	
<u>STRATA FEES</u>	
4002 Operating Fund Contribution	556,737
4003 Contingency Fund Contribution	55,674
TOTAL STRATA FEES	612,411
4523 Bylaw / Late Payment Fine	500
4543 Common Room / Guest Suite Income	7,000
4640 Interest Income	600
4700 Miscellaneous Income	500
4702 Move In / Move Out Fee	1,000
TOTAL INCOME	622,011
<u>EXPENSES</u>	
<u>GENERAL EXPENSES</u>	
5005 Administration	2,796
5016 Audit / Legal	5,399
5435 Strata's Suite - Strata Fee	4,552
5479 Concierge	58,400
6021 Guest Suite-Mortgage	24,000
6300 Insurance	75,000
6700 Management Fees	29,484
6705 Miscellaneous	1,500
7600 Telephone and Pager	756
TOTAL GENERAL EXPENSES	201,887
<u>BUILDING & GROUND EXPENSES</u>	
5010 Alarm Monitoring	950
5218 Building Envelope Inspection	7,000
5450 Cleaning and Janitorial Supplies	59,730
5605 Dryer Vent Cleaning	4,000
5705 Electricity	62,996
5715 Elevator Maintenance	12,758
5902 Fire Equipment Maintenance / Monitoring	6,500
6005 Gas	56,776

EPS 4111 - BEVERLEY
Approved Annual Budget
Aug 01, 2018 to Jul 31, 2019

<u>A/C Description</u>	<u>APPROVED</u> <u>2018/2019</u> <u>Budget</u> \$
6027 Garbage & Recycling	17,413
6513 Landscape - Maintenance	37,515
6701 Mechanical Maintenance	19,981
7240 Repair and Maintenance	33,343
Floor Maintenance	12,000
Anchor inspection	900
Parkade maintenance	3,500
7415 Snow Removal	3,344
7850 Water / Sewer	16,888
7855 Window Cleaning	19,000
TOTAL BUILDING & GROUND EXPENSES	374,594
<u>REC. CENTRE EXPENSES</u>	
7200 Recreation Facilities	14,403
TOTAL REC. CENTRE EXPENSES	14,403
9010 Reserve - Contingency Fund	55,674
TOTAL EXPENSES	646,558
CURRENT YR NET SURPLUS/(DEFICIT)	(24,547)
9990 Operating Surplus (Deficit) Balance Forward	35,407
ENDING OP SURPLUS/(DEFICIT)	10,860

EPS 4111 - BEVERLEY
Approved Strata Fee Schedule
Aug 01, 2018 - Jul 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Aug-Sep/18 \$
					(Effective Oct 1, 2018)		
1	101 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
2	102 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
3	103 - 1501 Vidal Street	99	429.05	42.90	471.95	361.97	-
4	104 - 1501 Vidal Street	143	619.74	61.97	681.71	522.84	-
5	105 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
6	106 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
7	107 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
8	201 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
9	202 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
10	203 - 1501 Vidal Street	110	476.72	47.67	524.39	402.18	-
11	204 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-
12	205 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
13	206 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
14	Guest Suite - 1501 Vidal Street	65	281.70	28.17	309.87	237.65	-
15	207 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
16	301 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
17	302 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
18	303 - 1501 Vidal Street	106	459.38	45.94	505.32	387.56	-
19	304 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-
20	305 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
21	306 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
22	307 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
23	308 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
24	309 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
25	401 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
26	402 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
27	403 - 1501 Vidal Street	106	459.38	45.94	505.32	387.56	-
28	404 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-
29	405 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
30	406 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
31	407 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
32	408 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-

*The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.

EPS 4111 - BEVERLEY
Approved Strata Fee Schedule
Aug 01, 2018 - Jul 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$ (Effective Oct 1, 2018)	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Aug-Sep/18 \$
33	409 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
34	501 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
35	502 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
36	503 - 1501 Vidal Street	106	459.38	45.94	505.32	387.56	-
37	504 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-
38	505 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
39	506 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
40	507 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
41	508 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
42	509 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
43	601 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
44	602 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
45	603 - 1501 Vidal Street	106	459.38	45.94	505.32	387.56	-
46	604 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-
47	605 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
48	606 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
49	607 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
50	608 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
51	609 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
52	701 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
53	702 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
54	703 - 1501 Vidal Street	106	459.38	45.94	505.32	387.56	-
55	704 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-
56	705 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
57	706 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
58	707 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
59	708 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
60	709 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
61	801 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
62	802 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
63	803 - 1501 Vidal Street	106	459.38	45.94	505.32	387.56	-
64	804 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 4111 - BEVERLEY
Approved Strata Fee Schedule
Aug 01, 2018 - Jul 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$ (Effective Oct 1, 2018)	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Aug-Sep/18 \$
65	805 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
66	806 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
67	807 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
68	808 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
69	809 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
70	901 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
71	902 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
72	903 - 1501 Vidal Street	147	637.07	63.71	700.78	537.46	-
73	904 - 1501 Vidal Street	142	615.40	61.54	676.94	519.18	-
74	905 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
75	906 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
76	907 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
77	908 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
78	1001 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
79	1002 - 1501 Vidal Street	168	728.08	72.81	800.89	614.24	-
80	1003 - 1501 Vidal Street	178	771.42	77.14	848.56	650.81	-
81	1004 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
82	1005 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
83	1101 - 1501 Vidal Street	246	1,066.12	106.61	1,172.73	899.43	-
84	1103 - 1501 Vidal Street	138	598.06	59.81	657.87	504.56	-
85	1104 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
86	1105 - 1501 Vidal Street	120	520.05	52.01	572.06	438.75	-
87	1201 - 1501 Vidal Street	175	758.42	75.84	834.26	639.84	-
88	1202 - 1501 Vidal Street	302	1,308.81	130.88	1,439.69	1,104.18	-
11,138			48,269.51	4,827.29	53,096.80	40,723.17	-

Total Annual Strata Fees (x 12 months) =

637,161.60 488,678.04

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 4111 - BEVERLEY
Contingency Reserve Fund - Projected
Aug 01, 2018 - Jul 31, 2019

2705 Opening Balance of Contingency Reserve Fund (CRF)	59,658.58
2710 Contingency Reserve Fund Contributions	55,674.00
2711 Interest	405.92
Probable Balance of Contingency Reserve Fund at the end of the fiscal year	<u><u>115,738.50</u></u>

FIRSTSERVICE OFFERS CONVENIENCE!

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

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

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

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

I'M INTERESTED, HOW DO I DO THIS?

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

WHEN SHOULD I MAKE MY PAYMENTS?

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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, August 15, 2018
within the Meeting Room
1501 Vidal Street, White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz	President / Treasurer
	Alan Arbuthnot	Vice-President
	Arthur Self	Privacy Officer
	David Pope	Member
	Louise Hutchinson	Member
	Robert Johnston	Member
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:00 a.m.

GUEST BUSINESS

An Owner attended the meeting as an observer.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on May 1, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

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

Council noted that one Owner is still in arrears with the payment of the special levy and instructed the Strata Manager to start the lien procedure.
- 2. *Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
- 3. *Monthly Statement(s):*** It was moved and seconded to approve the financial statement(s) for April to June 2018. **CARRIED.**

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. Committees – Reports:

- (a) **Bylaw and Rules:** An amended Bylaw Package together with the Rules Package, has been sent to a lawyer for review in advance of the upcoming Annual General Meeting.

Discussion centered on the Privacy/Video Surveillance document – the point was made that this was about describing for the Owners exactly what the Developer installed together with how it operates, its limited uses, who has access, etc. So, Council’s strategy is first to inform the Owners and then await any possible feedback from the Owners. The Strata Manager was asked to provide details to the Privacy Officer on how the vetting process (for the Concierge who has system access) of such private information.

The second item concerned the new proposed Rule change allowing garage Owners limited storage capabilities. Council will be in touch with the White Rock Fire Department to inform them of our plans.

- (b) **Security, Parking and Signage:** Discussion ensued on the stairwell locks (and taping). In light of repeated security violations with drivers of vehicles not waiting for garage doors to fully close, it was decided to remove the tape on the doors on the Lobby Floor and P1 immediately, thus ensuring that fob access is required. All other taped doors will remain open for the time being.
- (c) **Concierge and Cleaning:** There was nothing new to report at this time.
- (d) **Landscaping:** David Pope noted that the landscapers are doing a pretty decent job, however they need to put more effort into decluttering the plants. It was also noted that the trees are lacking water due to the sod taking it and thus depriving the trees. In order to mitigate this problem, the landscaper will be asked to cut away the sod around the trees and replace with bark. It was also noted that the sprinklers need to be in better positions and head heights. Alan Arbuthnot will review with the contractor and get a quote to remedy these issues.

- (e) **Recreational Facilities:**
- (i) **Guest Suite:** The consideration of selling the guest suite was discussed. However, Council noted that the usage and interest increased recently and agreed to keep the Guest Suite. As Christmas time is very much in demand in term of rental requests, Council agreed that the winner will be decided by a lottery draw.
 - (ii) **Gym Hours:** A request has been made to extend these hours to 6:00 a.m. Council approved, but will remind Owners to keep noise levels down at that early time in the morning when other Owners are likely sleeping.
- (f) **Common Area Deficiencies:** The completion is still work in progress. Council noted that Cressey dealt with most important deficiencies. The list decreased from a few hundred to about 40 unresolved items.
- (g) **Social Committee:** Council noted that the Canada Day event was a success and the Owners look forward to more opportunities to get together. Robert Johnston reported that as of August 13th, their funds amounted to \$770.51. This Committee was agreed as self-funding. He also noted that the Social Committee is looking at the design/costs for a bookcase in P2 by the elevators.
- (h) **Maintenance Items:** The following maintenance work was completed since the last Strata Meeting: window washing; parkade pressure washing; marble flooring cleaning and polishing.
2. **15-Month Warranty Review:** The Strata Manager provided Council with estimates received from several reputable engineering companies. Following review, a decision was made via e-mail to award the contract to Bamtec Engineering. The engineers reported that the same review will cover the 15-month and 24- month warranty items. Owners are asked to return the occupant questionnaires sent out the beginning of August by early September. Then a site review will be scheduled and a final report will be prepared and presented to Council for review.
3. **Annual Fire Inspection – Deficiencies:** Fire-Pro Fire Protection completed the annual fire inspection and provide Council with a list of deficiencies. This list was forwarded to the original fire system installer for completion.
4. **Door Bells:** Council noted that several suites in the Beverley have installed door bells. Owners are reminded that Council approval is required before installing doorbells.
5. **Electrical Vehicles:** It was moved and seconded to adopt a resolution stating “Council will allow electrical vehicles in the Owner Parking Area and to install appropriate system hardware facilitating this and to which Owners can interface their individual stalls according to Strata EPS 4111’s Bylaws”. **CARRIED.** The Resolution was passed unanimously. It was noted that the provincial funding is available for this project and Arthur Self offered to apply for obtaining funds.

6. **Awnings:** Requests were received from Owners to be allowed to install awnings. Following discussion, Council unanimously agreed that awnings will NOT be allowed at the Beverley.
7. **Key Fobs:** Extra key fobs can be purchased from the Concierge. Council agreed that there would be NO reimbursement once such extra fobs are returned to the Concierge.
8. **Handicap Doors:** Council agreed that we should investigate adding a handicap fob access to Visitor Parking and on the Owner side in P1 and P2 for handicap access. Robert Johnston will work with Naomi and Smart-Tek Communications on finding a costed solution for Council's review.
9. **Loading Zone Outside Our Front Doors:** The City of White Rock will not provide approval for this, so the only alternative is double parking on Vidal. Issue closed.

CORRESPONDENCE

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

1. **Electrical Cars:** A request was received from an Owner to be allowed to investigate the possibility to charge their car at their parking location at their cost.
2. **Gym Hours:** An Owner requested a change in the gym hours to be able to workout before going to work.
3. **Barbequing:** Owners are reminded that the use of barbeques and socializing outdoors on patios should be done in a manner that respects the rights of other Residents around you.

NEW BUSINESS

1. **National Hydronics – Mechanical System Maintenance:** The company completed the quarterly maintenance visit and provided Council with their report.
2. **Roof Anchors – Annual Inspection:** Arrangements will be made with Silverline for the mandatory annual inspection.
3. **Fire Safety Plan:** Council will be provided with a copy of the current fire safety plan and will start working on the updates if needed.
4. **Snow Removal:** Several Owners offered to do the snow removing during winter time. They need a snow blower that likely costs around \$1,000.00, which would be offset by savings in our current snow removal contract (around \$3,500.00). This matter will be further discussed at the next meeting.

5. **Rules Amendment:** It was moved and seconded that the Rules previously distributed to Owners are hereby repealed and replaced by the SET OF Rules attached to the Minutes of this meeting. **CARRIED.**
6. **Year End Financials:**
 - (a) These are not yet available.
 - (b) Gary noted an apparent anomaly for Council in the June statements – hydro costs look substantially lower than the normal monthly run rate – this was due to the pool etc. being shut down for most of that month. Of note it is the fact that the cost of amenities in the Beverley is running at around 40% of the hydro monthly costs.
 - (c) A review was also completed on lighting and potential cost saving measures – nothing substantial to action.
7. **Draft Budget 2018/2019 – A Few Key Items to Note:**
 - (a) This budget is now at Rev. 9 and was agreed for the upcoming Annual General Meeting.
 - (b) Rob's memo and related articles will be attached to the Annual General Meeting package sent out to the Owners.
 - (c) Council recognizes in the future that a longer term strategy is needed for Strata Fees – this will be established once we get our first Depreciation Report later this year. It will be an agenda item for the 2019 Annual General Meeting.
 - (d) **Building Insurance:** Council will be more proactive and request quotes in the May timeframe.
 - (e) Council discussed the strategy for any surpluses at end of fiscal year and it was agreed this would go to the CRF subject to Owner approval (if required by our Bylaws).
 - (f) The proposed rate per ft², which will be effective on October 1, 2018 and will be 44.5c (up from our current 34c).
8. **Resolutions for Annual General Meeting:** The Council and Strata Manager reviewed the proposed resolutions for the Annual General Meeting and it was agreed to bring forward a waiver of Depreciation Report.
9. **Annual General Meeting:** Owners are advised that the Annual General Meeting has been scheduled for **Monday, September 17, 2018**. An Annual General Meeting Notice containing all details will be sent out prior to the meeting to all Owners.

Owners are kindly encouraged to attend the Annual General Meeting in order to ensure a quorum is achieved, and so that they may offer their input on the everyday dealings of the Strata Corporation.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:00 pm.

Next Annual General Meeting: Monday, September 17, 2018 at 6:30 p.m. at the Gracepoint Community Church – 3487 King George Boulevard, Surrey, BC.
Registration starts at 5:30 p.m.

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/vp

Email: anca.ciobanu@fsresidential.com
Direct Line: 604. 648.6312
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



STRATA PLAN EPS 4111 BEVERLY

RULES

**BEVERLY
STRATA PLAN EPS 4111**

APPROVED RULES

SECURITY

- 1.1 A resident must ensure security into and around our building. FOB keys for floor access etc. are a critical component of our building security. If a fob is lost, the resident must report this to the Concierge for cancellation.
- 1.2 Garage Gate to underground parking: To help prevent unauthorized entry to the building, all drivers must wait until the gate is closed behind their car before proceeding to their parking stall. The drivers in any subsequent cars must wait until the gate is starting to close before pressing the garage button on their key fob to re-open the gate. This indicates to the preceding driver that the following driver is a resident of the building. The same requirements apply when exiting the building.
- 1.3 Doors: Door wedges must not to be stored near any common area doors. A resident may temporarily prop open a door with a resident's own object when bringing bags, shopping, boxes or other articles to or from the resident's vehicle, which object must then be taken away with by the resident.
- 1.4 Entrance Door: When entering through the front entrance, a resident or visitor must not any person to follow them into the building unless the following person is known to such resident or visitor.
- 1.5 Restricted Common Areas: A resident or visitor must not enter or access any part of the restricted common property areas of the building (such as the roof, electrical rooms, mechanical rooms and locked rooms other than their own condo, garage or storage lockers) except with the express permission of the council.
- 1.6 Solicitations: Solicitation is not permitted anywhere in or about the building or common property for any cause, except as required by the *Election Act* (Canada) and similar provincial registration.

PETS

- 2.1 All pets must be leashed to a maximum of six (6) feet and under the control of the person walking the pet when on the common property.
- 2.2 All animals must not be tethered unattended in or on the common property.
- 2.3 All roaming or unattended pets found on the common property will be handed over to the City.
- 2.4 Aggressive dogs must be muzzled whenever transiting on the common property.

- 2.5 A pet must not urinate or defecate or otherwise foul the common property. In the event that a pet so fouls the common property, the pet's owner must immediately and completely remove the offending waste from the common property and dispose of it in a waste container or by some other sanitary means. In addition, any soiling, or marks or discoloration of common property caused by a pet fouling an area is to be cleaned by the pet owner and put back to its former condition.
- 2.6 Pets are not allowed in any of the following areas of the common property: Recreational Facilities; Amenity Room; Guest Suite; or the Roof areas.
- 2.7 Pet Friendly Area: this has been designated on the north side of the building through the small gate. Pet owners are fully expected to pick up after their pets and dispose of any waste material appropriately. It is essential this area is kept clean and pristine for the benefit of all residents.
- 2.8 Owners must take responsibility for the repair of any damage caused by their pet(s) to the common property. Failing prompt repair action by the owner, the Strata Council will affect such repairs by contracted services and invoice the pet owner.

VEHICLES & PARKADE

[NOTE: Vehicles in violation of these Rules for Vehicles & Parkade could be towed at the liability and expense of the vehicle owner.]

[PLEASE NOTE: Fire Codes prevent the strata corporation from allowing certain materials in the parkade and private enclosed parking garage.]

- 3.1 The underground parking area is for the sole use of residents, except for the Parking Level 1 (P1) Visitor area.
- 3.2 Motor vehicles, including cars, trucks, motorcycles and bicycles, are permitted to park in the Parkade. Separate storage facilities are available for every resident owner.
- 3.3 Except as expressly permitted by the bylaws or these rules, the storage of any items in the parkade and any parking spaces is not permitted. For certainty, the storage of any materials and specifically combustible materials or items that contain combustible materials in the parking spaces is strictly prohibited. Combustible materials include (but are not limited to) such items as: vehicle tires, wood, carpet, electronics, fridges, freezers, etc.
- 3.4 Despite rule 3.3, the storage of personal metal shopping carts (not those containing wood or other combustible materials) is permitted in resident storage and garage areas. For clarity, shopping carts from stores are not permitted in the underground parking area, passageways, locker rooms or any other common property space.
- 3.5 Use of private enclosed parking garages: the primary use of such garage space is for the parking of vehicles. There is no provision for the repair or servicing of such vehicles in these garage spaces. Storage of selected items (as determined by the Fire Code) will be permitted in the private enclosed parking garages – such items will be limited to include sporting equipment, paddle boards, kayaks, canoes or golf clubs, and spare tires (a maximum of 4). Storage will be limited to a maximum of 10% of the floor area of the

private enclosed parking garage and be no more than 6 feet high along one of the outer walls. The council will monitor items stored. All private enclosed parking garages must be kept tidy and organized.

- 3.6 A resident must use only the parking stall(s) which have been specifically assigned to the strata lot for parking his or her visitor. A resident must not park anywhere else on the common property.
- 3.7 Parking stalls(s) assigned to a strata lot must not be rented, leased or licensed to a person who is not a resident. However, residents are permitted to make private rental/lease arrangements with other residents.
- 3.8 No motor vehicle, bicycles, trailer, boat, equipment or items of any kind shall be parked or placed on any common property (other than assigned parking or storage lockers) without the prior written approval of the Strata Council.
- 3.9 The speed limit in common areas is 10 km/hr. and will be strictly enforced.
- 3.10 No person(s) is/are allowed to camp overnight in any type of vehicle parking or stored on the common property.
- 3.11 No vehicle shall be parked in the loading zone in front of the building for a period longer than the time reasonably required for the loading or unloading of the vehicle.
- 3.12 A resident must not store an uninsured vehicle on the common, limited common property, or on land that is a common asset. Despite the foregoing, a resident may store a vehicle in their designated space(s) but must provide proof of valid insurance to the strata corporation on the commencement date of the storage, and which proof of valid insurance also be displayed on the stored vehicle.
- 3.13 Vehicle(s) parked or stored in a parking stall must be parked in a manner which does not reduce the width of any neighbouring parking stalls.
- 3.14 Only one vehicle may park in a designated parking stall. Despite the foregoing, a motorcycle or bicycle may also be parked in the same designated parking stall, so long as neither the vehicle nor the motorcycle or bicycle protrudes beyond the parking stall boundaries.
- 3.15 A resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds), or work on vehicles involving any combustible materials, motor tune-ups or mechanical parts.
- 3.16 A resident or visitor must not permit a vehicle to drip excessive oil or gasoline on the common property or limited common property. A resident or visitor whose vehicle is dripping excessive oil or gasoline, must immediately remove and repair the vehicle. In addition to any fines that may be levied in respect of a breach of this rule 3.14, the owner of the applicable strata lot must reimburse the strata corporation for the cost of clean-up of the common property.

- 3.17 Electrical outlets (110v) are provided in many of the parkade parking areas on building structural columns. These are NON EXCLUSIVE to any one designated parking space and a resident or visitor must not assume exclusive use of such outlet and ensure that any such outlet is available to any user for such temporary usage as vacuuming vehicles etc.
- 3.18 Usage of electrical outlets (110v) for battery trickle charging (e.g.) is solely at the vehicle owner's risk. The strata corporation gives no guarantee of electrical supply. A resident or visitor must ensure that any short-term trickle charging utilizes extension cords that are CSA/ULC approved and usage is in accordance with sub-Rule #3.14. No long-term usage of extension cords is allowed and thus the trickle charger must be able to reach the wall socket independently without the use of an extension cord.
- 3.19 Except as may be expressly permitted under the bylaw or these rules, electric vehicles must not be charged in the parkade as such electric vehicles require a dedicated 220/240v outlet to be installed. The installation of such a dedicated electrical power capability will be at the sole expense of the electric vehicle owner and will require prior written approval of the strata corporation in accordance with the bylaws and inspection prior to usage. A monthly usage fee shall also be levied on the owner.
- 3.20 Car washing in the parkade is prohibited.

VISITOR PARKING

- 4.1 The rules set out at Rule 3 apply, as applicable, to visitor parking.
- 4.2 A visitor can enter the P1 parking level by way of a resident buzzing them in through the external keypad. A visitor then has up to twelve (12) minutes to reach the door to the elevators.
- 4.3 Visitor parking stalls are for the exclusive use of visitors of residents. A resident must not use the visitors parking area at any time.
- 4.4 A visitor parking in the visitor parking area do so at his or her risk.
- 4.5 Any vehicle in violation of these Visitor Parking Rules will be towed at the liability and expense of the vehicle owner.
- 4.6 Parking is not permitted in the turn-around area of the Visitor Parking spaces.
- 4.7 No commercial vehicles are permitted to park overnight in the visitors parking area.
- 4.8 A visitor may park in visitor parking is permitted for up to three (3) consecutive days as long as the resident that the visitor is visiting ensures that the concierge has the visitor's vehicle registration details. The concierge then keeps track of such vehicles parked.
- 4.9 Visitor parking beyond three (3) days will require a visitor parking permit. This visitor parking permit may be used for visits of up to fourteen (14) consecutive days within a three (3) month period subject to availability of suitable parking space. These permits must be visibly displayed on the dash of the visitor's vehicle. The visitor lot will be monitored regularly, with license plate numbers recorded.

- 4.10 It is the responsibility of each resident to supply his or her visitor with a visitor parking permit. A visitor parking permit can be obtained from the concierge between the hours of 8:00am to 3:00pm, Monday to Friday.
- 4.11 Repeat requests for visitor parking in excess of three (3) days will be subject to available parking space and will be at the discretion of the council.
- 4.12 A resident whose visitor requires parking for more than 14 consecutive days must apply to the council in writing for permission for the visitor to park. Such application must include the reason(s) for such extended use. Approval is in the discretion of the council and is subject to an available parking space.

MOVE IN/OUT

- 5.1 A resident moving into or out of the building must not leave, and must ensure that any persons assisting him or her with the move does not leave, the front entrance doors unattended.
- 5.2 Any vehicle used for moving purposes and parked in front of the building must be removed from the front area as soon as the move has been completed.
- 5.3 An owner is required to contact the concierge at least one week prior to any move into or out of the owner's strata lot by the owner or by a tenant or occupant to advise of any such move. The concierge will arrange to lock-off the elevator and hang the protective coverings in the elevator. A failure to provide at least one week's notice of a move, in addition to any fine that may be levied may result in a denial of approval to move at the desired move date and time.
- 5.4 Any move into or out of a strata lot is subject to:
- (a) a \$200.00 moving fee payable to the Strata Corporation, in care of FS Residential; and
 - (b) a security deposit of \$250.00, refundable if no damage was caused to any common property.
- Any damage over and above the security damage amount will be assessed to the strata lot and/or billed to the owner responsible.
- 5.5 The hours that the building Concierge is available for moves are between 9:00 a.m. and 4:00 p.m. Monday to Friday and from 9:00 a.m. to 3:00 p.m. Saturday and Sunday. Any moves outside of these hours will be subject to an additional \$25/hour charge. This charge is the Strata Corporation's cost to have a staff member onsite during the after-hours time. This fee will be payable to the Strata Corporation.
- 5.6 When selling a strata lot, the selling must advise the new incoming owner of Rules 5.4 and 5.5 regarding applicable move fees.
- 5.7 A resident or visitor must pay due care and attention to the elevator, surrounding walls, carpets and doors when the resident or visitor is moving furniture.

RECREATIONAL FACILITIES

6.1 The strata corporation's recreation facilities include the following:

- (a) Swimming pool.
- (b) Exercise gym.
- (c) Dry sauna/hot tub/steam room.

6.2 General

- (a) Use of the recreation facilities is limited residents and their invited guests only.
- (b) All persons using the recreation facilities will do so at their own risk.
- (c) Guests must be accompanied by a resident at all times while in the recreation facilities. Any guest that is not accompanied by a resident will be asked to leave the recreation facilities.
- (d) Pets and other animals are not permitted in the recreation facilities.
- (e) A resident is responsible for the conduct and safety of their guests at all times.
- (f) All users of the recreation facilities must cooperate in maintaining maximum cleanliness and tidiness of these areas.
- (g) Any person(s) noting a breach of any applicable bylaws, these rules, or abuse of the areas, must to immediately report the incident to the concierge.
- (h) Any and all accidents in or about the recreation facilities be reported immediately to the concierge.
- (i) Any person(s) causing damage to the recreation facilities must immediately report such damage(s) to the concierge.
- (j) The privacy and enjoyment of others using the recreation facilities must be respected at all times.

6.3 Swimming Pool and Surrounding Area

In addition to all applicable rules under Rule 6.2:

- (a) No persons under the age of 14 years are permitted in the swimming pool or surrounding area unless accompanied by a person 19 years or older.
- (b) The swimming pool hours are from 6:00 a.m. to 11:00 p.m. A resident who wishes to use the pool area outside of these hours must register with the concierge.
- (c) Priority usage of the swimming pool is for residents. The swimming pool is a lap pool by design but which does not limit the use; however, the pool cannot accommodate large numbers of people at any one time. Families and anyone not

doing laps may use the pool at any time (within the above pool hours) but priority usage will be for those doing laps. Despite the foregoing a dedicated “Family Time” with children is provided for pool usage as follows:

- (i) Weekends (Sat/Sun) between the hours of 2:00 p.m. and 4:00 p.m. only.
- (ii) Please Note: the number of guests is limited to four (4) persons per strata lot at any one time.

where “**Family Time**” refers to those times when the priority usage of the swimming pool changes from lap pool to that of fun or leisure pool usage.

- (d) Proper attire must be worn when going between the apartment and the pool, when using the pool, and when leaving the facilities. All persons must dry-off and wear footwear before entry to, and when exiting, the pool area. Swimming attire (NO CUT-OFFS) must be worn at all times in the pool. No street shoes to be worn in the pool area. Coats, umbrellas are also NOT allowed in the pool area.
- (e) Food, beverages and smoking materials are not permitted in the pool area.
- (f) Life-saving equipment is to be used only in case of emergencies. Plastic floating devices are to be used with discretion because they can be a nuisance and a hazard to other swimmers.
- (g) All residents and guests MUST shower prior to entering the pool and spa facilities. Children that are not toilet-trained must wear proper swim diapers and be supervised at all times.
- (h) In accordance with Provincial Health Regulations, no one with cuts or open sores will be permitted to use the pool.
- (i) No running, rough play, diving or jumping is permitted on the pool apron or in the swimming pool itself. No unnecessary splashing is permitted.
- (j) Use of the swimming pool area alone is NOT advisable.

6.4 Dry Sauna/Hot Tub/Steam Room

In addition to all applicable rules under Rule 6.2:

- (a) The Dry Sauna/Hot Tub/Steam Room facility hours are from 6:00 a.m. to 11:00 p.m. A resident who wishes to use these facilities outside of these hours must register with the concierge.
- (b) Proper attire must be worn both between the apartment and the Dry Sauna/Hot Tub/Steam Room facilities and when using the facilities. All persons must dry-off and wear footwear when entering the building. No street shoes to be worn in the area.
- (c) Food, beverages and smoking materials must not be consumed in the Dry Sauna/Hot Tub/Steam Room areas.

- (d) All residents and guests MUST shower prior to entering the Dry Sauna/Hot Tub/Steam Room facility facilities.
- (e) Children that are not toilet-trained must wear proper swim diapers and must be supervised at all times.
- (f) In accordance with provincial health regulations, no person with cuts or open sores is permitted to use the Dry Sauna/Hot Tub/Steam Room facilities.
- (g) Anyone using the Hot Tub is advised that the recommended maximum stay should NOT exceed 15 minutes.

6.5 Gym/Exercise Room

In addition to all applicable rules under Rule 6.2:

- (a) Guests of a resident using the Gym/Exercise Room shall number no more than two (2) per strata lot.
- (b) The gym hours are 6:00 a.m. to 11:00 p.m. Without limiting bylaw 4.1(b), sound reproduction is allowed in the Gym/Exercise Room within reason. Residents and visitors are reminded that there are adjoining homes to the common room and the residents of those homes are entitled to quiet enjoyment.
- (c) Proper footwear and cover-ups shall be worn in the Gym/Exercise Room and, when going to and from the room. No street footwear to be worn in the area.
- (d) No food, alcoholic beverages or smoking is permitted in the Gym/Exercise Room; however, individual non-glass, water bottles are allowed.
- (e) For security reasons, at no time is the entrance door to the Gym/Exercise Room to be propped open.
- (f) Any person using any of the equipment (incl. mats) in the Gym/Exercise Room must wipe it down after any such use. Wipes have been provided for this purpose.
- (g) No person(s) under the age of sixteen (16) years may use the Gym/Exercise Room, unless accompanied by a person 19 years or older.
- (h) Use of the Gym/Exercise Room alone is NOT advisable.

AMENITY ROOM

- 7.1 The Amenity Room hours are: Sunday through Thursday between the hours of 7:00 a.m. and 10:00 p.m. and Fridays and Saturdays from 7:00 a.m. to 12:00 a.m. midnight.
- 7.2 Without limiting bylaw 4.1, residents and visitors are reminded to be considerate of other residents when using the Amenity Room and outdoor space, as well as considerate of the residents that inhabit the upper floors of the building.
- 7.3 Use of the Amenity Room is restricted to residents and their guests ONLY. Guests of residents using the Amenity Room must at all time be accompanied by a resident.

- 7.4 Bookings for strata corporation-related business will take priority over private bookings and are subject to a one week (7 days) booking rule. Despite the foregoing, emergency council meetings can be held elsewhere if the Amenity Room has a prior booking.
- 7.5 Bookings made for the strata corporation and/or the council do not require a deposit or rental fee.
- 7.6 A resident may book the Amenity Room in accordance with the following:
- (a) All bookings of the Amenity Room must be made with the concierge during regular business hours, i.e., 8:00 a.m. – 3:00 p.m. Monday to Friday.
 - (b) A damage deposit of \$250.00 is required for each exclusive use booking and is due and payable at the time of booking. The deposit is to be submitted to the concierge and will be refunded when the Amenity Room, equipment and contents are left in a clean and undamaged condition.
 - (c) There is an hourly rental fee of \$25.00 for exclusive use booking periods of up to and including four (4) hours (making a total rental fee of \$100.00 for four (4) hours). Exclusive use booking periods longer than 4hrs will be charged at an hourly rate of \$50.00. Maximum exclusive use booking period is 12hrs (assumed continuous) which will be charged at a flat rate of \$500.00. Exclusive use fees are effective immediately regardless of when booking was made. Routine cleaning by the strata corporation's janitorial staff is included within the cost of the exclusive use rental fee.
 - (d) The booking resident is responsible for removing all personal items and garbage from the Amenity Room immediately following exclusive use of the Amenity Room.
 - (e) Cleaning is intended to address moderate cleaning requirements following an exclusive use booking. Additional cleaning required due to excessive mess will be charged back to the Residents.
 - (f) The exclusive use rental fee is refundable in its entirety for cancellations made more than two weeks prior to the event date. In the event of a cancellation made within two weeks of the event date, the exclusive use rental fee is non-refundable. Despite the foregoing, if there are extenuating circumstances, a resident may make application to the council for a refund, set out such extenuating circumstances, with any refund in the council's discretion.
 - (g) The number of exclusive use bookings is limited to two bookings per calendar year per strata lot. Despite the foregoing, additional booking requests may be made with the approval of the council, provided that the booking request does not result in any booking conflicts or other issues.
 - (h) Exclusive use bookings are limited to one evening per weekend (Friday, Saturday, and Sunday).
 - (i) Exclusive use bookings must be made two (2) weeks in advance, and no more than six (6) months in advance. Last minute exclusive bookings are not permitted unless the Amenity Room is available.

- (j) The following dates are not available for exclusive use bookings: Halloween (including the last weekend in October and the first weekend in November if Halloween occurs on a weekday), Canada Day, US Independence Day, New Year's Eve, firework nights. These dates are subject to change at the discretion of the council.
- (k) Despite rule 7.6(i), lotteries may be held for exclusive use bookings for the following dates: Easter, Canadian Thanksgiving, Christmas Eve, and Christmas Day. These dates are subject to change at the discretion of the council.
- (l) Access to the Amenity Room will be restricted for other residents during an exclusive use booking. All residents are asked to respect other resident's exclusive use bookings.
- (m) Maximum headcount allowed for an exclusive use booking of the Amenity Room is 25, unless prior written approval has been received from council.
- (n) When the Amenity Room is booked for an event, the rooftop garden on the west side adjacent to the Amenity Room is not available for use by other residents (unless the people with the booking give permission to use the area).
- (o) A resident booking the Amenity Room is required to sign Amenity Room User Agreement, the form of which will be determined by the council from time to time.
- (p) Those using tape on the walls of the Amenity Room do so at their own risk. Should paint damage occur, those causing the damage must either repair it or be assessed accordingly for it to be repaired by the strata corporation.
- (q) Procedure regarding damage deposit refund.
 - (i) Both prior to, and after a booked event, the concierge will inspect the Amenity Room in the presence of the booking applicant to determine the condition of the room, equipment and contents.
 - (ii) After the end-of-event inspection, the decision as to whether to return the \$250.00 deposit refund, in whole or in part, or whether the levying of any additional charges is necessary, will be at the discretion of the council. Damage and the ultimate repairs will be at the sole discretion of the council.
 - (iii) The procedure for refunding the \$250.00 deposit will be as follows:
 - A. Following a SATISFACTORY end-of-event inspection whereby it is determined that no damage has occurred and that the foregoing clean-up criteria has been met, the concierge will immediately return the \$250.00 deposit in full.
 - B. Following an UNSATISFACTORY end-of-event inspection, the \$250.00 deposit will be retained until such time as is necessary and appropriate to ascertain the funds needed for required repairs, replacement or clean-up time. If liability value is determined to be

in excess of the \$250.00 deposit, the applicant will be assessed for any coverage of this deposit.

- 7.7 Proper attire is required at all times. The “No Shirt, No Shoes, No Entry” rule must be adhered at all times.
- 7.8 Pets and other animals not are permitted in the Amenity Room.
- 7.9 Residents and their guests must treat the Amenity Room and its contents with the utmost respect (i.e. no feet on the furniture, etc.).
- 7.10 No person(s) under the age of 16 years may use the Amenity Room unless accompanied by a person 19 years or older at all times.
- 7.11 Alcohol is tolerated under the laws set out by the province of British Columbia.
- 7.12 A resident or visitor must not trip of any alarms in connection with the Amenity Room.
- 7.13 A resident must ensure that all lights and the gas fire are extinguished before leaving the Amenity Room.
- 7.14 Any and all Amenity Room equipment (including tables, chairs, etc.) is not to be removed from the Amenity Room and taken outdoors, nor is it to be borrowed for private purposes.
- 7.15 Following ALL events, whether for the entire Strata Corporation or for private functions held by individual residents, the Amenity Room is to be returned to the condition in which it was found and ready for the next users. Furniture and equipment are to be returned to their original positions. The barbeque, fridge, countertops, cupboards, sink and equipment used must be left in clean condition. All garbage is to be removed from the Amenity Room and the carpet is to be vacuumed.

AMENITY ROOM RESERVATION FORM FOR EPS 4111

Date Amenity Room is required _____, 20__

From _____ a.m./p.m. _____ a.m./p.m.

I, the undersigned, agree to comply with the foregoing rules and procedures.

Printed Name	Unit Number
--------------	-------------

Signature	Date Signed
-----------	-------------

Approved by:

Concierge fees	Date of booking and receipt of all fees
----------------	---

Rental Fee of \$25.00/hr up to a maximum of \$500.00/day. Cheque payable to EPS 4111 (if applicable): _____

Post event inspection satisfactory and full deposit returned:

Concierge	Date
-----------	------

\$250.00 Deposit returned and received by: Resident Signature	Date
---	------

Post inspection unsatisfactory. Deposit turned over to Strata Council or:

If not enough room for comments, please write on the back of this sheet.

RENTAL OF AMENITY ROOM AGREEMENT

Between The Owners, Strata Plan EPS 4111 and

[Insert name of person(s) renting Amenity Room]

Strata Lot Number

Date and Time of Rental of Amenity Room

EXCLUSION OF LIABILITY – ASSUMPTION OF RISK

As a condition of my rental of the Amenity Room of The Owners, Strata Plan EPS 4111 (the “**Strata Corporation**”):

1. I assume all risk of personal injury or property loss resulting from any cause whatsoever related to the Amenity Room and any rental, use or occupation thereof, including, but not limited to, any negligence or breach of contract on the part of the Strata Corporation, its council members, employees, volunteers or property managers;
2. I agree that the Strata Corporation, its council members, employees, volunteers or property managers will not be liable for any such personal injury or loss of or damage to property whether suffered by me, my family members, tenants or guests related to the Amenity Room and any rental, use or occupation thereof and I release and waive all claims with respect thereto;
3. I also agree that I am responsible for my own safety and conduct, as well as that my family members, tenants and guests and that I will hold the Strata Corporation, its council members, employees, volunteers or property managers harmless from and indemnify them for any claims arising in connection with my rental of the Amenity Room and the use of the Amenity Room by me, my family members, tenants or guests;
4. I accept and agree that I am responsible for:
 - (a) obtaining and maintaining event liability insurance coverage in respect of my rental the Amenity Room; and
 - (b) taking any and all measures necessary to comply with the requirements of such event liability insurance.
 - (c) paying for any excessive cleaning and damages.
5. I acknowledge that I have read this agreement and, by signing it, will waive certain legal rights, including the right to sue.

Print Name

Signature

Date

BALCONY, PATIO, TERRACE OR ROOF DECK

- 8.1 Any items that are kept in violation of this rule 8 and are not removed within 72 hours after formal notification are subject to the levying of fines.
- 8.2 Items which **ARE** acceptable and **MAY** be kept on a balcony, patio, terrace or roof deck are:
- (a) Natural gas or electric barbecues **ONLY**.
 - (b) Patio style furniture, including table sized umbrellas (no upholstered living room sofas, chairs, bookcases, etc.).
 - (c) Planters in accordance with rule 8.4.
- 8.3 Samples of items (not exhaustive) which **ARE NOT** acceptable, and must **NOT** be kept on a balcony, patio, terrace or roof deck are:
- (a) Propane barbecues.
 - (b) Freezers.
 - (c) Bicycles.
 - (d) Clothes lines/racks.
 - (e) Storage units or items (unless with prior written approval of the council).
 - (f) sports equipment such as skis, exercise machines, dart boards, punching bags, weights, etc.
 - (g) lighting other than which was installed as an original permanent fixture (i.e. no torches, Christmas lights before December 1st or after January 30th, no strings of patio lanterns).
 - (h) free standing trellises (this may impact the external appearance of the building and therefore requires prior written approval the council approval).
 - (i) anything that is considered gaudy or obtrusive by the Council (e.g., no statues, pink flamingos or like decorations).
 - (j) birdfeeders or dog/cat houses. Pets are not to be housed on balcony, patio, terrace or roof deck.
 - (k) flooring (cedar, carpeting, etc.) on a balcony, patio, terrace or roof deck surface in any manner that may penetrate and/or damage the membrane and create potential leakage problems.
 - (l) cleaning supplies (such as mops, garbage cans/bags).
 - (m) storage of empty boxes, cans, bottles, tires or general refuse.

- (n) satellite dishes.
- 8.4 Planters on balcony, patio, terrace or roof deck: A resident is permitted to have planters and flower boxes on the balcony, patio, terrace or roof deck designated for the exclusive use of his or her strata lot, subject to the following:
- (a) Small shrubs and flowers are permitted; no vegetable gardens are allowed.
 - (b) No plantings shall be made that attach themselves to the building areas, such as ivy.
 - (c) The planters and flower boxes must be placed on the patio (and not on any common property around the patio).
 - (d) Any planters/flower boxes must be in appropriate containers.
 - (e) Nothing shall be attached or hanging from the railings associated with a balcony, patio, terrace or roof deck.
 - (f) A resident is responsible for keeping these planters and flower boxes neat and tidy in appearance at all times year-round, and must have trays below them to catch water run-off.
 - (g) Planters and flower boxes must be of a neutral color (i.e. in keeping with the external building colour, grey).
- 8.5 Cleaning of a balcony, patio, terrace or roof deck
- (a) Cleaning of the balcony, patio, terrace or roof deck decks must be done in the same manner as would be used to clean any floor surface inside the strata lot.
 - (b) No water is permitted to be poured or emptied into the drain on the balcony, patio, terrace or roof deck. These drains are designed to prevent flooding during heavy rainfall or emergencies only. Further, any water, soap, or other debris allowed to go through a balcony, patio, terrace or roof deck drain may result in the defacement of the exterior of the building and/or other common property (including any balcony and patio decks below).

GENERAL

- 9.1 Except as expressly permitted by the bylaws, the rules or with prior written approval of the council, nothing shall be kept on common property (including a limited common property balcony, patio, terrace or roof deck), unless prior express permission by the council has been granted. Without limiting the foregoing, a resident must not keep floor mats, furniture, shoes, strollers, plants, etc., outside their door in the hallways.
- 9.2 Bicycles, whether locked or unlocked, must not be kept in any common areas, hallways or lobby area except in areas specifically designated.
- 9.3 Bicycles taken through any common areas must be clean and dry.

- 9.4 No commercial material, such as advertising, shall be distributed or placed for distribution by residents or visitors in any common areas.
- 9.5 The sidewalks, walkways, passages and driveways of the common property must not be obstructed or used for any purpose other than entering or exiting from the building, the strata lots and parking areas within the common property. No access doors or common area doors are to be propped open or left in an unlocked position at any time.
- 9.6 A resident or visitor must not do anything on common property likely to damage the plants, bushes, flowers or lawns; and must not place objects on the lawns so as to damage them or prevent their reasonable growth.

GARBAGE/RECYCLING

- 10.1 Ordinary household garbage and recycling must be deposited by a resident or visitor in containers provided by the strata corporation for that purpose. Any materials other than ordinary household garbage and recycling must be removed from the boundaries of the strata plan by, or at the expense of, the applicable resident or visitor.
- 10.2 Without limiting the generality of bylaw 10.2, the garbage room is for the disposal of domestic garbage only. No construction materials, furniture, electronics, used clothing, Christmas trees, etc. is permitted.
- 10.3 The garbage area must be left clean at all times.
- 10.4 A resident or visitor must leave garbage/recycling on floor if garbage/recycling bins are full. If garbage/recycling bins are full, the resident or visitor is to report the full binds to Concierge.
- 10.5 All cardboard boxes are to be broken down and flattened prior to disposal in the applicable bin(s).
- 10.6 Refuse, garbage or empty beverage containers must not be kept or stored in corridors or common areas or on a balcony, patio, terrace or roof deck.
- 10.7 Recycle bins must be properly used whenever possible. If there is any uncertainty about how to use the recycle bins, a resident or visitor should ask the concierge for instructions.
- 10.8 Blue recycle bins are also provided (by the Social Committee) to accept glass and plastic bottles, where any funds derived from their use will assist in providing monies to Social Committee- related purposes.

GUEST SUITE

- 11.1 The guest suite is for the use of the residents and their guests only. Re-renting of the guest suite by a resident or visitor (including for certainty such activities as the provision of short term accommodation for a fee through sites such as Air BnB, VRBO and the like) is strictly prohibited.
- 11.2 Without limiting bylaw 33, a resident is responsible for the conduct of his or her guests using the guest suite.

- 11.3 The maximum number of persons in the guest suite is two (2) adults and one (1) infant. Users will be required to provide for the bed and bedding for their infant.
- 11.4 Pets and other animals are not permitted in the guest suite.
- 11.5 Smoking is not permitted in the guest suite or on the guest suite balcony.
- 11.6 There is no hotel-style daily service in the guest suite.
- 11.7 Arrangements for the guest suite rental must be made with the Concierge or her/his delegate. A minimum 5 working days must be given prior to renting the guest suite. The duration of the guest suite rental will not exceed 7 consecutive days. A resident may book the guest suite no more than three months in advance of the intended use date.
- 11.8 A resident booking the guest suite must complete a guest suite rental agreement, in the form determined by the council from time to time.
- 11.9 Check in time and key pick up is 2:00 p.m. and check out time is 11:00 a.m. The key to the guest suite will be given to the booking resident during check in time (2:00 p.m.), and must be returned during check out time (11:00 a.m.) at the guest suite location. A grace period of 30 minutes will be given of checking out of the guest suite. Any person checking out past 11:30 a.m. will be charged an extra day's rent.
- 11.10 The fee for the guest suite is \$100.00 per night plus a \$50.00 fee for cleaning and a \$250.00 damage deposit for the duration of the booking. (Thus, for example, a 3-night stay would cost \$100.00 x 3 plus \$50.00 = \$350.00).
- 11.11 Following an end-of-stay inspection, the \$250.00 damage deposit will be retained until such time as it is necessary and appropriate to ascertain the funds needed for required repairs, replacement or clean-up. If such costs are determined to be in excess of the \$250.00 deposit, the applicant will be assessed for any overage of this deposit. Otherwise, the deposit will be returned after the end-of-stay inspection and after all necessary charges are cleared.
- 11.12 A resident booking the guest suite must provide or ensure that their guest provides linens for use in the guest suite.
- 11.13 A resident renting the guest suite must ensure that:
- (a) the guest suite is left clean.
 - (b) all debris/garbage and personal belongings are removed before check out.
 - (c) lights, fans, taps and thermostats, etc. are turned off.
 - (d) the suite is left in its original position and undamaged condition.
- Only routine cleaning will be performed by the strata corporation's janitorial staff after checkout.
- 11.14 The existing condition of the guest suite will be verified by the renting resident, accompanied by the concierge or her/his delegate, before checking in and checking out.

- 11.15 A resident who has booked the guest suite must notify the concierge as soon as possible in the event of a cancellation of the booking.

RENTAL APPLICATION – GUEST SUITE

Name of Applicant _____

☐ I am an owner ☐ I am a
tenant

Applicant's Suite # _____

Building Address: 1501 Vidal Street, WHITE ROCK

Telephone #s

Home: _____

Cell: _____

Work: _____

Date of
Rental

From: _____

AM/PM

To: _____

AM/PM

Purpose of
Rental

No. of Guests _____

(Maximum 2 people)

Rental Fee

\$100.00 per night

Refundable
Deposit

\$ _____

(Refer to Guest Suite Rules)

*Please make separate cheques payable to "EPS 4111"

GUEST SUITE USAGE

In using the Guest Suite, I agree to take responsibility for the use of the suite and agree to abide by the Guest Suite Rules.

Owner's Signature _____

Print Name _____

Date _____

\$250.00 Deposit Received:

YES / NO

From: _____

(Concierge of Beverley or their delegate)

Cheque # _____

Persons breaching the above Guest Suite Rules are subject to being fined in accordance with the Strata Corporation Rules and/or the removal of privilege of use of the facility.

Post event inspection satisfactory and full deposit returned:

\$250.00 Deposit Returned

Concierge Signature

Date

Post inspection unsatisfactory. Deposit turned over to Strata Council or:

The shocks and outbursts of EARTHQUAKES

*In the face of this natural hazard,
how resilient is your Strata Corporation?*

Given that there are 4,000 earthquakes recorded in Canada each year, and a 30% chance of a significant earthquake occurring in Southwestern BC in the next 50 years, there is no way to guarantee your Strata won't have to deal with the effects of an earthquake. Being prepared is a community effort.

FACT: *Over 25% of the population in British Columbia live in a Strata Corporation*

FACT: *Over 60% of British Columbians live in a region where some of the largest earthquakes in the world have occurred*

Let's talk the BIG ONE...



The Insurance Bureau of Canada (IBC) estimates that the cost of a megathrust earthquake (9.0 magnitude) off the coast of BC could trigger \$75 billion in total economic loss

High population density, urban development near fault lines, older structures not built or upgraded to current building codes, and robust economic activity in the coastal areas of BC are all determinants in this estimation

IT'S NOT ALL DOOM & GLOOM...

Think about risk and consider this:

Disasters are the collision of 2 opposing forces: certain factors of vulnerability on one side & the natural hazard (earthquake) on the other.

Simply put, vulnerability is the capacity to be wounded. This could be physical, financial or emotional.

Prior to an earthquake, the owners of a Strata Corporation must identify and look for ways to reduce vulnerabilities that would make them prone to loss and damage and become more resilient.



Resilience is the ability to deflect under pressure without breaking!



We need to talk about INSURANCE...

Insurance is a form of risk transfer and a measure to mitigate adverse financial impacts caused by a hazard, such as an earthquake. Purchasing insurance is a smart strategy to protect your investment and prepare for the worst-case scenario! Plus, your neighbours will appreciate it.

FACT: The Strata Property Act requires the Strata Corporation to obtain and maintain property insurance on common property, common assets, buildings shown on the Strata Plan and fixtures built or installed by the owner developer as part of the original construction.

FACT: The Strata Corporation's insurance must be on the basis of full replacement value and insure against all major perils as set out in the Act, as well as any other perils specified in the Bylaws.

FACT: In BC, Strata Insurance is typically one of the most expensive items in the operating budget – and often subject to a deductible in the event of a claim.

DID YOU KNOW?

Typically, insurance doesn't 'kick-in' until the deductible is paid.

How is the Strata Corporation's Earthquake Deductible Calculated?

Deductibles are a percentage – typically ranging 10% to 20% – of the total property limit stated on the policy – and not the amount of damage incurred.

Did you know that the Strata's appraised value must be updated annually on the policy to comply with the Act? Having a current appraisal keeps the extended clause that gives the Strata a 'buffer' if construction costs exceed the policy limit in the event of a full loss. It's worth having!

Case Study: 150 unit Strata in downtown Vancouver

Property Limit / Appraised Value	\$50,000,000
Earthquake deductible	15%
Total Deductible for Strata	\$7,500,000

Does your Strata Corporation have this kind of money saved?

DID YOU KNOW:

Insurance deductibles are a common expense. If the Strata Corporation does not have sufficient funds to pay the deductible, each owner will be responsible for their portion, through an assessment, based on their individual unit entitlement.

What if the deductible is \$7.5M and the damage is \$6M? As damage falls below the deductible, the Strata's insurance policy wouldn't apply. However, each owner would still be responsible for their portion of repairs!



Unit entitlement is provided upon move-in and also included annually in the AGM package.

Calculation: individual unit entitlement / total unit entitlement X total amount of earthquake deductible = your portion!

How can my Strata Council help?

RESILIENCE TIPS:

Earthquake Buy-down option: Strata Corporations can now buy-down the earthquake deductible to as low as 5%. Using the above case study, this could save the Strata Corporation up to \$5,000,000! This option can be purchased at renewal – or at any time.

Promote awareness and change through education and communication: Unfortunately, personal policies are not mandatory under the Act. As a council member, communicate the importance of personal policies at AGM's. Post notices in common areas. Invite your broker to deliver education to the ownership.

Have a Back-up Plan: Consider investigating a banking or credit arrangement that would cover the amount of the deductible to get repairs underway, faster. You're in a much better position to be approved for lending and to negotiate optimal terms before sustaining loss / damage.

As an owner, it is your personal responsibility to purchase insurance. Your neighbours will thank you!



"It is better to have, and not need, than to need, and not have" (Frank Kafka).

FACT:

Earthquake coverage is typically not included on a home insurance policy – but can be purchased separately as an add-on to your policy. Make sure to ask!

FACT:

The annual cost of an average condo policy in Metro- Vancouver is only \$400 – or \$480 with earthquake coverage – which breaks down to approximately \$9.25 per week.

DID YOU KNOW:

The Insurance Bureau of Canada estimates that only 55% of owners in Metro-Vancouver have earthquake insurance, despite living in a high risk region!

As an owner in a Strata Corporation, you'll be thankful to have deductible and special assessment coverage (i.e. – water damage, earthquake) on your homeowner policy if an assessment is made by the Strata Corporation to your unit!

HOW CAN I HELP AS AN OWNER?

RESILIENCE TIPS:

Buy a homeowners policy with earthquake coverage. Talk to a broker who understands Strata living and consider purchasing your policy from the same brokerage that issues the Strata's policy. This will help ensure adequate limits and can also help simplify the claims handling process.

Coverage's worth having: personal property and contents, additional living expenses, any betterments & improvements made to the unit, personal liability, loss of rental income (if applicable), and deductible and special assessment coverage.

Know your unit entitlement and purchase necessary amounts of insurance. Download a copy of the Strata's policy and deductible amounts from FSR Connect and give to your personal broker.

DID YOU KNOW:

Disaster aid often excludes insurable loss which is why purchasing insurance is so important!

What else can our Strata do to prepare?



Here are some other ideas:

Attend a Workshop. Attend a free emergency preparedness workshop run by the City. (Tip: with 15 participants, they'll come to you!)

Establish a Disaster Committee. Strengthen your community & resilience by establishing a disaster committee within your Strata – also a good excuse to get to get to know your neighbours! Identify those with physical limitations or disabilities, health issues, language barriers, and the elderly.

Know where the Strata's main shut off valves are located and who is responsible for turning them off in the case of an emergency. As fire often follows a major earthquake, consider installing a seismic gas shut- off valve.

Be prepared to survive for 72 hours without help. Keep an emergency kit at home – and at work. Remember: it's all about supplies: basic supplies, additional emergency supplies, first-aid supplies and supplies for unique needs.

"Preparedness, when properly pursued, is a way of life, not a sudden, spectacular program" (Spencer Kimball)

SOURCES

<https://www.emergencyinfobc.gov.bc.ca/>

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/disaster-financial-assistance>

http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc_apartment_and_condo_guide_web.pdf

<http://vancouver.ca/home-property-development/free-emergency-workshops.aspx>

<http://assets.ibc.ca/Documents/Brochures/Earthquake-preparations-for-residents-of-BC.pdf>

<http://assets.ibc.ca/Documents/Brochures/Earthquake-Be-Prepared-Not-Scared.pdf>

<http://vancouver.ca/home-property-development/earthquake-facts.aspx>

<https://www.leoinsurance.ca/>

<http://assets.ibc.ca/Documents/Brochures/EQ-study-results-at-a-glance.pdf>

<http://www.ibt.ca/ns/resources/industry-resources/insurance-fact-book>

**MINUTES
SPECIAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Tuesday, June 5, 2018
Within Gracepoint Community Church
3487 King George Boulevard, Surrey, BC***

The meeting was called to order at 6:30 p.m. by Gary Goertz, Council President.

FirstService Residential BC Ltd. was represented by Anca Ciobanu.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 88 eligible voters, 29 represents quorum in this instance. At the commencement of the meeting there were 64 eligible voters in attendance and 11 represented by proxy for a total of 75 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting dated May 10, 2018 complied with the notice requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

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

STRATA COUNCIL COMMENTS

Please refer to the report attached.

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held October 4, 2017 as previously circulated. **CARRIED.**

CONSIDERATION OF RESOLUTION "A"

**3/4 VOTE RESOLUTION "A"
AMEND FISCAL YEAR END
(SECTION 102 OF THE STRATA PROPERTY ACT)**

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan EPS 4111 (the "**Strata Corporation**") that, pursuant to Section 102 of the *Strata Property Act* and effective immediately upon the passage of this resolution, the change in the fiscal year end of the Strata Corporation from October 31 to July 31 be approved.

END OF RESOLUTION

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

73 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. **CARRIED.**

CONSIDERATION OF RESOLUTION "B"

**3/4 VOTE RESOLUTION "B"
CASH SHORTFALL TO SEPTEMBER 30, 2018**

Preamble:

Strata Council met on April 10, 2018, to review the current financial position. The cash flow projections indicate a shortfall in the amount of \$107,363 by the end of the September, 2018. Financial details are attached.

WHEREAS Section 105 (2) of the *Strata Property Act* asserts that any deficit during which the budget relates must be eliminated during the next fiscal year;

AND WHEREAS the current operating budget is not sufficient to cover the actual expenses;

AND WHEREAS Strata Council proposes to the Ownership that the deficit until September 30, 2018 in the projected amount of \$107,363 be eliminated by means of a Special Levy;

BE IT RESOLVED by a 3/4 vote resolution of the Owners, Strata Plan EPS 4111- Beverley, in person or by proxy, at this Special General Meeting that a sum of \$107,363 be raised and spent for the purpose of eliminating this projected and existing deficit; such expenditure to be charged as a Special Levy upon Owners in proportion to unit entitlement of their respective strata lots as per attached levy fee schedule.

This Special Levy of \$107,363 shall be assessed on June 5th, 2018, and shall become due and payable in full immediately on the passing of this resolution by the Owners on title as at the end of that day and any Owner who sells, conveys or transfers his/her title, or re-mortgages, before payment of this Special Levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the Owners may pay this Special Levy at any time up until July 1, 2018. Notwithstanding the foregoing, this Special Levy is not considered as an "instalment" levy as contemplated by Section 108 (3) (e) of the *Strata Property Act*, and Section 109 of the *Strata Property Act*, therefore does not apply.

Sections 116, 117 and 118 of the *Strata Property Act* (see attached) shall be applicable where an Owner fails to make the required payment as authorized by the passing of this 3/4 vote.

END OF RESOLUTION

The Chairperson opened the floor for questions.

Discussion ensued on the inadequacy of the budget which was put forward by the developer. The Owners voiced their disappointment with the budget provided by the Developer that grossly underestimated the expenses required to maintain a quality building with so many amenities. Also concerns were raised with respect to the property management company's involvement in the first budget drafting process.

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

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

IMPORTANT!!

Please be advised that the Resolution "B" for Cash Shortfall to September 30, 2018 has been approved. Special Levy payment MUST arrive in our office no later than July 1, 2018 in order to avoid a monthly fine of \$ 100 that may be assessed.

If you are currently on our Pre-Authorized Debit (PAD) plan for strata fee payment, you MUST STILL complete the attached Special Levy Payment PAD form and submit to our office before June 20th for payment to be withdrawn on 1st of the following month.

Alternatively, you could issue a cheque to our office or go on-line to pay for your portion of the special levy to avoid the risk of being fined.

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

Thank you for your immediate attention.

GENERAL DISCUSSION

The Chairperson opened the floor for questions. The following items were discussed:

- Common Area Deficiencies
- Contingency Fund Contribution
- Hot Water Issues
- Stairwells – This matter will be further discussed at the upcoming Strata Meeting
- Garbage Room

NOTICE TO ALL RESIDENTS

RE: CARDBOARD & TRASH BINS

RESIDENTS PLEASE BE ADVISED THAT ALL CARDBOARD BOXES MUST BE BROKEN DOWN AND FLATTENED BEFORE PLACING THEM IN THE CARDBOARD BINS. WHEN THE BIN IS FULL WITH UN-FLATTENED BOXES, AN EXTRA PICK-UP IS REQUIRED, WHICH INCREASES THE COSTS FOR THE STRATA CORPORATION.

RESIDENTS ARE REMINDED THAT ALL HOUSEHOLD TRASH MUST BE BAGGED AND TIED FOR SANITARY REASONS AT ALL TIMES. PLEASE DO NOT DISPOSE THE HOUSEHOLD IN THE CARDBOARD BIN AT ANY TIME.

Residents are also kindly asked to ensure they follow proper recycling sign procedures when disposing of their recycling products.

Thank you for your cooperation!

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 7:46 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111
AC/tw

Email: Anca.Ciobanu@fsresidential.com
Direct Line: 604.648.6312
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

1. Use this form only if you wish to pay your special levy by PAD.
2. This form must be received in our office no later than the 20th of the month in order for us to be able to withdraw payment from your bank account on the 1st of the following month.

This service is for: Individual PAD Business PAD (Please check)

Name of Owner(s)			Strata Plan	Strata Lot
Address of Strata Lot		City	Province	Postal Code
Mailing Address (If different from above)		City	Province	Postal Code
Phone Number (Res.)	(Bus.)	(Cell)	Email Address	

As an added security feature, please choose a personal password that you will provide when accessing account information by telephone -up to 10 letters (e.g. mother's maiden name)

I/We are currently on the Pre-authorized Debit Plan and authorize FirstService Residential to debit the amount of the following special levy* payment(s) from my/our bank account where my/our existing monthly Strata fee is debited from. * The special levy amount(s) is/are the amount(s) in accordance to the fee schedule(s) as approved at the AGM/SGM held on June 5, 2018.

Resolution(s)	Title of Special Levy	Special Instructions
3/4 Vote Resolution "B"	Cash Shortfall to September 30, 2018	

Date _____

Owner's Signature _____

Date _____

Owner's Signature _____

When the form is complete, mail, fax, or email to:

FirstService Residential

Attention: Accounts Receivable

#700 - 200 Granville Street, Vancouver, B.C., V6C 1S4

Tel: 604.684.5329 Fax: 604.689.4829 Email: ar.bc@fsresidential.com

Note: For Owners who wish to enroll in our pre-authorized debit (PAD) plan for the 1st time, please fill out our PAD Agreement which can be downloaded from our website at www.fsresidential.com or contact our office for a copy. Do not use this form.

EPS 4111 - BEVERLEY
Resolution "B" - 3/4 Vote
Cash Shortfall to September 30, 2018
Special Levy Fee Schedule - \$107,363.00

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlement</u>	<u>Total</u> <u>Amount Due</u>
1	101 - 1501 Vidal Street	120	\$1,163.51
2	102 - 1501 Vidal Street	120	1,163.51
3	103 - 1501 Vidal Street	99	959.90
4	104 - 1501 Vidal Street	143	1,386.52
5	105 - 1501 Vidal Street	120	1,163.51
6	106 - 1501 Vidal Street	120	1,163.51
7	107 - 1501 Vidal Street	120	1,163.51
8	201 - 1501 Vidal Street	120	1,163.51
9	202 - 1501 Vidal Street	120	1,163.51
10	203 - 1501 Vidal Street	110	1,066.55
11	204 - 1501 Vidal Street	147	1,425.30
12	205 - 1501 Vidal Street	120	1,163.51
13	206 - 1501 Vidal Street	120	1,163.51
14	Guest Suite - 1501 Vidal Street	0	0.00
15	207 - 1501 Vidal Street	120	1,163.51
16	301 - 1501 Vidal Street	120	1,163.51
17	302 - 1501 Vidal Street	120	1,163.51
18	303 - 1501 Vidal Street	106	1,027.77
19	304 - 1501 Vidal Street	147	1,425.30
20	305 - 1501 Vidal Street	120	1,163.51
21	306 - 1501 Vidal Street	120	1,163.51
22	307 - 1501 Vidal Street	120	1,163.51
23	308 - 1501 Vidal Street	120	1,163.51
24	309 - 1501 Vidal Street	120	1,163.51
25	401 - 1501 Vidal Street	120	1,163.51
26	402 - 1501 Vidal Street	120	1,163.51
27	403 - 1501 Vidal Street	106	1,027.77
28	404 - 1501 Vidal Street	147	1,425.30
29	405 - 1501 Vidal Street	120	1,163.51
30	406 - 1501 Vidal Street	120	1,163.51
31	407 - 1501 Vidal Street	120	1,163.51
32	408 - 1501 Vidal Street	120	1,163.51
33	409 - 1501 Vidal Street	120	1,163.51
34	501 - 1501 Vidal Street	120	1,163.51
35	502 - 1501 Vidal Street	120	1,163.51
36	503 - 1501 Vidal Street	106	1,027.77
37	504 - 1501 Vidal Street	147	1,425.30
38	505 - 1501 Vidal Street	120	1,163.51
39	506 - 1501 Vidal Street	120	1,163.51
40	507 - 1501 Vidal Street	120	1,163.51
41	508 - 1501 Vidal Street	120	1,163.51
42	509 - 1501 Vidal Street	120	1,163.51
43	601 - 1501 Vidal Street	120	1,163.51
44	602 - 1501 Vidal Street	120	1,163.51
45	603 - 1501 Vidal Street	106	1,027.77
46	604 - 1501 Vidal Street	147	1,425.30
47	605 - 1501 Vidal Street	120	1,163.51

EPS 4111 - BEVERLEY
Resolution "B" - 3/4 Vote
Cash Shortfall to September 30, 2018
Special Levy Fee Schedule - \$107,363.00

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlement</u>	<u>Total</u> <u>Amount Due</u>
48	606 - 1501 Vidal Street	120	1,163.51
49	607 - 1501 Vidal Street	120	1,163.51
50	608 - 1501 Vidal Street	120	1,163.51
51	609 - 1501 Vidal Street	120	1,163.51
52	701 - 1501 Vidal Street	120	1,163.51
53	702 - 1501 Vidal Street	120	1,163.51
54	703 - 1501 Vidal Street	106	1,027.77
55	704 - 1501 Vidal Street	147	1,425.30
56	705 - 1501 Vidal Street	120	1,163.51
57	706 - 1501 Vidal Street	120	1,163.51
58	707 - 1501 Vidal Street	120	1,163.51
59	708 - 1501 Vidal Street	120	1,163.51
60	709 - 1501 Vidal Street	120	1,163.51
61	801 - 1501 Vidal Street	120	1,163.51
62	802 - 1501 Vidal Street	120	1,163.51
63	803 - 1501 Vidal Street	106	1,027.77
64	804 - 1501 Vidal Street	147	1,425.30
65	805 - 1501 Vidal Street	120	1,163.51
66	806 - 1501 Vidal Street	120	1,163.51
67	807 - 1501 Vidal Street	120	1,163.51
68	808 - 1501 Vidal Street	120	1,163.51
69	809 - 1501 Vidal Street	120	1,163.51
70	901 - 1501 Vidal Street	120	1,163.51
71	902 - 1501 Vidal Street	120	1,163.51
72	903 - 1501 Vidal Street	147	1,425.30
73	904 - 1501 Vidal Street	142	1,376.82
74	905 - 1501 Vidal Street	120	1,163.51
75	906 - 1501 Vidal Street	120	1,163.51
76	907 - 1501 Vidal Street	120	1,163.51
77	908 - 1501 Vidal Street	120	1,163.51
78	1001 - 1501 Vidal Street	120	1,163.51
79	1002 - 1501 Vidal Street	168	1,628.92
80	1003 - 1501 Vidal Street	178	1,725.88
81	1004 - 1501 Vidal Street	120	1,163.51
82	1005 - 1501 Vidal Street	120	1,163.51
83	1101 - 1501 Vidal Street	246	2,385.20
84	1103 - 1501 Vidal Street	138	1,338.04
85	1104 - 1501 Vidal Street	120	1,163.51
86	1105 - 1501 Vidal Street	120	1,163.51
87	1201 - 1501 Vidal Street	175	1,696.79
88	1202 - 1501 Vidal Street	302	2,928.17
Total =		11,073	\$107,362.94

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Tuesday, May 1, 2018
Within the Meeting Room
1501 Vidal Street, White Rock, BC***

COUNCIL IN ATTENDANCE:	Gary Goertz	President / Treasurer
	Alan Arbuthnot	Vice-President
	Arthur Self	Member
	David Pope	Member
REGRETS:	Helen Hutchinson	Member
	Robert Johnston	Member
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:04 am.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on April 10, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** It was moved and seconded to approve the financial statement(s) for March 2018. **CARRIED.**

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. ***Committees – Reports:***

- (a) ***Parking, Bylaws and Rules:*** Arthur Self noted that he attended a Strata educational seminar on the topic of **Strata Governance – Bylaws** held by FirstService Residential. A lawyer was in attendance and provided the guests with valuable information on this matter. Then Arthur presented a report on the recent Council discussions regarding the development of Strata Corporation's Bylaws amendments. An amended document will be presented at the next Annual General Meeting for the Ownership's approval.

- (b) ***Security and Signage:*** There is nothing new to report at this time.

- (c) ***Concierge and Cleaning:*** There is nothing new to report at this time.

- (d) ***Landscaping:*** A report was presented by David Pope outlining the following:

The irrigation system start-up was completed with the exception of the roof top area.

Hurst Landscaping continues to cut, edge and weed the grounds around the Beverley.

A Resident has weeded the 10th Floor garden. Thank you!

While doing a walk around the property David observed numerous plants coming into the property either under or over the fence. Some of these plants are very invasive, such as vines and bamboo and should be dealt with as soon as possible on our side of the fence line.

David have produced a list of dead or distressed plants and trees.

Laurie Seymour is now heading up the Herb Garden initiative on the rooftop. Please refer to the drawing attached that Laurie produced for the herb placement.

Council was asked to approve the purchase of basic tools like a shovel, rake and wheelbarrow in the future for needed cleanup in the natural areas.

- (e) ***Recreational Facilities:*** Residents please note that the pool area will be closed to enable Dovie Mechanical to install additional mechanical equipment. This work is necessary in order to improve the ventilation and the dehumidification of the pool area. Dovie Mechanical will be beginning the work on Monday, May 7th. The ground floor pool, hot tub, steam room and sauna will need to be closed for the duration of the work. We anticipate the work will take approximately 4 weeks. *Apologies for the inconvenience and thank you in advance for your cooperation!*

- (f) ***Deficiencies:*** Work in Progress – Alan Arbuthnot stated that the list of common area deficiencies has been amended since the last meeting to include additional items.

- (g) **Social Committee:** There is nothing new to report at this time.
2. **The Beverly Personal Information Protection Policy:** Arthur Self was elected as the privacy officer for the Beverly property. A personal information protection policy was developed. It was moved/seconded and carried to approve the policy as circulated. This document is available to Owners on Strata Corporation's website.
3. **Special General Meeting Planning:** Council noted that the current operating budget is not sufficient to cover the actual expenses. A Special General Meeting (SGM) will be held on June 5th to seek approval of resolutions to raise funds to cover the current budget shortfall. At the same meeting Council will also put forward a resolution to change the end of the fiscal year from October 31st to July 31st. This would then enable the Annual General Meeting to be scheduled for September, so the Owners that travel during the winter time may be able to attend.

A separate SGM notice containing all details will be sent out to all Owners who are kindly encouraged to attend the meeting in order to ensure a quorum is achieved and to offer their input on the matter at hand.

CORRESPONDENCE

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

1. **Unit Numbers on the Hallway Wall:** An Owner did not comply with previous requests from Council to remove the unit numbers installed on the wall by his front door as this is not permitted by Strata Corporation's Bylaws. As such, it was moved/seconded and carried to levy a fine against their account.
2. **Installation of Retractable Awning:** A request was received from an Owner seeking permission to install a retractable awning. Options will be investigated by Council.
3. **Installation of Water Softener:** Requests were received from two Owners seeking permission to install a water softener device. More information regarding the device itself and the installation process is needed before a decision can be made.
4. **Parking Garage Gates:** The Owner of one suite voiced concerns with interpretation by Residents of the Garage Gate Entering/Exiting Rules.

NEW BUSINESS

1. **Patio Washing:** Council noted that with the nicer weather upon us now, we are all starting to clean off the patios, BBQs, etc. Living in a high rise building, we all need to be aware that gravity exists and that stuff falls, so a few Do's and Don'ts for us all as Owners so that we all enjoy the weather and our patios.

DO's

- Sweep your deck and pick-up the debris (leaves, pollen, etc.) and put in your garbage.
- Spot clean with a cleaner.
- If you use water, then block up the drain holes first with rags. Once washed, mop up the remaining water and then open up the drain holes again.
- Sweeping up without blocking the drain holes is acceptable when it is raining heavily.

DON'Ts

- Wash the decks with water without blocking the drain holes.
 - Throw debris (such as leaves, pollen, dead worms, etc.) off your deck.
 - Throw anything off your deck.
2. **Window Washing:** The window washing will be scheduled early July, 2018. This service cannot be scheduled prior to the upcoming Special General Meeting due to the lack of funds. This is also why no additional special services can be done until then.
 3. **Additional Compost Bin:** Council directed the Strata Manager to order an additional compost bin.
 4. **Doorbells:** Council is looking into doorbells and what design/materials are acceptable.
 5. **15-month and 24-month Warranty Reviews by Engineers:** The Strata Manager noted that the 15-month warranty for common area expires on November 16, 2018 and quotes were obtained from engineering companies to complete the warranty reviews. Council will be provided with these estimates via e-mail.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:25 p.m.

Next Meeting: The next meeting is tentatively scheduled for Thursday, August 16, 2018.

FirstService Residential BC Ltd.

A. Ciobanu

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/vp

Email: anca.ciobanu@fsresidential.com
Direct Line: 604.648.6312
General: 604.683.8900 (*24 hours emergencies*)
Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

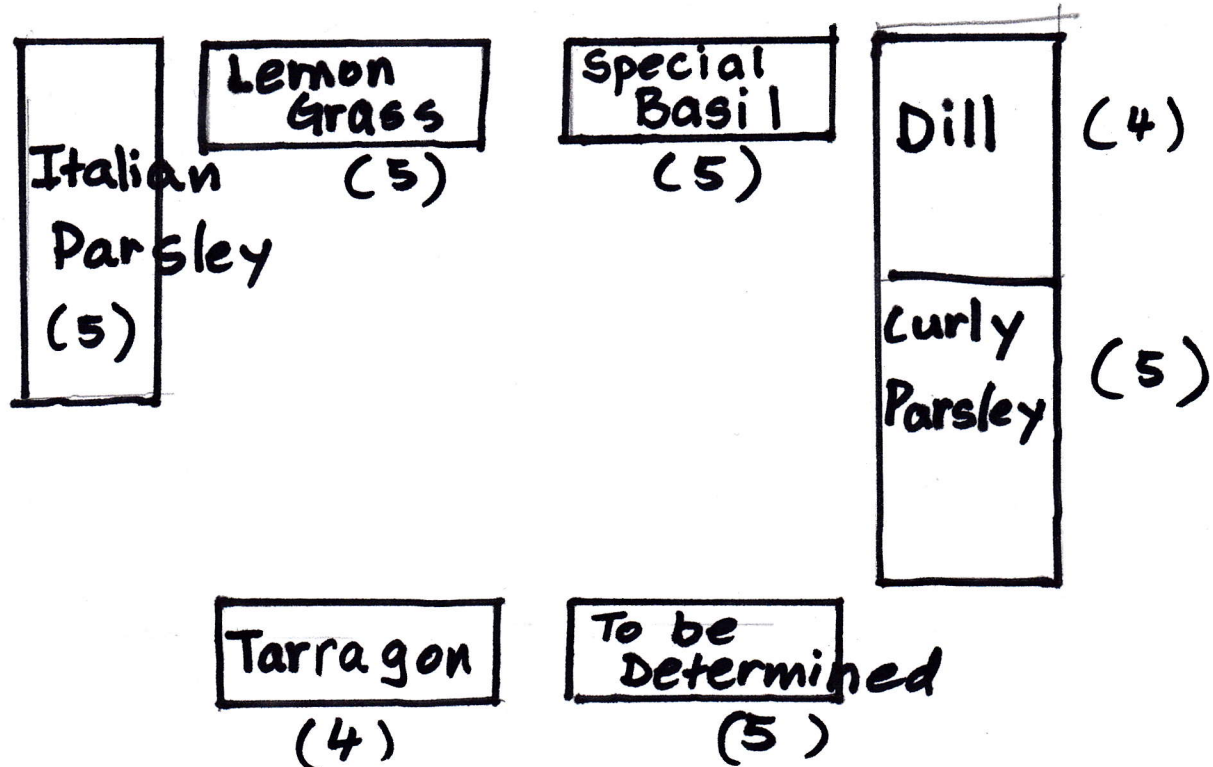
www.fsresidential.com

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

FSRConnect™ REGISTRATION

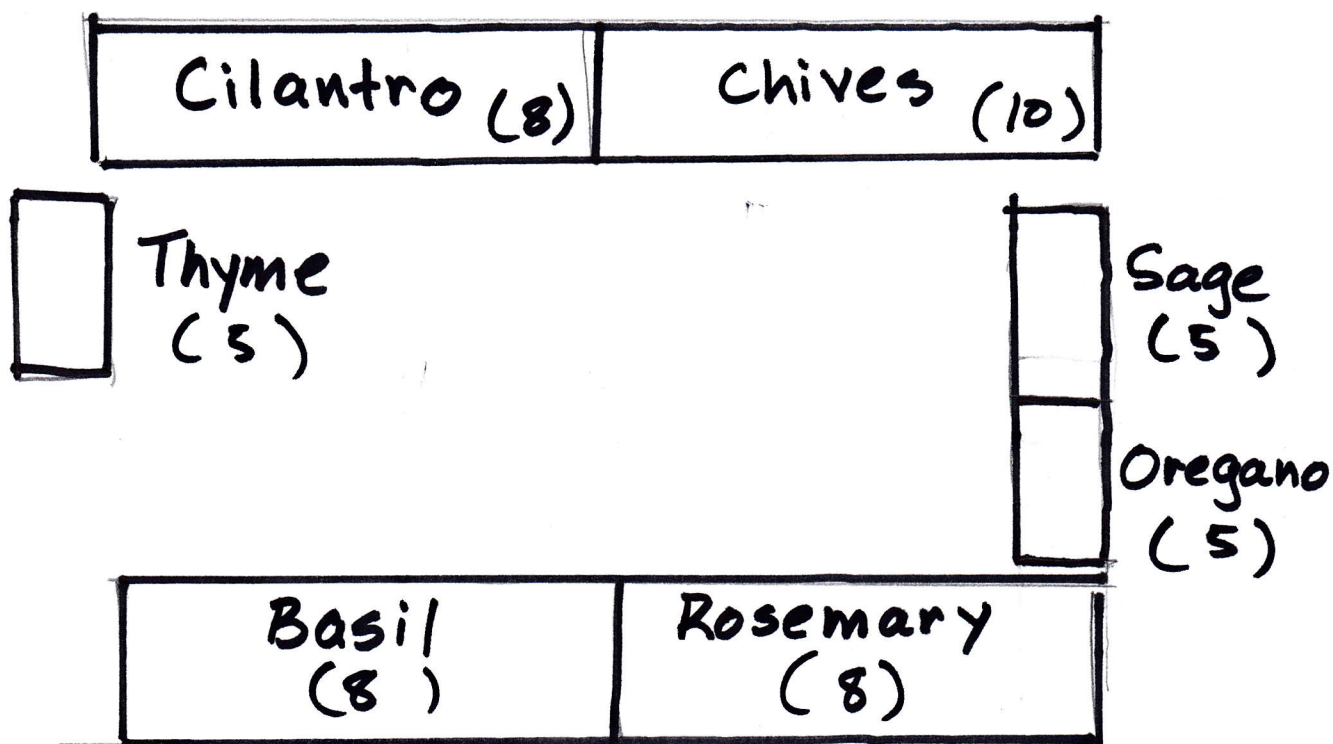
To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

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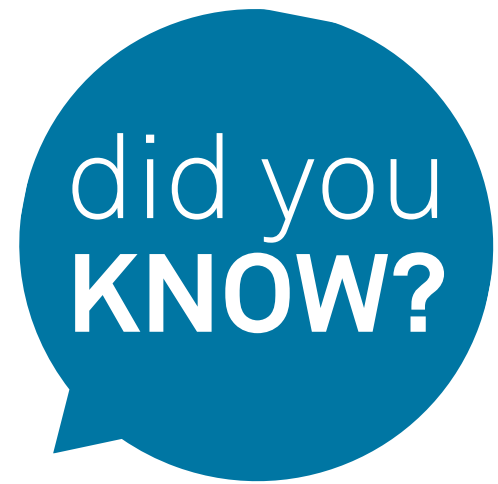
Plan for herb garden
Roof top Beverley

of
plants
(x)





**FS Insurance
Brokers**



Dryer Vent Cleaning

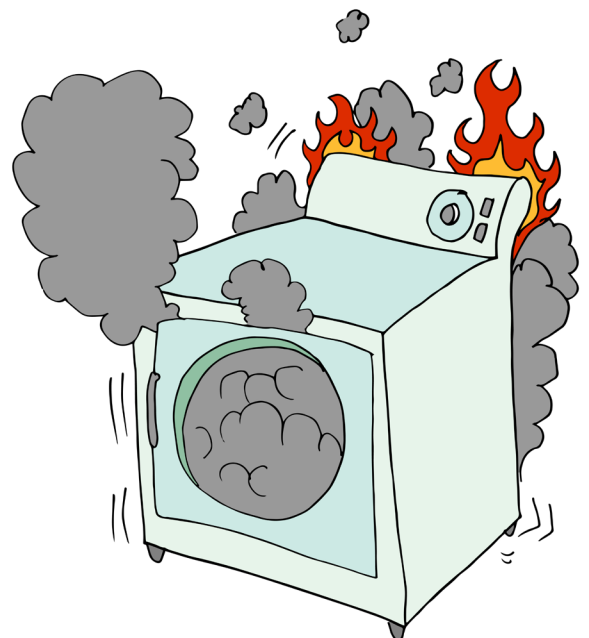
A clogged dryer vent that doesn't properly exhaust can present a major fire hazard. *Did you know* that dust, fibre and clothing cause more than 90% of the 15,000 dryer fires that occur each year across North America? In most cases, taking appropriate steps to properly clean a dryer can prevent property damage and other losses.

Signs that a dryer vent is blocked and/or needs to be cleaned:

- ▶ Clothing does not dry completely during a normal cycle
- ▶ Musty odor is noticeable on clothing
- ▶ Clothing is unusually hot to the touch after a cycle
- ▶ Dryer vent hood flap does not properly open
- ▶ Debris is visible in the outside vent opening
- ▶ Excessive heat is collecting in the room where dryer is operating
- ▶ Excessive amount of lint is accumulating in lint trap during operation

Tips for preventing dryer fires:

- ▶ Do not use the dryer without lint filter
- ▶ Clean the lint filter before or after each load of laundry
- ▶ Remove lint that has collected around the drum
- ▶ Do not overload your dryer
- ▶ Do not operate dryer when not at home
- ▶ Always follow the manufacturer's operating instructions



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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Tuesday, April 10, 2018
Within the Amenity Room***

COUNCIL IN ATTENDANCE:	Gary Goertz	President/Treasurer
	Alan Arbuthnot	Vice-President
	Arthur Self	Council Member
	David Pope	Council Member
REGRETS:	Robert Johnston	Council Member
	Louise Hutchinson	Council Member
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:00 a.m. by the Council President, Gary Goertz.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held February 14 , 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

3. ***Review of Accounts Receivable:*** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
4. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
5. ***Monthly Statements:*** Following discussion, it was moved and seconded to approve the revised financial statements for January and February 2018. **CARRIED.**

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

REPORT ON LITIGATION

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

CONCIERGE REPORT

The Concierge provided Council with a written report for the month of March 2018, making reference to administrative and building maintenance matters completed or in progress that took place since the last Strata Council Meeting.

COMMITTEE REPORTS

1. **Security, Parkade and Signage:** Arthur Self provided Council with a brief report noting that improvements have been made in dealing with the parking Bylaws violations.

Owners please note that the car washing is not permitted on the property. A new sign was installed in the garbage room area regarding this matter.

2. **Common Area Deficiencies:** Alan Arbuthnot stated that the list of common area deficiencies has been amended since the last meeting to include additional items. Some of the deficiencies have been corrected by the Developer already. Any other warrantable items noted by Council or Owners following this meeting, will be reported to the Developer as well.
3. **Landscaping:** David Pope presented a report on the recent landscaping activities around the property. He noted that the Landscaping crew has already been on site and have power raked, cut, edged and fertilized the grass. They have also done some light cleanup, but no substantial weeding to date. Concerns were voiced with respect to the level of grass cut he was doing and the lack of the more substantial cleaning. It was also noted that the crows have been pulling something out of the south lawn to eat, so there is some damage showing.
4. **Bylaws & Rules:** Arthur Self presented a report on the recent Council discussions regarding the development of Strata's Rules document.

New Rules:

Following discussion, it was moved/seconded and **CARRIED** to repeal the current set of Strata Rules and replace with the amended document attached to these Minutes.

5. **Recreation Facilities – Pool Closure:** Strata Manager noted that a new deficiency has been identified in the pool area. It appears that the ventilation system doesn't work as intended. The deficiency was reported to the Developer and corrective measures will be taken the upcoming weeks.

Residents please note that the pool area will be closed to enable Dovie Mechanical to install additional mechanical equipment. This work is necessary in order to improve the ventilation and the dehumidification of the pool area. Dovie will be beginning the work on Monday, May 7, 2018. The ground floor pool, hot tub, steam room and sauna will be need to be closed for the duration of the work. We anticipate the work will take approximately 4 weeks. <i>Apologies for the inconvenience and thank you in advance for your cooperation!</i>

5. **Social Committee:** Gary Goertz provided Council with a brief report of the recent social events at Beverley. He noted that the upcoming "Coffee Time" event will be held on April 21, at 10:00 a.m. in the Amenity Room.

Summer Event – Canada Day BBQ - Owners are invited to attend this social event on July 1st. Food will be provided, but please bring your own beverage. There is an entrance ticket of \$3 that will be available at the Concierge desk mid May. The symbolic amount is to confirm your attendance and to help Council to plan for the food. The funds collected will be donated to charity.

BUSINESS ARISING

1. **Large Patio Opening and External Screens:** Council researched the possibility to install large door screens without affecting the building envelope or the door frame during the installation process. So far, Council identified one vendor that complies with the Strata's requirements:

Surrey Screens - 604-790-8946

Owners are reminded that, as per the Strata's Bylaws and Rules, an Owner must obtain the written approval of the Strata Council before making an alteration to a strata lot. This includes any changes or additions to the current window features that are visible from outside building (screens).

2. **Stairwell Access:** Discussion ensued on this topic and the Council President noted that a final decision on this matter will be made at the next meeting. Part of this decision will be ensuring that the building exterior is secure before freeing access to the inside of the building.
3. **Playground Maintenance:** A brief discussion took place concerning the regular maintenance of the playground. The Strata Manager noted that equipment will be checked on regularly and maintained by the strata's handyman until a specialized company will be hired.

CORRESPONDENCE

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

1. **Screen Installation Request:** Council reviewed and approved a request received from an Owner on the 5th floor to install a screen to their large patio door using Surrey Screens.
2. **Alarm Monitoring Contract:** The Owner of one suite voiced concerns with the alarm monitoring contract wording and requested this document to be reviewed and updated by ACME, the monitoring company.
3. **Clock in the Pool Area:** Council reviewed and approved a request received from an Owner to install a clock in the pool area.

4. ***Unit Numbers on the Hallway Wall:*** An owner appealed a previous request from Council to remove the unit numbers installed on the wall by his front door. Council agreed that the decision to have the numbers removed stands.
5. ***Smoking Concerns:*** Recently there have been several complaints regarding cigarette smoking odour that is infiltrating the suites.

Owners, please be courteous to other residents and respect their right to live in a smoke-free environment.

The following Rules shall be adhered to at all times by both Residents and any guests of Residents:

- 5.1 The City of White Rock Bylaws prohibits smoking within 7.5 meters of doorways, windows and air intakes.
- 5.2 Smoking on Common Property at the Beverley is prohibited.
- 5.3 The Beverley Strata Plan EPS 4111 Schedule of Standard Bylaws states (under Division 1 Duties of Owners, tenants, Occupants and Visitors):

"Use of property

- 3(1) *An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that causes a nuisance or hazard to another person, causes unreasonable noise, unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot."*
 - 5.4 Consequently, Residents and their guests are encouraged NOT to smoke on their balconies (Limited Common Property) as smoke travels and potentially impacts the health choices of other Residents and their guests.
6. ***Cat in the Hallway:*** Council has received a complaint stating that a resident on the 3rd floor is propping their door open so that their cat can walk the hallways.

Owners please note the following Bylaw:

- 3.(3) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.

NEW BUSINESS

1. ***The Beverly Personal Information Protection Policy:*** Dr. Arthur Self was elected as the privacy officer for the Beverly property. A personal information protection policy is being developed and it will be available to Owners following Council's approval. This document was created in compliance with PIPA and outlines the principles and practices we will follow in protecting Owners & Tenants personal information at Beverly.

2. ***Beverley Recognition of Outstanding Contributions***

Concept:

1. To recognize Owners and Tenants who demonstrate significant volunteer commitments aimed at increasing the well-being and community spirit of all at the Beverley.
2. Recognition can be at both the individual or Group level.

Examples of Volunteer Commitments suitable for Recognition:

1. Establishing and leading a committee in an area shown to have enthusiastic (ie committee members) and wide Owner/Tenant value;
2. Identifying and achieving fundraising enabling self-sufficiency of a given activity for wide Owner/Tenant value;
3. Identifying new opportunities and/or novel cost-saving measures proven to have wide Owner/Tenant value.

Types of Recognition: To date, Council has identified a number of potential such categories, including:

1. Email to all Owners on name(s)/Group defining achievement(s).
2. Letter of Recognition signed by all on Strata Council – copied in elevators and attached to Council minutes.
3. In the Lobby (Concierge Desk), Council may consider a noticeboard for Recognition.
4. For a single name who has demonstrated exemplary efforts – Council may assess other more substantial forms of Recognition.

NB COUNCIL WILL DECIDE AN APPROPRIATE FORM OF RECOGNITION CONSISTENT WITH THE NOMINATION AND THIS POLICY.

How to Nominate?

Please submit your nomination with supporting words to Strata Council for consideration.”

3. ***Recognition Awards:*** Council expressed their appreciation for the amazing work, dedication and endless hours spent by Mr. Gary Quinn on the gardening project.
4. ***E-Communication System:*** The Beverly building is equipped with E-Communication amplification system. This is a City requirement in order to be granted occupancy status. An annual signal test is mandatory. E-Comm amplification allows the First Responders to communicate on their radio equipment in case of an emergency on site. Following discussion, it was moved and seconded to approve the proposal received from Positronic to monitor the system and to complete the annual test. **CARRIED.**

5. **Gym Equipment Maintenance:** Council reviewed and approved a preventive maintenance contract provided by Fitness Town Centre. The service visits include: routine safety inspections, function testing, maintenance, lubrication, and cleaning.
6. **Cooling Tower Maintenance:** Council reviewed and approved a cleaning proposal provided by National Hydronics. The cleaning is recommended prior to warmer temperatures arriving and the cooling tower being turned on.
7. **Special General Meeting Consideration:** Council noted that the current operating budget is not sufficient to cover the actual expenses. After much discussion on cash flow projections to the end of the current fiscal year, it was moved and seconded to hold a Special General Meeting early June to vote on a special levy to raise funds to cover the current budget shortfall. **CARRIED.**

At the same meeting Council will also put forward a resolution to change the end of the fiscal year from October 31st to July 31st. This would then enable the AGM to be scheduled for September, so the Owners that travel during the winter time may be able to attend.

A separate SGM notice containing all details will be sent out to all Owners who are kindly encouraged to attend the meeting in order to ensure a quorum is achieved and to offer their input on the matter at hand.

TERMINATION OF MEETING

The meeting was terminated at 12:35 p.m.

Next Council Meeting: Tentatively scheduled for May 1, 2018.

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/cm

Email: Anca.Ciobanu@fsresidential.com
Direct Line: 604.648.6312
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Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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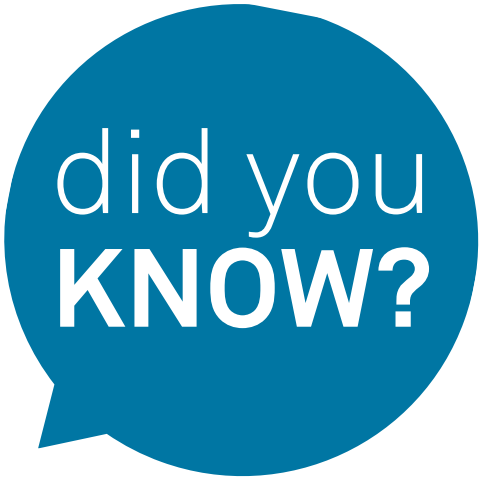
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the Strata Property Act, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
Brokers**



Emergency Egress Pathways

Did you know that a means of egress is a continuous and unobstructed way of exit travel from any point in a building to a public or open space. It consists of three separate and distinct parts: the path to an exit, the exit itself (door leading outside or to a stairway), and the path from an exit to a public area, street, open space, yard, etc.

Every building is constructed to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary to escape from the building or structure in case of fire or other emergency.

Tips:

- ▶ No furnishings, decorations (including planters), makeshift barriers, or other objects shall be so placed as to obstruct exits
- ▶ Flooring is smooth, solid and free of tripping hazards; if outdoors, pathways should be maintained free of snow and ice
- ▶ Door mats are a tripping hazard for residents, guest and emergency personnel and should not be placed outside of the unit
- ▶ Become familiar with the paths of exit in your building
- ▶ If one exit is blocked, know the location of an alternate route
- ▶ Concerns about violation of this code should be reported to the Council



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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, February 14, 2018
Within the Amenity Room***

COUNCIL IN ATTENDANCE:	Gary Goertz	President/Treasurer
	Arthur Self	Council Member
	David Pope	Council Member
	Louise Hutchinson	Council Member
	Alan Arbuthnot	Vice-President (<i>via Skype Conference</i>)
REGRETS:	Robert Johnston	Council Member
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:00 a.m. by the Council President, Gary Goertz.

Council accepted the resignation of Council Member, Andreas Hofer. Council would like to thank Andreas for his time and effort while on Council.

It was moved/seconded and **CARRIED** to appoint Mr. Robert Johnston as a member of Council for the remainder of the term.

FIRSTSERVICE RESIDENTIAL – Protocol and Assistance

For **emergency** matters involving **fire, flood, blood or security**, please contact our office at **604-683-8900** for immediate attention.

For **non-emergency matters**, please call the concierge at 778.887.2896. Alternatively, you can send a letter via mail or through FSRConnect. Your written correspondence will be dealt with at the next council meeting with an acknowledgement on the same upon my return.

For **accounting** related matters, please call **604-684-5329** during regular weekday office hours between 8:30 a.m. and 4:30 p.m.

For any **document requests**, please order **online through eStrataHub** or **call our Forms Department**, at **604-684-5329** on weekdays between 8:30 a.m. and 4:30 p.m.

For **General enquiries**, please contact **604-683-8900** during regular weekday office hours between 8:30 a.m. and 4:30 p.m. **A live operator** is also available outside of the regular weekday office hours, **24/7**, at our **Customer Care Centre** by calling **1-855-273-1967**

IN-SUITE ALTERATIONS – IMPORTANT REMINDER!

An Owner must obtain the written approval of the strata corporation before making an alteration to a strata lot. Owners wishing to make an alteration please fill out the form included with these Minutes and return it to the Strata Manager via e-mail at anca.ciobanu@fsresidential.com. This form can be also downloaded from Strata's website.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was noted that the name of the building was misspelled in the latest Strata Council Meeting minutes on 3 occasions. The Minutes will be amended to reflect the correction of this error.

It was moved and seconded to approve the Minutes of the Strata Council Meeting held January 10, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** Council voiced concerns with the BC Hydro bills received so far and noted that the amount budgeted for the electricity consumption is inaccurate. It was also noted that, as we transition from Cressey, various new common areas costs such as Fortis bills have come to light and we are incorporating them retroactively into our Strata financials. Following discussion, it was moved and seconded to approve the revised financial statements for November and December 2017. **CARRIED.**

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

REPORT ON LITIGATION

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

CONCIERGE REPORT

The Concierge provided Council with a written report for the month of January 2018, making reference to administrative and building maintenance matters completed or in progress that took place since the last Strata Council Meeting.

COMMITTEE REPORTS

1. ***Responsibilities Redistribution for Strata Council Members:*** Following resignation of two Council Members, the responsibilities were redistributed as follows:

Security, Parking and Signage – Rob Johnston and Arthur Self
Concierge and Cleaning – Alan Arbuthnot
Landscaping – David Pope
Bylaws & Rules – Arthur Self
Recreation Facilities – David Pope and Gary Goertz
Deficiencies – Alan Arbuthnot, David Pope
Social – Rob Johnston
2. ***Security, Parkade and Signage:*** Arthur Self provided Council with a brief report noting that improvements have been made in dealing with the parking Bylaws violations.
3. ***Common Area Deficiencies:*** David Pope stated that the list of common area deficiencies has been amended since the last meeting to include additional items. Some of the deficiencies have been corrected by the Developer already. Any other warrantable items noted by Council or Owners following this meeting, will be reported to the Developer as well.
4. ***Bylaws & Rules:*** Council reiterated that any amendments to the current bylaws will be presented to the general ownership for formal adoption at the next Annual General Meeting.
5. ***Recreation Facilities:*** Garry Goertz noted that many of the deficiencies pertaining to these areas have been completed by the Developer.
6. ***Social Committee:*** Garry Goertz provided Council with a brief report of the recent social events at Beverley. He noted that the upcoming “Coffee Time” event will be held on February 17, at 10:00 a.m. in the Amenity room. The next one will be held on March 17 at 10:00 a.m., same location.

BUSINESS ARISING

1. ***Ratify Decision to Approve the Agency Agreement:*** It was moved and seconded to ratify the decision made subsequent to the previous meeting, to approve the amended Agency Agreement. **CARRIED.**
2. ***Large Patio Opening and External Screens:*** Council continues to investigate the possibility to install screens, however, no decision was made at the meeting as the building envelope warranty may be affected by the installation procedure. The Strata Manager noted that if the exterior screens are installed and it is determined to lead to water ingress and were home owner related, then the warranty could be voided and resulting damaged may not be covered. Owners will be asked for their opinion on this issue via a building survey that will be sent out the upcoming days.

All Owners are reminded that, as per the Strata’s Bylaws and Rules, an Owner must obtain the written approval of the Strata Council before making an alteration to a

strata lot. This includes any changes or additions to the current window features that are visible from outside building (screens).

- Strata Lot Renovations/Alterations: If an Owner would like to request permission from the Strata Council to make alterations to their strata lot, you may fill in a form from the FirstService Residential website and submit it online for faster processing.

Your Strata Council and Strata Manager thank all Owners for their compliance with the above-noted procedures.

3. **Building Documents**: Cressey transferred all building documents, drawings and manuals to the Strata Corporation in electronic format. The Council President was provided with a copy in electronic format.
4. **Elevator Repairs**: Council voiced again their frustration with the continuing elevator issues. The Strata Manager noted that a new motor was installed and the elevator is back in service. Richmond Elevator apologizes for any inconvenience this may caused and thanks the residents for their understanding and cooperation.
5. **Stairwell Access**: Discussion ensued on this topic and the Council president noted that, once Cressey workers leave the building, the Council is considering leaving the stair doors unlocked permanently. A final decision on this matter will be made at the next meeting. Part of this decision will be ensuring that the building exterior is secure before freeing access to the inside of the building.

CORRESPONDENCE

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

1. **Noise Complaint**: The Owner of one suite filed numerous complaints with Strata Council regarding unreasonable noise coming from a neighbouring suite. Council noted that correspondence was sent to the unit in question. Also, fines were levied against the Owner's account.
2. **Renovation Request**: Council approved a renovation request received from an Owner of a suite located on the 7th floor regarding the installation of a light fixture medallion to ceiling in living room.

NEW BUSINESS

1. **National Hydronics – Service Reports**: The quarterly inspection visit was completed by National Hydronics. Their report noted that the mechanical system is in normal operating condition.
2. **Parking and Storage Assignments**: Strata Manager noted that parking lots and storage units were assigned to each Owner by the Developer at the time of purchase. These assignments were registered with the Land Title Office. The Strata Corporation has no

authorization to sell or change parking stalls or storage units. Owners wishing to buy additional parking stalls or storage units should contact Cressey Development directly.

3. **Landscaping – Ratification:** It was moved and seconded to ratify the decision made subsequent to the previous meeting, to approve a proposal received from Kitsul Turf and Land Development to improve the landscaping to allow for easier maintenance and accessibility. **CARRIED.**
4. **Hot Water Boiler Issue:** On February 5, 2018 the building experienced a hot water interruption due to boiler issues. National Hydronics completed the emergency repairs and notified the original installer about this failed warranty item.
5. **Playground:** A brief discussion took place concerning the regular maintenance of the playground. This matter will be further discussed at the next meeting.

TERMINATION OF MEETING

The meeting was terminated at 12:30 p.m.

Next Meeting: Tentatively scheduled for April 10, 2018.

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/sc

Email: Anca.Ciobanu@fsresidential.com
Direct Line: 604.648.6312
General: 604.683.8900 (24 hours emergencies)
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www.fsresidential.com

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

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

Application for In-Suite Alterations

Please mail the completed form to 700 – 200 Granville Street, Vancouver, BC, V6C 1S4 or fax to: 604.689.4829. An Indemnity Agreement is attached below, to be completed and signed by you, subject to strata council's approval. Do not commence work unless written approval from strata council has been received.

Step 1: Please check the Strata bylaws to ensure such alteration is permitted. Please check "Obtain approval before altering a strata lot" section. It lays out the requirements and other important information you need to know before making the application.

Step 2: Complete the following application and submit to our office at 700 – 200 Granville Street, Vancouver, BC, V6C 1S4 or by fax to 604.689.4829. Our office will redirect your application to the strata manager of your building.

Date of Application: _____

Owner's Information:

_____ Name of Owner(s)	_____ Strata Plan	_____ Strata Lot	
_____ Address of Strata Lot	_____ City	_____ Province	_____ Postal Code
_____ Mailing Address (if different from above)	_____ City	_____ Province	_____ Postal Code
_____ Phone Number (Res)	_____ Phone Number (Bus)	_____ Phone Number (Cell)	_____ Email Address

The following questions MUST be completed:

Areas you plan to change:

Details for proposed changes:

The name of the company/contractor you are going to engage for the installation:

Is your contractor insured? (**Note:** Your contractor must carry Contractor Liability Insurance before your application can be processed. A coverage of \$2M is recommended to fully protect you and your Strata Corporation)

Step 3: Your application will be reviewed and approved in due course.

**It is important for you NOT to commence work until receipt of the written approval. Please allow 2 – 3 weeks for processing time and we appreciate you do not contact our office until then.
Thank you in advance for your attention and co-operation.**

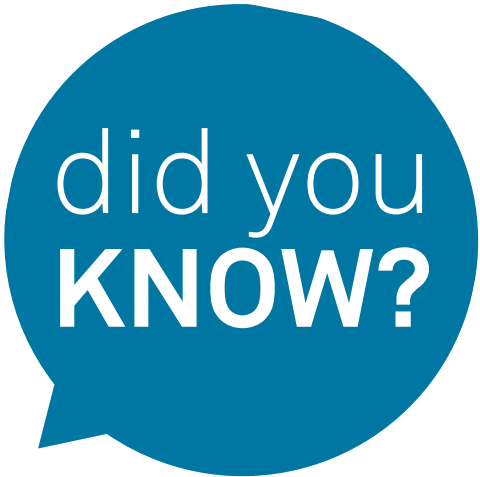
Tips to Remember:

- ☒ Consider buying a betterment insurance coverage for your flooring improvement.
- ☒ Please ensure your contractor removes and disposes any construction waste materials off-site to avoid unnecessary fines and chargebacks to your account, as disposal of such materials in the building's garbage and recycling bins is prohibited.
- ☒ Ensure your contractor abides to the building bylaws/rules and municipal bylaws governing when works can be carried out.

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**FS Insurance
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Fire Extinguishers

Did you know that two leading causes of fires are unattended candles and kitchen grease fires? Fire extinguishers can help save lives and property, and prevent catastrophic damage to your home. When well-placed and easy-to-access, extinguishers can be used to put out small fires, or to suppress flames while you escape to safety. Use the following tips to ensure your residential fire extinguisher will be ready in case of emergency.

On a monthly basis:

- Ensure clear access to the extinguisher
- Check for proper pressure—needle should be in the ‘green zone’ on extinguisher with a gauge
- Check that nozzle, pin, and tamper seal are unhindered and intact
- Check for dents, leaks, rust, or chemical deposits
- Shake the fire extinguisher to prevent settling of powder

Replace fire extinguishers if:

- Pressure needle if outside the ‘green zone’
- Handle is wobbly or broken
- Locking pin is missing or unsealed
- Hose is cracked, ripped, or blocked with debris
- Required by manufacturer’s instructions or if the extinguisher is more than six years old



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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, January 10, 2018
Within the Amenity Room***

COUNCIL IN ATTENDANCE:	Gary Goertz	President/Treasurer
	Arthur Self	Council Member
	Andreas Hofer	Council Member
	Garry Dosa	Council Member
	David Pope	Council Member
	Louise Hutchinson	Council Member
REGRETS:	Alan Arbuthnot	Vice-President
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:00 a.m. by the Council President, Gary Goertz.

Gary Goertz accepted also the Treasurer position for the time being.

GUEST BUSINESS

Garrett Howell of Phantom Screens attended the meeting and provided Council with information regarding the retractable wall screens for multi-panel glass wall systems. Following presentation, the guest was thanked and he left the meeting. Council investigates the possibility to install screens, however, no decision was made at the meeting as the building envelope warranty may be affected by the installation procedure. Owners will be provided with more information regarding this issue at a later date.

All Owners are reminded that, as per the Strata's Bylaws and Rules, an Owner must obtain the written approval of the Strata Council before making an alteration to a strata lot. This includes any changes or additions to the current window features that are visible from outside building (screens).

- Strata Lot Renovations/Alterations: If an Owner would like to request permission from the Strata Council to make alterations to their strata lot, you may fill in a form from the FirstService Residential website and submit it online for faster processing.

Your Strata Council and Strata Manager thank all Owners for their compliance with the above-noted procedures.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held December 12, 2017. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. Owners will receive monthly reminders of any arrears.

Owners wishing to obtain information regarding their accounts/strata fees please contact our Accounting Team at 604 684 5329. Alternatively, you can send your requests via email at ar.bc@fsresidential.com.

2. **Review of Monthly Financial Statements:** The Finance Committee met with FSR representatives on January 3, 2018. Gary Goertz summarized the discussion of the accounting procedures, the entries to the November preliminary financial statements, and the approval processes for invoices being charged to the Strata Corporation. All Strata invoices over \$500.00 will now require Gary Goertz's approval prior to payment. The approval of the November financial statements was tabled until the next Council Meeting, subject to completion of proposed changes made at the January 3, 2018 meeting.

Owners wishing to view the most recent financial statements are encouraged to log onto **FSRConnect™**. The financial statements can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file. The November and December Financial Statements will not be available until after approval of the Strata Council, in order for the correct Financial Statements to be available. Several changes were agreed to at the meeting. After the changes have been made the Financials will be posted for the Strata Owners.

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

REPORT ON LITIGATION

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

CONCIERGE REPORT

The Concierge provided Council with a written report for the month of December 2017, making reference to administrative and building maintenance matters completed or in progress that took place since the last Strata Council Meeting.

COMMITTEE REPORTS

1. **Security, Parkade and Signage:** Andy Hofer provided Council with the following report:
 1. All interior and exterior signs as previously approved by Council have been installed on 4 January 2018. As we go along, there may be additional signs required. To mind come signs for the Garbage Room for better recycling and later signs for the Swimming Pool doors leading out into the garden area.

2. One additional Camera has been installed on the first floor corridor to better cover surveillance. Once we have a better idea of the Strata's financial situation, additional cameras could be installed in the elevators, outside the Swimming Pool doors in the garden area and also more cameras outside the main entrance to make the Beverley more secure.
 3. A quotation has been received to fob the main door to the Swimming Pool. The cost is around \$4,000 including taxes. As this is not urgent during the winter months when door will remain closed, I suggest that we invite Tim from Smart Tech to give Council a brief presentation at the March meeting on how the fob system works. In the meantime I will work out the mechanics with Tim so that we clearly understand the procedure. The smaller doors on the left and right should be permanently locked by a locksmith. Signs will be developed for the doors. The signs will indicate that Residents and their Guests who use the pool and venture outside into the garden must have their fobs with them in order to regain entry. It is expected that the doors will be self-locking.
 4. The Property Manager should start correspondence with Owners who still keep unauthorized items in the Parkade and the caged parking stalls. The Rules have been out now for 4 weeks and everyone should be aware that the items should be removed as per the City's Fire Code. The Concierge is compiling a list each week of items which do not belong in the parking stalls/cages and forwarding it to the Property Manager for appropriate action.
 5. In observing the Visitor Parking area in P1 during the Holiday Season, it was noted that stalls were full on several days in the evening. It may be necessary to continue monitoring the situation by the Concierge notifying Residents who park their vehicles in the Visitor Parking stalls for their convenience. A towing procedure may eventually be required in order to enforce the Rules for repeat offenders.
 6. The Rules state that all pets (dogs/cats) must be registered with the Concierge listing unit number name/age/and valid licence number (dogs). It is suggested that the Concierge starts with the registration as soon as a replacement for Nicole has started end January. After the completion, a one-sheet summary of the registration would be furnished to Council Members.
-
2. **Concierge and Cleaning:** Gary Goertz updated Council on the decision to change the weekend concierge position to a janitorial position, with a phone for concierge duties.
 3. **Common Area Deficiencies:** David Pope stated that the list of common area deficiencies has been amended since the last meeting to include additional items. Some of the deficiencies have been corrected by the Developer already. Any other warrantable items noted by Council or Owners following this meeting, will be reported to the Developer as well.
 4. **Bylaws & Rules – Strata Rules Amendments:** Arthur Self presented a report on the recent Council discussions regarding the development of Strata's Rules document.

Following discussion, it was moved/seconded and **CARRIED** to amend the Rule # 12.6 as follows:

Rule #12.6 currently reads:

12.6 **Exterior Appearance**

- (a) *No Resident shall change the current window treatments that are visible from the exterior of the building without prior approval from the Strata Council.*
- (b) *The Strata Property Act requires that all exterior alterations must receive prior approval of the Strata Council in writing. This includes attaching anything to the building or common areas.*

Be amended to read as follows:

12.6 **Exterior Appearance**

- (a) *The Strata Property Act, Chapter 43, Schedule of Standard Bylaws, under Obtain approval before altering a strata lot, item # 5:-*
 - (1) *An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot. This includes attaching anything to the building or common areas.*
- (b) *No Resident shall change the current window treatments that are visible from the exterior of the building without prior approval from the Strata Council. Any alterations, changes or additions to the current window features that are visible from outside building (e.g. differing materials and colours from the original) shall require Strata Council approval prior to their use.*
- (c) *External and internal window blinds and/or screens shall be in a colour consistent with the current overall building (e.g. grey is preferred) utilizing a design and materials as accepted by Strata Council.*

Following discussion, it was moved/seconded and **CARRIED** to amend the Rule # 12.7 (i) as follows:

Rule 12. 7 - General

Rule #12.7 (i) currently reads:

- (i) *The deductible portion of the claim against the building insurance shall be recoverable from the Resident of the strata lot from which the cause of the claim originated where, in the opinion of the Strata Council, the claim is the result of the negligence of the Resident.*

Be amended to read as follows:

- (i) *The deductible portion of the claim against the building insurance shall be recoverable from the Resident of the strata lot from which the cause of the claim originated where, in the opinion of the Strata Council, the claim is the result of actions or inaction of the Resident.*

It was moved/seconded and **CARRIED** to amend the Rule # 4 as follows:

Rule # 4 – Visitor Parking

Rule # 4 currently reads:

- 4.1 *Visitors can enter the P1 parking level through a Resident buzzing them in through the external keypad. Visitors then have up to ten (10) minutes to reach the door to the elevators.*
- 4.2 *Visitor parking stalls are for the exclusive use of visitors of Residents at the Beverley. No Residents may use the visitors parking area at any time. Violators will be fined.*
- 4.3 *Visitors parking in the visitor parking area do so at their own risk and must abide by any and all regulations that apply to the parking stalls in general (see **Vehicles & Parkade Rules**).*
- 4.4 *Resident owners are responsible for any damage caused to the common property by their visitors.*
- 4.5 *Vehicles in violation of these Visitor Parking Rules will be towed at the liability and expense of the vehicle owner.*
- 4.6 *Parking is not permitted in the turn-around area of the Visitor Parking spaces.*
- 4.7 *No commercial vehicles are permitted to park in the visitors parking area overnight.*

Be amended to read as follows:

- 4.1 *Visitors can enter the P1 parking level through a Resident buzzing them in through the external keypad. Visitors then have up to ten (10) minutes to reach the door to the elevators.*
- 4.2 *Visitor parking stalls are for the exclusive use of visitors of Residents at the Beverley. No Residents may use the visitors parking area at any time. Violators will be fined.*
- 4.3 *Visitors parking in the visitor parking area do so at their own risk and must abide by any and all regulations that apply to the parking stalls in general (**see Vehicles & Parkade Rules**).*
- 4.4 *Resident owners are responsible for any damage caused to the common property by their visitors.*
- 4.5 *Vehicles in violation of these Visitor Parking Rules will be towed at the liability and expense of the vehicle owner.*
- 4.6 *Parking is not permitted in the turn-around area of the Visitor Parking spaces.*
- 4.7 *No commercial vehicles are permitted to park in the visitors parking area overnight.*

- 4.8 *Visitor parking is permitted for up to three (3) days based on the Owner ensuring the Concierge has the vehicle registration details. The Concierge then keeps track of such vehicles parked.*
- 4.9 *Visitor parking beyond three (3) days will require a visitor parking permit. This visitor parking permit may be used for visits of **up to** fourteen (14) consecutive days within a three (3) month period subject to availability of suitable parking space. These permits must be visibly displayed on the dash of the visitor's vehicle. The visitor lot will be monitored regularly, with license plate numbers recorded.*
- 4.10 *It is the responsibility of each Resident to supply their visitor with a parking permit. A visitor parking permit can be obtained from the Concierge between the hours of 8:00 am to 3:00pm, Monday to Friday.*
- 4.11 *Repeat requests for visitor parking in excess of three (3) days will be subject to available parking space and will be at the discretion of Strata Council.*
- 4.12 *In the extremely unlikely case of a requirement for visitor parking in excess of fourteen (14) days, a request with justification would need to be made to, and at the discretion of, Strata Council and subject to an available parking space.*
5. **Recreation Facilities:** Garry Dosa provided Council with an updated report regarding the deficiencies pertaining to recreation facilities and voiced again his concerns with respect to the lighting programming problem in the pool room and in the entranceway leading into the underground parking.
6. **Social Committee:** Garry Dosa provided Council with a brief report of the recent social events at Beverly. Council approved the installation of the bookshelf on the P2 level, lobby area.

The plan for 2018 includes:

- *Weekly happy hours;*
- *Bottle recycling (Rob's responsibility);*
- *Monthly Saturday coffee mornings;*
- *Self funded July rooftop BBQ;*
- *Bring a book I take a book library;*
- *TV game days (Super Bowl, Stanley Cup, Grey Cup, World Cup, World Series);*
- *Christmas function (2018)*

BUSINESS ARISING

1. **Agency Agreement Review:** The agreement was reviewed at the January 3, 2018, meeting with the FirstService Residential representatives. Council will be provided with a revised document for further review and approval.
2. **New Weekend Concierge/Janitor Agreement:** It was moved/seconded and carried to amend the concierge service contract as follows:

Effective January 20, 2018, the weekend concierge position will be changed to a janitorial position, who carries a phone.

3. **Water Damage:** Strata Manager noted that the repairs in the units affected by the recent water spills are in final stages and the completion is expected soon.
4. **Loading Area Signage:** Council noted that the Beverly has a loading zone by the end of the building, however, it is hardly visible due to the lack of proper signage. Louise offered to act as liaison with the City of White Rock and try to negotiate the installation of signage at the loading area and also signage for passenger pickup/drop off in front of the building.

CORRESPONDENCE

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

1. **Bylaws and Rules Adherence and Enforcement:** An Owner voiced concerns with the lack of the Bylaws and Rules enforcement around the property. Discussion ensued on this matter and Strata Council agreed on the following steps to be followed:
 - All Owners have a responsibility both to adhere to the Rules as well as keeping their eyes and ears open to possible infractions for subsequent action.
 - If you witness an infraction (**and** you think that is worthy of actioning) then the observer should first of all talk to the individual(s) involved that have appeared to have broken a Rule(s). It is always best to talk to someone first.
 - If talking doesn't work, then e-mail FSR who will then action the standard procedure of sending a letter to the offender(s).
 - If the offender(s) re-offends, then FSR will send a second letter stating that any further re-occurrences will result in a fine being imposed.

Council sees the above simple and straightforward strategy in keeping with low bureaucracy and the highly friendly environment/community that we all see and want here in the Beverley.

Council thanks Owners for their cooperation and support in making the Beverley a great place for all of us to live.

2. **Noise Complaint:** The Owner of one suite filed a complaint with the Strata Council regarding unreasonable noise coming from the unit above. Noise complaints from one neighbour about another neighbour are very common when living in a Strata and are certainly the most difficult to address, as people have very different thresholds and tolerance for ambient noise.

Please be reminded about the need to be sensitive to your neighbours' concerns if they do politely bring to your attention that excessive noise from your unit is causing them annoyance.

3. **Dog Waste Container:** An Owner suggested that a waste container be placed in the designated pet area for Owners to dispose their pickups. Council took the suggestion

under advisement; however, the installation of the container was not approved at this time as concerns were raised with respect to its usage and maintenance.

4. **Parkade Incident:** An Owner reported a very unpleasant interchange with another Resident while they waited for the garage door to close after entering the parkade.

Security Reminder!

To prevent unauthorized entry to the building, all vehicles must wait until the gate is fully closed before entering or exiting the parking. Drivers behind you must wait until the gate is starting to close before pressing the garage button on their key fob to re-open the gate, indicating that he or she is a Resident of the building.

Residents failing to obey this rule could have fines levied against them.

NEW BUSINESS

1. **CO/NO2 Parkade Gas Detection Alarm System:** The annual inspection was completed by Sengastech Instruments Ltd. Their report noted that the system is in normal operating condition.
2. **E-Comm Amplification System:** Strata Manager informed Council that the Beverly building is equipped with an E-Comm signal amplification system. Since these systems are part of the public safety system, they are subject to the requirements listed in City's Bylaws and must be tested annually. The annual testing procedures will always take place in July of each year. The results from the signal test will be sent to an independent professional engineer for certification. Based on the findings, a report will be issued accordingly. A copy of this report must be kept onsite.
3. **Elevator Repairs:** Council voiced concerns with the continuing elevator issues experienced the last few weeks. Strata Manager noted the delays in repairing elevator #2 at the Beverly are caused by the difficulty in diagnosing the defect, but Richmond Elevator team is trying to work out a solution with the supplier's technical support (supplier of the drive and controller). Richmond Elevator apologizes for any inconvenience this may cause Residents.
4. **Council Member Resignation:** Council accepted the resignation of Council Member Garry Dosa. Council would like to thank Garry for his time and effort while on Council.

TERMINATION OF MEETING

The meeting was terminated at 1:05 p.m. There were several other business items that could be, and were, deferred until the next meeting.

Next meeting: Tentatively scheduled for February 13, 2018.

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/sc

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

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
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did you
KNOW?

Electric Space Heaters

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- Purchase a heater that automatically shuts off if tipped over
- Read all manufacturer's instruction for use and care
- Place the heater on a solid and level surface
- Regularly inspect for cracked or damaged plugs or connections
- Never use an extension cord or power strip; plug directly into an outlet
- Keep heaters at least three feet away from anything that is flammable
- Clean the heater to prevent dust build-up



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*Source: National Fire Protection Agency**

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Tuesday, December 12, 2017
Within the Amenity Room***

COUNCIL IN ATTENDANCE:	Gary Goertz	President
	Alan Arbuthnot	Vice - President
	Arthur Self	Council Member
	Andreas Hofer	Council Member
	Garry Dosa	Council Member
	David Pope	Council Member
	Louise Hutchinson	Council Member
STRATA MANAGER:	Anca Ciobanu	FirstService Residential

The meeting was called to order at 10:00 a.m. by the Council President, Gary Goertz.

Gary Goertz explained that Louise Hutchinson was not present when she was appointed as Treasurer and does not wish to accept the Treasurer position. At the January 10 meeting discussion will take place to appoint a new Treasurer. A Finance Committee is being formed to investigate the accounting procedures, the entries to the November preliminary financial statements, and the approval processes for invoices being charged to the Strata Corporation. The Committee will consist of Gary Goertz, Andreas Hofer and Barry Baptie (owner at large). The Committee will meet with FSR representatives before the January 10 meeting.

At the meeting with FSR, the Agency Agreement between FSR and the Beverley Strata Corporation will also be discussed. The Agency Agreement will be presented to the Council at the January 10, 2018 meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 1, 2017. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that strata fees are due on the 1st of each month. Owners will receive monthly reminders of any arrears.

Owners wishing to obtain information regarding their accounts/ strata fees please contact our Accounting Team at 604 684 5329. Alternatively, you can send your requests via email at ar.bc@fsresidential.com

2. **Review of Monthly Financial Statements:** The November financial statements were discussed at length. Discussion ensued with respect to various expenditures. Gary Goertz summarized the discussion of the November Financial Statements by stating that the November Financial Statements were NOT approved.

Once the Financial Committee has concluded their review (prior to the January 10, 2018 meeting) the November Financial Statements will be presented at the January 10 meeting for further questions and subsequent approval.

Owners wishing to view the most recent financial statements are encouraged to log onto **FSRConnect™**. The financial statements can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file. These November Financial Statements will not be available until after approval of the Strata Council, in order for the correct Financial Statements to be available.

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

REPORT ON LITIGATION

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

COMMITTEE REPORTS

1. **Security, Parkade and Signage:**
 - (a) **Security:** Andy Hofer provided Council with a very detailed report regarding the current situation and with his recommendations including the following:
 1. Installation of cameras in elevators – This matter will be further discussed at a later date as the cost exceeds \$6,000.
 2. Installation of one camera on the 1st floor hallway – This project was approved, and the contract was awarded to Smart-Tek as per their submitted bid. Review of the swimming pool doors and the options available to better allow ingress and egress without compromising security is under further investigation.
 3. Review and discussion about the outside security of the building and the need to provide more cameras around the outside of the building. Given the costs associated with this proposal, this was deferred until we have better information on monies available to spend on these cameras.
 - (b) **Parkade:** The parking spaces are for parking vehicles ONLY. There shall be NO STORAGE of items of any kind in the parkade. Separate storage facilities are available for every Resident Owner. Refer to the Rules which have been approved.
 - (c) **Signage around the Property:** Council was provided via email with a revised proposal regarding additional signage around the property.
2. **Concierge and Cleaning:** Alan Arbuthnot spoke about the change of the Concierge position into a potential janitorial position during weekends. This proposal will be further discussed at the next meeting.
3. **Common Area Deficiencies:** Alan Arbuthnot stated that a list of common area deficiencies was compiled by the Deficiency Committee (Al Arbuthnot, David Pope and Garry Dosa). This list will be forwarded to the Developer and warranty provider for remediation by the end of December 2017. Any other warrantable items noted by Council or Owners following this meeting, will be reported to the Developer as well.

The Strata Manager noted that FirstService Residential's role in handling common area deficiencies is to simply forward the common area deficiency list to the Developer and to the warranty provider. The Management Company is not responsible to pursue the Developer in the completion of the deficiencies. Any unresolved common area deficiencies will be filed as a claim with the warranty provider, who is responsible to investigate if the claimed items should be covered by the Homeowner warranty.

4. **Bylaw & Rules:** Arthur Self presented a report on activities regarding the development of a complete set of proposed Rules which had also been submitted for agreement by Council. He noted that **significant changes/additions** were made to the initial (and smaller numbered) Strata's Rules approved at the last meeting.

It was moved/seconded to repeal the preliminary set of Rules and **replace with the amended and complete set of Rules. CARRIED.**

All residents are kindly referred to the enclosed amended Rules approved by your Strata Council, EPS 4111 – Beverley, at the present Council Meeting (December 12, 2017).

These Rules were produced to govern the use, safety and condition of the common property and common assets.

Please be advised that the **attached** Rules are in effect immediately. In accordance with the *Strata Property Act*, Rules must be ratified by a **majority vote** at a general meeting, otherwise they cease to have effect after the first Annual General Meeting held after the Rules were made. Residents are kindly asked to ensure that at all times the enclosed Rules are followed.

Any infractions must be reported to the Strata Council via the Strata Manager in writing so they can be addressed professionally and appropriately pursuant to the *Strata Property Act*.

Once again, your Strata Council thanks you for your review and adherence to the enclosed.

5. **Recreation Facilities:** Garry Dosa provided Council with an updated report with respect to the feedback received from Owners on the survey taken for the **"Recreation Facilities"**. Council has reviewed the findings of this survey. Certain decisions have been made, and the follow through on individual items has been reflected in the **"Action"** column of this report. The updated report was uploaded on Strata's website under **"Association's Documents"**.

Discussion ensued with respect to the apparent **"lack of process"** when it comes to problem initiation/resolution for problems identified in the recreation facility (i.e., concerns raised by Strata Member, when contact is made with a Contractor, when work is in progress by a Contractor, and advising the Strata member when the concern/problem has been rectified). The Strata Manager advised that the majority of trades came on site to rectify problems with equipment under warranty. They do not provide reports to us as they attend these issues at the Developer's request. The Concierge does her best to keep records of the date and time of their arrival, and provide the Strata Manager with a brief description of the work that was completed.

Also, Garry voiced concerns regarding the operation of the high-tech DDC (Direct Digital Control) control system and the involvement of our Contractors - (National Hydronics) to address alarms after they arise. The Strata Manager was directed to ask National Hydronics for explanations regarding a recent incident with the Hot Tub. Unfortunately, the problem was only attended to 2 days after the problem occurred, and only after the Concierge called in the Contractor to have a look at the problem. Other issues remain under investigation by Council, including the Pool lighting and P1 Storage Room lighting.

6. **Social Committee:** Garry Dosa provided Council with an overall outline of what the Beverly Social Committee intends for 2018.

Social Committee Report

The purpose of the Beverley Social Committee is to seek out, organize and facilitate social opportunities for the residents of the Beverley in order to build community spirit.

The Committee is composed of residents from the Beverley with various members taking the lead on specific social opportunities. Our aim is, as much as possible, to self-fund the activities organized by the group

The plan for 2017- 2018 includes:

- *Weekly happy hours;*
- *Christmas decorating;*
- *Christmas food bank & toy drive;*
- *Bottle recycling (Rob's responsibility);*
- *Monthly Saturday coffee mornings;*
- *Self funded July rooftop BBQ;*
- *Bring a book I take a book library;*
- *TV game days (Super Bowl, Stanley Cup, Grey Cup, World Cup, World Series);*
- *Christmas function (2018).*

Council **approved** a start-up expenditure of funds to permit the purchase of a coffee urn and kettle.

The request for monthly operating costs was **declined**.

The request for a library shelf for the Amenities Room was also **declined**, as there is no space for it.

The request to sell all of the Amenities Room furniture and purchase all new furniture (such as tables and chairs) was **declined** due to the cost of such expenditure and the requirement of a needs analysis, as well as requiring subsequent Owners approval. The current budget did not contemplate such an expenditure.

The containers in the recycling and garbage room have been set up for collecting bottles and refundable containers (the 4 blue bins) to assist the Social Committee with operating funds during the year.

BUSINESS ARISING

1. **Installation of One Camera on the 1st Floor Hallway:** This project was approved by Council and the contract was awarded to Smart-Tek as per their submitted bid. This camera will be installed in due course at a cost of \$1,236.
2. **Installation of Cameras in Elevators:** This matter will be revisited at a later date, as the cost exceeds \$10,000.

3. **New Signage:** Discussion ensued on the signage proposal included with the agenda of the meeting and changes were made and approved by Council. The new signage will be installed in the following areas: on each of the North and South garden gates to prohibit access, visitor parking, gym room, pool area, roof top garden, Amenity Room, playground and designated dog area. The cost of the new signage will be approximately \$2,014.
4. **Landscaping Contract:** Council reviewed the proposals received from three (3) companies. Following discussion, the contract for 2018 was awarded to Hurst Gardens as per their submitted bid.
5. **15-Month & 24-Month Warranty Reviews by Engineers:** The Strata Manager obtained quotes from engineering companies to complete the 15-Month & 24-Month Warranty Reviews. Due to time constraints this item was tabled for discussion until the next Strata Meeting.
6. **Depreciation Report:** This matter was tabled for discussion until the next Strata Meeting.
7. **Deficiency Reporting Agreement:** This matter was tabled for discussion until the next Strata Meeting.

CORRESPONDENCE

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

1. **Common Area Key Request:** Once Cressey leaves the building, the Council is considering leaving the stair doors unlocked. A final decision on this matter will be made at the next meeting. Part of this decision will be ensuring that the building exterior is secure before freeing access to the inside of the building.
2. **Guest Suite Rental Fee:** As suggested by Owners the rental fee was decreased from \$150 to \$100, plus a once per stay fee of \$50 for cleaning. All the income from these fees will be used to offset the wear and tear and operating expenses of the suite.
3. **Storage of Paddle Boards:** These items cannot be stored in the parkade due to containing combustible materials. The size and combustibility preclude storing them elsewhere in the building. Council is suggesting that the more than one owner requiring this storage look to securing outside storage.
4. **Loading Area in Front of the Building:** The City of White Rock has decided a few years ago that they will no longer grant Loading Zones on City Property. The City has received numerous requests over the past few years for loading zones to be installed and they have all been refused. The City of White Rock provided a letter to stating this decision.
5. **Gym Room Door:** Concerns were raised with the sounds and smells coming from the Gym Room both when in use and following usage. Signage will be placed on the door advising the gym users to keep the door closed at all times.
6. **Pool Usage Rule:** Concerns were raised regarding family time limitations. Council confirms that there are no limitations on the use of the pool at any time within the open times of the pool (6 am to 11 pm). Refer to the new complete set of Rules.
7. **Speed Violation:** Owner(s) please be advised that speeding is not permitted in the parkade. Offenders will be fined.

8. **Alteration Request:** The request received from an Owner to install a glass cover over their deck was **not approved**. Owners are reminded that the building envelope is under warranty and any alteration to it will void the warranty.
9. **Installation of Patio Screen Doors:** Council is investigating the installation of exterior door screens that do not void the building envelope warranty. This matter will be further reviewed at the next meeting.

NEW BUSINESS

1. **Emergency Generator Report:** Simson-Maxwell completed the first inspection of the generator on November 10, 2017. Their report was included with the agenda of the meeting. It was noted in the report that the fuel tank level is at 77%.
2. **Insurance Claims:** The Strata Manager noted that two (2) Water Damage Claims were filed on behalf of Strata Corporation since the last Strata Meeting. Both water leaks were caused by overflowing laundry sinks. It was noted that the insurance deductible will be charged back to the units that caused the flooding. ALL OWNERS ARE ENCOURAGED TO PURCHASE WATER SPILL OR LEAK DETECTION DEVICES TO PLACE IN POSSIBLE WATER SPILL AREAS, INCLUDING LAUNDRY ROOMS. The devices are available inexpensively at your local hardware and plumbing stores.

Dear Owners:

PLEASE NOTE: Beverley has recently experienced two water spills, both caused by overflowing laundry sinks. As was highlighted at the first AGM, the laundry sinks have NO overflows and that Owners need appropriate INSURANCE.

SUCH INCIDENTS HAVE BEEN SHOWN TO IMPACT NOT JUST YOUR SUITE BUT OTHERS BELOW WITH SIGNIFICANT REPAIR EXPENSE.

EMERGENCY PROCEDURES FOR THE BEVERLEY

If there is an emergency in your condo, **such as a flood**, please use the following as your step by step procedures:

- a) Turn off the source of the water flow, if possible.
 - b) Call First Service Residential (FSR) at 604-683-8900 with the appropriate details (i.e. Unit number, problem, phone information, contact person). If the Concierge is in the building, call 778-887-2896 (between 8:00 a.m. and 4:00 p.m.). FSR's responsibilities will be to contact a clean up crew and notify a Council member. Council will try to contact parties that may be affected or causing the problem (i.e. Other owners).
 - c) Contact your own insurance company.
 - d) Commence clean up or mop up as much as you can. Although it will be human nature to try to clean up first, the faster the process is reported, the faster help will be on its way, which will result in less overall damage to other units as well as your own, **if there is a fire**.
3. **Grout and Tile Sealing:** Council was provided with proposals for the grout and tile sealing of common areas. In addition, Council has received another proposal that includes also the marble floors cleaning and sealing for the common areas. All proposals were discussed; however, no decision was made at the meeting as the costs exceed \$15,000.

This matter will be further discussed at the next meeting. Marble and grout cleaning and sealing is required in order to enhance the appearance of the building and to prevent degradation of the marble and grout.

4. **Handyman:** It was moved/seconded to engage the services of a handyman for 16 hours per month commencing February 1, 2018, to complete small maintenance jobs as needed for the maintenance of common property. **CARRIED.**
5. **Annual Meeting Schedule:** Council was provided with the 2018 Annual Meeting Schedule.
6. **Council Meeting Schedule:** Council agreed with a preliminary schedule for Council Meetings. The dates will be scheduled shortly.

TERMINATION OF MEETING

The meeting was terminated at 2:20 p.m. There were several other business items that could be, and were, deferred until the next meeting.

Next meeting: Tentatively scheduled for January 10, 2017.

The Strata Council and Strata Manager wish all residents and their families Happy Holidays and all the best in the New Year!



FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111
AC/cn

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did you
KNOW?

Christmas Tree Fires

According to the National Fire Protection Association, over 200 fires per year involve Christmas trees, causing over \$15 million of property damage. Sadly, one out of every 34 Christmas tree fires results in death.

Did you know that dry trees, electrical lights, and nearby heat sources like fireplaces, radiators, wood stoves or candles are the main causes of Christmas tree fires? **Tree fires can fill a room with heavy, black smoke in under 30 seconds**, making it nearly impossible for occupants to see, breathe or escape. Use the tips below stay safe with your next tree.

- ▶ Choose a tree with fresh, green needles that do not fall off when touched
- ▶ Cut two inches from the base of the trunk before placing it in the stand
- ▶ Make sure the tree does not block an exit
- ▶ Check light strings for worn or broken cords before placing on the tree
- ▶ Turn off tree lights before leaving the house or going to bed
- ▶ Keep live trees well watered
- ▶ Dispose of trees before they dry out; do not store dry trees inside a home or garage



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STRATA PLAN EPS 4111 BEVERLEY

RULES

NOTICE TO ALL RESIDENTS

STRATA PLAN EPS 4111 BEVERLEY

APPROVED RULES

Dear Residents:

You are kindly referred to the enclosed Rules as previously approved by your Strata Council – and **further amended on December 5, 2017**.

These Rules were produced to govern the use, safety and condition of the common property and common assets.

Please be advised that the attached Rules are in effect immediately.

Residents are kindly asked to ensure that at all times the enclosed Rules are followed. Failure to comply with the following Rules may result, at the sole discretion of the Strata Council, in the assessment of fines and/or restrictions of use of the amenities where applicable.

Any infractions must be reported to the Strata Council via the Property Manager in writing so they can be addressed professionally and appropriately pursuant to the *Strata Property Act*.

Your Strata Council believes that the enclosed Rules will ensure that property value within the building is upheld and maintained, and will also make the Beverley a more enjoyable place to reside.

Once again, your Strata Council thanks you for your review and adherence to the enclosed.

STRATA PLAN EPS 4111 BEVERLEY

APPROVED RULES

(Approved at the December 12, 2017, Council Meeting)

Please remember that as a strata lot owner, each of you have a vested interest in properly maintaining the common areas which includes the Amenity Rooms, gym, underground parking, landscaped areas, and virtually all areas not within the confines of your suite.

To protect your investment, the philosophy of taking responsibility for the use, safety and condition of the common property is conveyed in the Rules that follow. Any consent, approval or permission given under these Rules must be given by the Strata Council, or the managing agent acting upon the instructions of the Strata Council, and must be in writing.

Any reference in the Rules to “Owners” applies to all Residents.

All Residents and Visitors must adhere to all Strata Bylaws.

All Residents are expected to be considerate and respectful of other Residents, Staff, and Visitors.

BEVERLY STRATA PLAN EPS 4111

APPROVED RULES

1. SECURITY

- 1.1 Residents have an obligation to ensure security into and around our building. FOB keys for floor access, etc., are a critical component of our building security.
- 1.2 **Garage Gate to Underground Parking:** To help prevent unauthorized entry to the building, all drivers must wait until the gate is closed behind their car before proceeding to their parking stall. The drivers in any subsequent cars must wait until the gate is starting to close before pressing the garage button on their key fob to re-open the gate. This indicates to the preceding driver that the following driver is a Resident of the building. The same applies when exiting the building.
- 1.3 **Doors:** Storing wedges near to entrance doors is a security risk. Therefore, door wedges are not to be stored near any common area doors. You may temporarily prop open a door with your own object when bringing in bags, shopping, boxes or other articles from your car. This object should then be taken away with you.
- 1.4 **Entrance Door:** When entering through the front entrance, do not allow followers into the building unless they are known to you.
- 1.5 **Restricted Common Areas:** No Resident or visitor is permitted in any part of the restricted common areas of the building such as the roof, electrical rooms, mechanical rooms and locked rooms other than their own, except with the express permission of the Strata Council.
- 1.6 **Moves In/Out:** During a move into or out of the building, a resident must not leave the front entrance doors unattended. Also, vehicles used for moving purposes and parked in front of the building must be removed from the front area as soon as the move has been completed.
- 1.7 **Solicitations:** Solicitation is not permitted anywhere in or about the building or common property for any cause, except as required by the *Election Act* (Canada) and similar provincial registration.

2. PETS

- 2.1 Beverley Strata Plan EPS 4111 Schedule of Standard Bylaws, under 'Use of Property Para 3 (4)' states:
 - a. An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:
 - i. a reasonable number of fish or other small aquarium animals;
 - ii. a reasonable number of small caged mammals;
 - iii. up to 2 caged birds;
 - iv. one dog or one cat, or one cat and one dog; or two cats; or two dogs.

- 2.2 All pets (dogs, cats) must be registered with the Concierge, including their name (s) and age (s) as an assist to Rescue Teams in case of an Emergency. All dogs must have a valid license when registering with the Concierge.
- 2.3 All pets must be leashed to a maximum of six (6) feet and under the control of the person walking the pet when on the common property.
- 2.4 All animals must not be tethered unattended.
- 2.5 All roaming or unattended pets will be handed over to the City.
- 2.6 Aggressive dogs must be muzzled whenever transiting on Strata property.
- 2.7 Pit Bulls are banned from this Strata.
- 2.8 No pet shall be permitted to urinate or defecate or otherwise foul the common property. In the event that an Owner's pet so fouls the common property, the owner shall immediately and completely remove the offending waste from the common property and dispose of it in a waste container or by some other sanitary means. In addition, any soiling, or marks or discoloration of Common Property caused by a pet fouling an area, is to be cleaned and put back to its former condition.
- 2.9 Owners must take responsibility for the repair of any damage caused by their pet(s) to the common property. Failing prompt repair action by the owner, the Strata Council will affect such repairs by contracted services and invoice the pet owner.
- 2.10 Owners must ensure that their pets are kept quiet, under reasonable control, clean, and not a nuisance to other residents.
- 2.11 No Pets are allowed in: Recreational Facilities; Amenity Room; Guest Suite; or the Roof areas.
- 2.12 Pet Friendly Area: this has been designated on the North side of the building through the small gate. Pet owners are fully expected to pick up after their pets and dispose of any waste material appropriately. It is essential this area is kept clean and pristine for the benefit of ALL our Residents.

3. VEHICLES & PARKADE

PLEASE NOTE:

- Fire Codes prevent us from allowing certain materials in the Parkade and Garage spaces.
 - There can be **NO** storage of combustible materials or items that **contain** combustible materials in both the Parkade and Garage areas.
 - Combustible materials include (but are not limited to) such items as: vehicle tires, wood, carpet, electronics, fridges, freezers, etc.
- 3.1 The underground parking area is for the sole use of Residents of the Beverley, except for the Parking Level 1 (P1) Visitor area.
- 3.2 Motor vehicles, including cars, trucks, motorcycles and bicycles, are permitted to park in the Parkade. Separate storage facilities are available for every Resident owner.

- 3.3 There shall be NO storage of items in the Parkade. However, personal metal shopping carts (not those containing wood or other combustible materials) are permissible in Resident storage and Garage areas. No shopping carts from stores are permitted in the underground parking area, passageways, locker rooms or any other common property space. Violators will be fined.
- 3.4 A Resident owner shall use the parking space(s) which have been specifically assigned to the strata lot. Owners shall not park on the common property.
- 3.5 Parking spaces assigned to a strata lot shall not be rented or leased to non-Residents. However, Residents are permitted to make their own, private rental/lease agreements.
- 3.6 No other motor vehicle, bicycles, trailer, boat, equipment or items of any kind shall be parked or placed on any common property without the prior written approval of the Strata Council.
- 3.7 The speed limit in common areas is 10 km/hr. and will be strictly enforced.
- 3.8 No person(s) is/are allowed to camp overnight in any type of vehicle in common areas.
- 3.9 No vehicle shall be parked in the loading zone in front of the building for a period longer than the time reasonably required for the loading or unloading of the vehicle.
- 3.10 A Resident must not store an uninsured vehicle on the common, limited common property, or on land that is a common asset. A Resident storing a vehicle in their designated space(s) must provide proof of valid insurance to the Strata Corporation on the commencement date of the storage, and also be displayed on the vehicle.
- 3.11 Only one vehicle may park in a designated parking space. No vehicle shall be parked in a manner which reduces the width of your neighbor's parking space. In addition to one vehicle, a motorcycle or bicycle may also be parked in a designated parking space, so long as it does not allow the accompanying vehicle to protrude beyond the parking space boundaries.
- 3.12 A Resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds), or work on vehicles involving any combustible materials, motor tune-ups or mechanical parts.
- 3.13 No owner may permit a vehicle to drip excessive oil or gasoline on the common property or limited common property. An owner, whose vehicle is dripping excessive oil or gasoline, must immediately remove and repair the vehicle and the owner must pay the cost of clean-up of the common property in addition to any fine. This Rule also applies to guests of Residents parking in the Visitors Parking spaces.
- 3.14 Electrical outlets (110v) are provided in many of the Parkade parking areas on building structural columns. These are NON EXCLUSIVE to any one designated parking space and Residents/Guests/Visitors should not assume otherwise and ensure that all such outlets are available to any user for such temporary usage as vacuuming vehicles, etc.

- 3.15 Usage of electrical outlets (110v) for battery trickle charging (e.g.) is solely at owner's risk. Beverley Strata Council gives no guarantee of electrical supply. Residents must ensure that any short-term trickle charging utilizes extension cords that are CSA/ULC approved and usage is in accordance with sub-Rule #3.14. No long-term usage of extension cords is allowed and thus the trickle charger must be able to reach the wall socket independently without the use of an extension cord.
- 3.16 Electric vehicles can NOT be charged in the Parkade. Such vehicles require a dedicated 220/240v outlet to be installed. Such a dedicated electrical power capability will be at the sole expense of the electric vehicle owner and will require Strata Council prior approval and inspection prior to usage. A monthly usage fee shall also be levied on the owner.
- 3.17 **Use of Caged Garage Slots:** these parking spaces are for parking vehicles ONLY and have been designated as such. Separate storage facilities are available for every Resident owner. However, Caged Garage Slots can be used to store bicycles where there are no combustible materials either on the bike or any associated wall hangers for such.
- 3.18 **Vidal Street Parking:** Owners have two parking spots in the Beverley. Parking on Vidal Street for short periods is acceptable but longer term (e.g. overnight, weekends) is not a neighborly thing to do and Owners are instead requested to use their parking spaces in the Beverley. NOTE: Such actions will also support City snow clearing efforts during the winter.

NOTE: Vehicles in violation of these Rules for Vehicles & Parkade could be towed at the liability and expense of the vehicle owner.

4. VISITOR PARKING

- 4.1 Visitors can enter the P1 parking level through a Resident buzzing them in through the external keypad. Visitors then have up to ten (10) minutes to reach the door to the elevators.
- 4.2 Visitor parking stalls are for the exclusive use of visitors of Residents at the Beverly. No Residents may use the visitors parking area at any time. Violators will be fined.
- 4.3 Visitors parking in the visitor parking area do so at their own risk and must abide by any and all regulations that apply to the parking stalls in general (see **Vehicles & Parkade Rules**).
- 4.4 Resident owners are responsible for any damage caused to the common property by their visitors.
- 4.5 Vehicles in violation of these Visitor Parking Rules will be towed at the liability and expense of the vehicle owner.
- 4.6 Parking is not permitted in the turn-around area of the Visitor Parking spaces.
- 4.7 No commercial vehicles are permitted to park in the visitors parking area overnight.

5. SMOKING

The following Rules shall be adhered to at all times by both Residents and any guests of Residents:

- 5.1 The City of White Rock Bylaws prohibits smoking within 7.5 meters of doorways, windows and air intakes.
- 5.2 Smoking on Common Property at the Beverley is prohibited.
- 5.3 The Beverley Strata Plan EPS 4111 Schedule of Standard Bylaws states (under Division 1 Duties of Owners, tenants, Occupants and Visitors):

“Use of property

3(1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that causes a nuisance or hazard to another person, causes unreasonable noise, unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot.”

- 5.4 Consequently, Residents and their guests are encouraged NOT to smoke on their balconies (Limited Common Property) as smoke travels and potentially impacts the health choices of other Residents and their guests.

6. MOVES IN/OUT

- 6.1 This Rule does not apply to first-time buyers who purchased from the Developer and it is their first time move-in.
- 6.2 Owners are required to contact the building Concierge to arrange for a move. The Concierge will arrange to lock-off the elevator and hang the protective coverings in the elevator.
- 6.3 Owners are required to give the building Concierge a minimum of one week's notice of a move. If this does not occur and an owner gives less than one week's notice, or does not give notice, the owner is subject to a fine and the desired move date and time may not be approved.
- 6.4 There will be a \$200.00 moving fee payable to the Strata Corporation care of FirstService Residential and also a security deposit of \$250.00, refundable if no damages were done to the common area. Any damage to the front lobby or passageways will be assessed to the strata lot and/or billed to the owner responsible.
- 6.5 When selling a strata lot, owners must make the new incoming owners aware of the Beverly Rule regarding Moves in and/or Out sub-Rule #6.4 pertaining to the above fees.

- 6.6 The hours that the building Concierge is available for moves are between 9:00 a.m. and 4:00 p.m. Monday to Friday and from 9:00 a.m. to 3:00 p.m. Saturday and Sunday. Any owners that wish to move outside of these hours will be subject to an additional \$25/hour charge. This charge is the Strata Corporation's cost to have a staff member onsite during the after-hours time. This fee will be payable to the Strata Corporation care of FS Residential.
- 6.7 Owners are to pay due care and attention to the elevator, surrounding walls, carpets and doors when moving furniture.
- 6.8 Residents are directly responsible for moving personnel and/or friends/relatives who are assisting with their move. All must adhere to the Bylaws and Rules of the Strata Corporation. At no time should the front entrance doors be left unattended. Any violations may result in fines to the Resident.

RECREATIONAL FACILITIES

The Beverley Recreation Facilities includes the following:

- Swimming Pool
- Exercise Gym
- Dry Sauna/Hot Tub/Steam Room

GENERAL

- Use of the facilities of Residents and their invited guests only.
- All persons using the facilities will do so at their own risk.
- Guests must be accompanied by a Resident at all times.
- Animals are not permitted in the facilities.
- Residents are reminded that they are responsible for the conduct and safety of their guests at all times.
- It is essential that all individuals cooperate in maintaining maximum cleanliness and tidiness in all of the recreational facility areas.
- Any person(s) noting a breach of these Rules, or abuse of the areas, is to immediately report the incident to the Concierge. Any breach of the above Rules may be subject to fine(s) being levied against their strata lot in accordance with the Strata Corporation's Bylaws and/or the removal of privileges regarding use of the facilities. Additional charges may be levied for the repair or replacement of equipment that shows evidence of willful damage.

7. SWIMMING POOL

The swimming pool and surrounding area are for the use of the residents and their invited guests. Residents are responsible for the actions of their guests. In the interests of safety and swimming enjoyment, the following Rules must be adhered to:

- 7.1 All persons using the swimming pool facility do so at their own risk.
- 7.2 All guests must be accompanied by a Resident or they will be asked to leave.
- 7.3 No persons under the age of 14 years are permitted in the pool area unless accompanied by an adult 19 years or older.

- 7.4 The swimming pool hours are from 6:00 a.m. to 11:00 p.m. Residents wishing to use the pool area outside of these hours should register with the Concierge.
- 7.5 Priority Usage of the swimming pool is for Residents – it is a lap pool (by design but which does not limit the use) and cannot accommodate large numbers of people at any one time. Families and anyone not doing laps may use the pool at any time (within the above pool hours) but priority usage will be for those doing laps. However, a dedicated “Family Time” with children (e.g.) is permitted for pool usage as follows:
- 7.5.1 Weekends (Sat/Sun) between the hours of 2:00 p.m. & 4:00 p.m. **ONLY**.
- 7.5.2 **Please Note:** the number of guests is limited to four (4) persons per strata lot at any one time.
- where “**Family Time**” refers to those times when the priority usage of the Pool changes from lap pool to that of fun or leisure pool usage.”
- 7.6 Proper attire must be worn when going between the apartment and the pool, when using the pool, and when leaving the facilities. All persons must dry-off and wear footwear before entry to, and when exiting, the pool area. Swimming attire (NO CUT-OFFS) must be worn at all times in the pool. No street shoes to be worn in the pool area. Coats, umbrellas are also NOT allowed in the pool area.
- 7.7 Food, beverages and smoking materials are not permitted in the pool area.
- 7.8 Life-saving equipment is to be used only in case of emergencies. Plastic floating devices are to be used with discretion because they can be a nuisance and a hazard to other swimmers.
- 7.9 All Residents and guests MUST shower prior to entering the pool and spa facilities. Children that are not toilet-trained must wear proper swim diapers and be supervised at all times.
- 7.10 In accordance with Provincial Health Regulations, no one with cuts or open sores will be permitted to use the pool.
- 7.11 No running, rough play, diving or jumping is permitted on the pool apron or in the pool itself. No unnecessary splashing or noise allowed.
- 7.12 Use of the Swimming area alone is NOT advisable.
- 7.13 Any and all accidents must be reported immediately to the Concierge.
- 7.14 Any person(s) causing damage to the facilities must immediately report such damage(s) to the Concierge.

8. DRY SAUNA/HOT TUB/STEAM ROOM

The Dry Sauna/Hot Tub/Steam Room facilities are for the use of the residents and their invited guests. Residents are responsible for the actions of their guests. In the interests of safety and enjoyment, the following Rules must be adhered to:

- 8.1 All guests must be accompanied by a Resident or they will be asked to leave.
- 8.2 The Dry Sauna/Hot Tub/Steam Room facility hours are from 6:00 a.m. to 11:00 p.m. Residents wishing to use the facilities outside of these hours should register with the Concierge.
- 8.3 Proper attire must be worn both between the apartment and the Dry Sauna/Hot Tub/Steam Room facilities and when using the facilities. All persons must dry-off and wear footwear when entering the building. No street shoes to be worn in the area.
- 8.4 Food, beverages and smoking materials are not to be consumed in the area.
- 8.5 All Residents and guests MUST shower prior to entering the facilities.
- 8.6 Children that are not toilet-trained must wear proper swim diapers and must be supervised at all times.
- 8.7 In accordance with Provincial Health Regulations, no one with cuts or open sores will be permitted to use the facilities.
- 8.8 Anyone using the Hot Tub is advised that the recommended maximum stay should NOT exceed 15 minutes.
- 8.9 Any and all accidents must be reported immediately to the Concierge.
- 8.10 Any person(s) causing damage to the facilities must immediately report such damage(s) to the Concierge.

9. GYM/EXERCISE ROOM

The Gym/Exercise Room is for the exclusive use of Residents and their invited guests. In the interests of safety and enjoyment, the following Rules must be adhered to at all times:

- 9.1 Guests of Residents using these facilities shall number no more than two (2) and must be accompanied by the Resident at all times.
- 9.2 The privacy and enjoyment of others using these facilities must be respected at all times.
- 9.3 Sound reproduction is allowed within reason. Residents are reminded that there are adjoining homes to the common room and the Residents of those homes are entitled to quiet enjoyment.
- 9.4 Proper footwear and cover-ups shall be worn in the Exercise Room and, when going to and from the room. No street footwear to be worn in the area.
- 9.5 Any and all accidents must be reported immediately to the Concierge.
- 9.6 Any person(s) causing damage to the facilities must immediately report such damage(s) to the Concierge.

- 9.7 No food, alcoholic beverages or smoking is permitted in the Exercise Room. However individual non-glass, water bottles are allowed.
- 9.8 For security reasons, at no time is the entrance door to the Exercise Room to be propped open.
- 9.9 After using any of the equipment (incl. mats), it must be wiped down. Wipes have been provided for this purpose.
- 9.10 No person(s) under the age of sixteen (16) years may use the Exercise Room, unless accompanied by an adult 19 years or older.
- 9.11 Use of the Exercise Room alone is NOT advisable.

10. AMENITY ROOM

The Amenity Room is considered an extension of residences at the Beverley, and is intended to provide a venue that all Residents can enjoy in a respectful manner. Residents are reminded to be considerate of other Residents when using the Amenity Room and outdoor space, as well as considerate of the Residents that inhabit the upper floors of the Beverley who may be subject to excessive noise.

Bookings for Strata Corporation business will take priority over private bookings and are subject to a one week (7 days) booking rule. Emergency Council meetings can be held elsewhere if the Amenity Room has a prior booking.

In compliance with the Rules adopted by the Strata Corporation, the following Rules and Procedures apply to the Amenity Room:

CONDITIONAL USE

- 10.1 Bookings made for the Strata Corporation and/or Council do not require a deposit or rental fee.
- 10.2 Use of the Amenity Room is for RESIDENTS and their GUESTS ONLY.
- 10.3 Guests of Residents using these facilities must AT ALL TIMES be accompanied by the Residents.
- 10.4 A damage deposit of \$250.00 is required for each exclusive use booking and is due and payable at the time of booking. The deposit is to be submitted to the Concierge and will be refunded when the Room, equipment and contents are left in a clean and undamaged condition.
- 10.5 There is an hourly rental fee of \$25.00 for exclusive use booking periods of up to and including four (4) hours (making a total rental fee of \$100.00 for four (4) hours). Exclusive use booking periods longer than 4hrs will be charged at an hourly rate of \$50.00. Maximum exclusive use booking period is 12hrs (assumed continuous) which will be charged at a flat rate of \$500.00. Exclusive use fees are effective immediately regardless of when booking was made. Routine cleaning by our janitorial staff is included within the cost of the exclusive use rental fee (Residents are responsible for removing all personal items and garbage).

- 10.6 Professional cleaning is intended to address moderate cleaning requirements following an exclusive use booking. Additional cleaning required due to excessive mess will be charged back to the Residents.
- 10.7 The exclusive use rental fee is refundable in its entirety for cancellations made more than two weeks prior to the event date. In the event of a cancellation made within two weeks of the event date, the exclusive use rental fee is non-refundable (if there are extenuating circumstances, then application should be made to the Strata Council).
- 10.8 The number of exclusive use bookings is limited to two per calendar year per Strata Lot Unit. However, additional booking requests may be made and approved by the Strata Council provided that the booking request does not result in no booking conflicts or other issues.
- 10.9 Exclusive use bookings are limited to one evening per weekend (Friday, Saturday, and Sunday).
- 10.10 Exclusive use bookings must be made two (2) weeks in advance, and no more than six (6) months in advance. Last minute exclusive bookings are not permitted unless it is available.
- 10.11 The following dates are not available for exclusive use bookings: Halloween (including the last weekend in October and the first weekend in November if Halloween occurs on a weekday), Canada Day, US Independence Day, New Year's Eve, firework nights. Dates are subject to change at the discretion of the Strata Council.
- 10.12 Lotteries may be held for exclusive use bookings for the following dates: Easter, Canadian Thanksgiving, Christmas Eve, and Christmas Day. Dates are subject to change at the discretion of the Strata Council.
- 10.13 Access to the Amenity Room will be restricted for other Residents during an exclusive use booking. All Residents are asked to respect other Resident's exclusive use bookings.
- 10.14 Maximum headcount allowed for an exclusive use booking of the Amenity Room is 25, unless prior approval has been received from the Strata Council.
- 10.15 All bookings of the Amenity Room must have prior approval and must be made with the Concierge during regular business hours, i.e., 8:00 a.m. – 3:00 p.m. Monday to Friday.
- 10.16 When the Amenity Room is booked for an event, the rooftop garden on the West side adjacent to the Amenity Room is not available for use by other Residents (unless the people with the booking give the OK to use the area).
- 10.17 Proper attire is required at all times. The "No Shirt, No Shoes, No Entry" Rule is adhered to at all times.
- 10.18 No pets or animals are permitted in the Amenity Room, under any circumstances.
- 10.19 No Smoking allowed.
- 10.20 Residents and their guests are expected to treat the Amenity Room and its contents with the utmost respect (i.e. no feet on the furniture, etc.).

- 10.21 No person(s) under the age of 16 years may use the Amenity Room unless accompanied by an adult at all times.
- 10.22 The Amenity Room hours are: Sunday through Thursday between the hours of 7:00 a.m. and 10:00 p.m. and Fridays and Saturdays from 7:00 a.m. to 12:00 a.m. midnight.
- 10.23 The completion and affixing of signatures at the bottom of two (2) copies of these Rules by both the applicant and Concierge is required as an acknowledgment of understanding, and a compliance with, the Rules and Procedures specified herein. The applicant is to receive one (1) copy and the Concierge is to retain one (1) copy.
- 10.24 Non-Residents are to be accompanied by a Resident at all times.
- 10.25 Alcohol is tolerated under the laws set out by the province of British Columbia.
- 10.26 Sound reproduction is allowed within reason. Residents are reminded that there are adjoining homes to the common room and the Residents of those homes are entitled to quiet enjoyment.
- 10.27 Residents who are found to be responsible for the tripping of any alarms will be in violation of these common rules and are liable to deprivation of common room privileges and/or a fine.

EQUIPMENT USAGE/DAMAGE

- 10.28 Any and all Amenity Room equipment (including tables, chairs, etc.) **USED FOR PRIVATE FUNCTIONS** by individual Residents are not to be removed from the Amenity Room and taken outdoors, nor is it to be borrowed for private purposes.
- 10.29 The Strata Corporation will not be providing cleaning and cooking utensils for the barbeque. Please bring your own.
- 10.30 Persons either causing damage or noting damage to the Amenity Room facilities, furnishings and/or equipment therein shall immediately report such damage to the Concierge (who in turn is to report this to the Managing Agent) or directly to the Managing Agent.
- 10.31 Those using tape on the walls do so at their own risk. Should paint damage occur, those causing the damage must either repair it or be assessed accordingly for it to be repaired by the Strata Corporation
- 10.32 Repair inspection is at the discretion of the Strata Council.
- 10.33 Anyone found to deface, destroy or otherwise ruin any Strata property is liable for the damage(s) and/or loss of common room privileges and/or a fine.

CLEAN-UP

- 10.34 Following ALL events, whether for the entire Strata Corporation or for private functions held by individual Residents, the Amenity Room is to be returned to the condition in which it was found and ready for the next users. Furniture and equipment are to be returned to their original positions. The barbeque, fridge, countertops, cupboards, sink and equipment used must be left in clean condition. All garbage is to be removed from the Amenity Room and the carpet is to be vacuumed.

PROCEDURE REGARDING DAMAGE DEPOSIT REFUND

- 10.35 Both prior to, and after a booked event, the Concierge will inspect the Amenity Room in the presence of the booking applicant to determine the condition of the Room, equipment and contents.
- 10.36 After the end-of-event inspection, the decision as to whether to return the \$250.00 deposit refund, in whole or in part, or whether the levying of any additional assessment is necessary, will be at the discretion of the Concierge and/or the Strata Council. Damage and the ultimate repairs will be at the sole discretion of the Strata Council.
- 10.37 The procedure for refunding the \$250.00 deposit will be as follows:
- 10.37.1 Following a SATISFACTORY end-of-event inspection whereby it is determined that no damage has occurred and that the foregoing clean-up criteria has been met, the Concierge will immediately return the \$250.00 deposit in full.
 - 10.37.2 Following an UNSATISFACTORY end-of-event inspection, the \$250.00 deposit will be retained until such time as is necessary and appropriate to ascertain the funds needed for required repairs, replacement or clean-up time. If liability value is deemed to be in excess of the \$250.00 deposit, the applicant will be assessed for any coverage of this deposit.

Persons breaching the above Amenity Room Rules are subject to being fined in accordance with the Strata Corporation Rules and/or the removal of privilege of use of the facility.

AMENITY ROOM RESERVATION FORM FOR EPS 4111

Date Amenity Room is required _____, 20_____

From _____ O'clock to _____ O'clock

I, the undersigned, agree to comply with the foregoing **rules** and procedures.

Printed Name

Unit Number

Signature

Date Signed

Approved by:

Concierge

Date of booking and receipt of all fees

Rental Fee of \$25.00/hr maximum of \$500.00/day. Cheque payable to EPS 4111 (if applicable):

Post event inspection satisfactory and full deposit returned:

Concierge

Date

\$250.00 Deposit returned and received by: Resident Signature

Date

Post inspection unsatisfactory. Deposit turned over to Strata Council or:

If not enough room for comments, please write on the back of this sheet.

RENTAL OF AMENITY ROOM AGREEMENT

Between The Owners, Strata Plan EPS 4111 and

[Insert name of person(s) renting Amenity Room]

Strata Lot Number

Date and Time of Rental of Amenity Room

EXCLUSION OF LIABILITY – ASSUMPTION OF RISK

As a condition of my rental of the Amenity Room of The Owners, Strata Plan EPS 4111 (the “**Strata Corporation**”):

1. I assume all risk of personal injury or property loss resulting from any cause whatsoever related to the Amenity Room and any rental, use or occupation thereof, including, but not limited to, any negligence or breach of contract on the part of the Strata Corporation, its council members, employees, volunteers or property managers;
2. I agree that the Strata Corporation, its council members, employees, volunteers or property managers will not be liable for any such personal injury or loss of or damage to property whether suffered by me, my family members, tenants or guests related to the Amenity Room and any rental, use or occupation thereof and I release and waive all claims with respect thereto;
3. I also agree that I am responsible for my own safety and conduct, as well as that my family members, tenants and guests and that I will hold the Strata Corporation, its council members, employees, volunteers or property managers harmless from and indemnify them for any claims arising in connection with my rental of the Amenity Room and the use of the Amenity Room by me, my family members, tenants or guests;
4. I accept and agree that I am responsible for:
 - (a) obtaining and maintaining event liability insurance coverage in respect of my rental the Amenity Room; and
 - (b) taking any and all measures necessary to comply with the requirements of such event liability insurance.
 - (c) paying for any excessive cleaning and damages.
5. I acknowledge that I have read this agreement and, by signing it, will waive certain legal rights, including the right to sue.

Print Name

Signature

Date

11. COUNCIL MEETINGS

The following Rules shall be adhered to at all times:

- 11.1 An Owner may attend Strata Council Meetings per the meeting schedule stated in the Minutes of each meeting.
- 11.2 Owners may attend as Observers ONLY and will have no voice during Strata Council Meetings.
- 11.3 For Privacy reasons, an Owner-Observer will be requested at Strata Council's discretion to leave the meeting room if and when sensitive issues are discussed (e.g. Per Bylaws Para. 17 (4) (a) and (b)).
- 11.4 Owners who wish to attend a Strata Council Meeting must inform FSR (Property Manager) in writing two (2) weeks prior to the meeting date as there is limited seating capacity in the Amenity Room.
- 11.5 A maximum of three (3) Owners may attend on a first-come-first-served basis.
- 11.6 If Owners wish to address a particular topic at a Strata Council Meeting, they should include the topic in their written request to attend the meeting. At the beginning of the meeting, they will have five (5) minutes to present their topic verbally and thereafter will not have a voice (unless further clarification is requested by Council). Strata Council will discuss the Owner's issue in camera and inform Owner of its decision in writing via FSR.
- 11.7 Owners are encouraged to attend AGM/EGM's as they are scheduled, to voice their opinions.
- 11.8 Owners are encouraged to put their questions/concerns/suggestions in writing to FSR so that they can be tabled at regularly scheduled Strata Council Meetings. Matters discussed verbally on an ad-hoc basis with Strata Council Member(s) will not be entertained.

12. PATIOS/DECKS/WINDOWS

- 12.1 No items other than what is permitted by the Rules shall be kept on patios, balconies or common property, unless express permission by Strata Council has been granted. If items are kept in violation of the Rules, and are not removed within 72 hours after formal notification, fines will be assessed as provided in Bylaw Fines.
- 12.2 Items which ARE acceptable and MAY be kept on a patio or balcony are:
 - ☐ Natural gas or electric barbecues ONLY
 - ☐ Patio style furniture including table sized umbrellas (no upholstered living room sofas, chairs, bookcases, etc.)
- 12.3 Samples of items (not exhaustive) which ARE NOT acceptable, and may NOT be kept on a patio or balcony are:
 - ☐ propane barbecues
 - ☐ freezers
 - ☐ bicycles
 - ☐ clothes lines/racks

- ☐ storage units or items (unless with written approval given by Strata Council)
- ☐ sports equipment such as skis, exercise machines, dart boards, punching bags, weights, etc.
- ☐ lighting other than which was installed as an original permanent fixture, i.e. no torches, Christmas lights before December 1st or after January 30th, no strings of patio lanterns
- ☐ free standing trellises (this may impact the external appearance of the building and thus requires prior Strata Council approval).
- ☐ anything that is considered gaudy or obtrusive by Council, e.g., no statues, pink flamingos or like decorations
- ☐ birdfeeders, or dog/cat houses. Animals are not to be housed on patios or balconies
- ☐ flooring (cedar, carpeting, etc.) may not be installed on deck surfaces in a manner that may penetrate/damage the deck membrane and create potential leakage problems
- ☐ cleaning supplies such as mops, garbage cans/bags
- ☐ storage of empty boxes, cans, bottles, tires or general refuse.
- ☐ satellite dishes

12.4 **Planters on Patios**

Residents are permitted to have planters and flower boxes on their patios with the following instructions:

- (a) Small shrubs and flowers are permitted; no vegetable gardens are allowed.
- (b) No plantings shall be made that attach themselves to the building areas, such as ivy.
- (c) The planters and flower boxes must be on the patio, not the common area around them. Any planters/flower boxes must be in appropriate containers.
- (d) Nothing shall be attached or hanging from the railings.
- (e) Residents are responsible for keeping these planters and flower boxes neat and tidy in appearance at all times year-round, and must have trays below them to catch water run-off.
- (f) Planters and flower boxes must be of a neutral color.

12.5 **Cleaning of Patios/Balconies**

- (a) Cleaning of the patio or balcony decks should be done in the same manner as would be used to clean any floor surface inside the strata unit, i.e., no water is permitted to be poured or emptied into the drain on the balcony decks. These drains are designed to prevent flooding during heavy rainfall or emergencies only.
- (b) Any water, soap, or other debris allowed to go through the balcony drains may result in the defacement of the exterior of the building and/or other common areas including the decks immediately below your unit.
- (c) Any defacement of the exterior of the building and/or other common areas attributable to improper draining of liquid material from balcony drains will result in fines assessed to the violator in accordance with the Bylaws. In addition, the violator may be assessed additional charges for any work or material needed to clean the common area affected.

12.6 **Exterior Appearance**

- (a) No Resident shall change the current window treatments that are visible from the exterior of the building without prior approval from the Strata Council.
- (b) The *Strata Property Act* requires that all exterior alterations must receive prior approval of the Strata Council in writing. This includes attaching anything to the building or common areas.

12.7 **General**

- (a) Owners must not feed any birds such as pigeons, seagulls, crows and starlings, nor feed squirrels, rodents or other animals on the common property.
- (b) No owner shall use any part of the common property for storage except as permitted in writing by the Council. No owner shall keep floor mats, furniture, shoes, strollers, plants, etc., outside their door in the hallways.
- (c) Bicycles locked or unlocked will not be kept in any common areas, hallways or lobby area except in areas specifically designated. Bicycles taken through any common areas must be clean and dry.
- (d) The Resident of a strata lot shall not permit any undue noise to be made in or about his/her strata lot, nor shall he/she do anything that will interfere unreasonably with the quiet enjoyment of other residents in the building. Appliances such as dishwashers, washers and dryers, vacuum cleaners and garburators shall be used at reasonable hours so as not to disturb other strata lot Residents.
- (e) No residential strata lot shall be used for commercial or professional purposes involving the admittance of clients to the building, or for any purpose which may be illegal or injurious to the reputation of the strata plan. No commercial material, such as advertising, shall be distributed or placed for distribution by Residents in any common areas.
- (c) No structural alteration to the interior of any strata shall be made, and no plumbing or electrical work within any bearing or party wall shall be made, without the prior written consent of the Strata Council.
- (d) Each Resident shall endeavor to avoid damaging the plumbing and/or electrical systems of the building. Any damage to any of these systems caused by the wrongful act(s) or neglect of any owner or guest, shall be repaired at the expense of such Resident. No Resident shall permit a condition to exist within his/her strata lot which will result in wasting, or excessive consumption of, the cold or hot water supply.
- (e) No Resident shall:
 - ☐ do anything, or permit anything to be done, that will increase the risk of fire or the rate of fire insurance on the building of any part thereof, or
 - ☐ do anything, or permit anything to be done, that is contrary to any of the provisions, rules or ordinances of any Provincial Act or Regulation or municipal bylaw.
- (f) The deductible portion of the claim against the building insurance shall be recoverable from the Resident of the strata lot from which the cause of the claim originated where, in the opinion of the Strata Council, the claim is the result of the negligence of the Resident.
- (g) The sidewalks, walkways, passages and driveways of the common property shall not be obstructed or used for any purpose other than entering or exiting from the building, the strata lots and parking areas within the common property. No access doors or common area doors are to be propped open or left in an unlocked position at any time.

- (h) Ordinary household refuse and garbage shall be removed from each strata lot and deposited in containers provided by the Strata Corporation for that purpose. Bins are also available for recyclable materials. All garbage shall be plastic bagged and tied before depositing. Any materials other than household refuse and garbage shall be removed from the strata plan by, or at the expense of, the individual Resident.
- (i) No owners of a strata lot, or their guests, shall do anything on common property likely to damage the plants, bushes, flowers or lawns; and shall not place objects on the lawns so as to damage them or prevent their reasonable growth.
- (j) Sale of Units: No 'open houses' are permitted under any circumstance. Realtors are permitted to leave a business card but all viewing is restricted to a "By Appointment Only" basis, and all potential buyers must be escorted to and from the strata lot by the owner, tenant, or selling agent. Concierge is not to be involved in providing access or assistance with showings. No real estate signs or notices are permitted to be placed in a strata lot, on common area windows, or on the common property.
- (k) Realtors are not allowed to have lock boxes attached to the common area.

13. GARBAGE/RECYCLING

- 13.1 The garbage room is for the disposal of domestic garbage only. No construction materials, furniture, electronics, used clothing, Christmas trees, etc. is permitted.
- 13.2 The garbage area must be left clean at all times.
- 13.3 Do not leave garbage/recycling on floor if garbage/recycling bins are full.
- 13.4 If garbage/recycling bins are full please report to Concierge.
- 13.5 Break down and flatten all cardboard boxes prior to disposal.
- 13.6 No refuse, garbage or empty beverage containers may be kept or stored in corridors or common areas or on strata lot patios or balconies.
- 13.7 Recycle bins should be properly used whenever possible. If there is any uncertainty about how to use the recycle bins, please ask the Concierge for instructions.
- 13.8 Blue Recycle bins are also provided (by the Social Committee) to accept glass and plastic bottles, where any funds derived from their use will assist in providing monies to our Strata Social Committee.

14. GUEST SUITE

- 14.1 The guest suite is for the use of the Residents and their guests only.
- 14.2 All guests are subject to the Bylaws and Rules of EPS 4111 BEVERLEY.
- 14.3 The maximum number of occupants to the guest suite is two (2) adults and one (1) infant. Users will be required to provide for the bed and bedding for their infant.
- 14.4 No pets or animals of any kind are allowed in the guest suite.
- 14.5 Smoking is not allowed in the guest suite, or on the guest suite balcony.

- 14.6 There will be no hotel-style daily service in the guest suite.
- 14.7 EPS 4111 BEVERLEY accepts no liability or responsibility for the actions of the owner's guests.
- 14.8 In fairness to all the Residents, Residents may book the guest suite no more than three months in advance.
- 14.9 Check in time and key pick up is 2:00 p.m. and check out time is 11:00 a.m. Key to the guest suite will be given during check in time (2:00 p.m.), and must be returned during check out time (11:00 a.m.) at the guest suite location. A grace period of 30 minutes will be given of checking out of the guest suite. Any person checking out past 11:30 a.m. will be charged an extra day's rent.
- 14.10 The fee for the guest suite is \$100.00 per night plus a \$50.00 fee for cleaning and a \$250.00 damage deposit for the duration of the booking. (Thus, for example, a 3-night stay would cost \$100.00x3 plus \$50.00 = \$350.00).
- 14.11 Following an end-of-stay inspection, the \$250.00 damage deposit will be retained until such time as it is necessary and appropriate to ascertain the funds needed for required repairs, replacement or clean-up. If liability value is deemed to be in excess of the \$250.00 deposit, the applicant will be assessed for any overage of this deposit.
- 14.12 The deposit will be returned after the end-of-stay inspection and after all necessary charges are cleared.
- 14.13 Arrangement for the guest suite rental should be made with the Concierge or her/his delegate. A minimum 5 working days must be given prior to renting the suite. The guest suite rental will not exceed 7 consecutive days.
- 14.14 Users of the guest suite will provide their own linen for their use.
- 14.15 Users/Renters of the guest suite confirm it is for their sole use and not for re-renting activities (such as AIRBNB).
- 14.16 Users of the guest suite will ensure that the suite is clean and that all debris/garbage and personal belongings shall be removed before checking out. Lights, fans, taps and thermostats, etc. are to be turned off. The suite is to be left in its original position and undamaged condition. Only routine cleaning shall be performed by Beverley janitorial staff after checkout.
- 14.17 The existing condition of the guest suite will be verified by the renter, accompanied by the Concierge or her/his delegate before checking in and checking out.

NOTIFY AS SOON AS POSSIBLE IN THE EVENT OF CANCELLATION

RENTAL APPLICATION & RULES – GUEST SUITE

Name of Applicant _____ ☐ I am an owner ☐ I am a tenant

Applicant's Suite # _____ Building Address: 1501 Vidal Street, WHITE ROCK

Telephone #s Home: _____ Cell: _____ Work: _____

Date of Rental _____ From: _____ AM/PM To: _____ AM/PM

Purpose of Rental _____

No. of Guests _____ (Maximum 2 people)

Rental Fee \$100.00 per night

Refundable Deposit \$ _____ (Refer to Guest Suite Rules)

*Please make separate cheques payable to "EPS 4111"

GUEST SUITES

In using the Guest Suite, I agree to take responsibility for the use of the suite and agree to abide by the Guest Suite Rules.

Owner's Signature _____ Print Name _____

Date _____

\$250.00 Deposit Received: YES / NO From: _____
(Concierge of Beverley or their delegate)

Cheque # _____

Persons breaching the above Guest Suite Rules are subject to being fined in accordance with the Strata Corporation Rules and/or the removal of privilege of use of the facility.

Post event inspection satisfactory and full deposit returned:

\$250.00 Deposit Returned _____ Concierge Signature _____ Date _____

Post inspection unsatisfactory. Deposit turned over to Strata Council or:

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111
BEVERLEY**

***Held on Wednesday, November 1, 2017
Within the Amenity Room***

COUNCIL IN ATTENDANCE:	Gary Goertz	President
	Alan Arbuthnot	Vice - President
	Arthur Self	Council Member
	Andreas Hofer	Council Member
	Garry Dosa	Council Member
	David Pope	Council Member
REGRETS:	Louise Hutchinson	Treasurer
STRATA MANAGER:	Anca Ciobanu	Strata Manager FirstService Residential
	Donna Kloc	Warranty Coordinator FirstService Residential

The meeting was called to order at 10:00 a.m. by the Council President, Gary Goertz.

GUEST BUSINESS

Donna Kloc attended the meeting and provided Council with information regarding **the common area deficiencies** reporting process. She noted that her role is to assist the Strata Council, or Deficiency Committee members, with the deficiency/warranty process by facilitating the following:

1. Reporting common area deficiencies to the developer and warranty provider within the applicable warranty period.
2. Maintaining an ongoing file of the claimed deficiencies.
3. Periodic follow-up with the developer for updates.
4. Filing common area claims with the warranty provider, if necessary.
5. Filing for Mediation, if necessary.
6. Litigation support, if necessary.

She noted that any **common area** deficiencies should be forwarded in writing to the Management Company, to be forwarded to the Developer for completion within the warranty time period. Council members and Owners who have inquiries about common area deficiencies please send them to: warranty-bc@fsresidential.com.

The Deficiency Committee formed at the last Council meeting will be responsible to collect and report the common area deficiencies to the property management company. Alan Arbuthnot, David Pope and Garry Dosa volunteered to work on this Committee.

The Committee will be provided with a template of a form that can be used to log the deficiencies.

In order to protect the Owners' investment and to eliminate possible problems with any unreported deficiencies, a walk around of the property will be scheduled to note any deficiencies at the property, regarding the 15-month warranty with respect to common property, according to the *Homeowner Protection Act*, for any defects in materials and labour. This list will be sent to the developer to address.

Owners were notified that FirstService Residential's role in handling common area deficiencies is to simply forward the common area deficiency list to the Developer and to the warranty provider.

The Management Company is not responsible to pursue the Developer in the completion of the deficiencies. Any unresolved common area deficiencies will be filed as a claim with the warranty provider, who is responsible to investigate if the claimed items should be covered by the Homeowner warranty.

Following discussion, the guest was thanked and she left the meeting.

PERSONAL INFORMATION PROTECTION ACT

The Strata Manager provided the Council with a brief introduction on the requirement of PIPA.

PROTOCOL FOR OWNER'S ATTENDANCE AT STRATA COUNCIL MEETINGS

The following Rules shall be adhered to at all times:

1. An Owner may attend Strata Council Meetings per the meeting schedule stated in the Minutes of each meeting.
2. Owners may attend as Observers ONLY and will have no voice during Strata Council Meetings.
3. For Privacy reasons, an Owner-Observer will be requested at Strata Council's discretion to leave the meeting room if and when sensitive issues are discussed (e.g. Per Bylaws Para. 17 (4) (a) and (b)).
4. Owners who wish to attend a Strata Council Meeting must inform FSR (Property Manager) in writing two (2) weeks prior to the meeting date as there is limited seating capacity in the Amenity Room.
5. A maximum of three (3) Owners may attend on a first-come-first-served basis.
6. If Owners wish to address a particular topic at a Strata Council Meeting, they should include the topic in their written request to attend the meeting. At the beginning of the meeting, they will have five (5) minutes to present their topic verbally and thereafter will not have a voice. Strata Council will discuss the Owner's issue in camera and inform Owner of its decision in writing via FSR.
7. Owners are encouraged to attend AGM/EGM's as they are scheduled, to voice their opinions.

8. Owners are encouraged to put their questions/concerns/suggestions in writing to FSR so that they can be tabled at regularly scheduled Strata Council Meetings. Matters discussed verbally on an ad-hoc basis with Strata Council Member(s) will not be entertained.

This protocol may be amended or varied from time to time, without notice, if necessary.

APPROVAL OF COUNCIL MEETING MINUTES

The Strata Manager explained in detail the appropriate procedures for approval of previous strata council meeting minutes, the distribution of strata council meeting minutes and similar issues. Upon further review, it was noted that all owners would receive a copy of the minutes after each strata council meeting via e-mail and that all resident or non-resident owners without e-mails would be mailed a copy of the minutes in order to ensure that all owners were duly informed on all matters.

It was moved / seconded and carried to approve the following amendments to the Minutes of the meeting held on October 10, 2017:

1. Council Member Arthur Self was not in attendance.
2. The name of Council Member Gary Dosa should read Garry Dosa.
3. Council Member Gary Goertz volunteered to lead the Communication Committee.
4. Amenities Committee should read Recreation Facilities Committee

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

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. Owners will receive monthly reminders of any arrears.

Owners wishing to obtain information regarding their accounts/ strata fees please contact our accounting team at 604 684 5329. Alternatively, you can send your requests via e-mail at ar.bc@fsresidential.com.

2. **Review of Monthly Financial Statements:** In regards to the interim budget it was noted that, according to the *Strata Property Act*, if the actual expenses are less than those budgeted for in the interim budget the strata corporation must refund the excess to the owners in proportion to their respective contribution. If, however, none of the owners will individually receive a refund greater than \$100.00, the strata corporation may put the excess into its contingency reserve fund.

It was agreed that no formal adoption of the September financial statement was required at this time as the documents would be discussed at the next council meetings.

3. Owners wishing to view the most recent financial statements are encouraged to log onto **FSRConnect™**. The financial statements can be viewed by logging into your account,

clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Report on Unapproved Expenditures:** The Strata Manager confirms that, at present, there are no unapproved expenditures to report. The *Strata Property Act* requires that all owners be notified as soon as possible of unanticipated expenditures.

- Section 98**
- (1) *If a proposed expenditure has not been put forward for approval in the budget or at an annual or special general meeting, the strata corporation may only make the expenditure in accordance with this section.*
 - (2) *Subject to subsection (3), the expenditure may be made out of the operating fund if the expenditure, together with all other unapproved expenditures, whether of the same type or not, that were made under this subsection in the same fiscal year, is*
 - (a) *less than the amount set out in the bylaws, or*
 - (b) *if the bylaws are silent as to the amount, less than \$2 000 or 5% of the total contribution to the operating fund for the current year, whichever is less*
 - (3) *The expenditure may be made out of the operating fund or contingency reserve fund if there are reasonable grounds to believe that an immediate expenditure is necessary to ensure safety or prevent significant loss or damage, whether physical or otherwise.*
 - (4) *A bylaw setting out an amount for the purposes of subsection (2) (a) may set out further conditions for, or limitations on, any expenditures under that provision.*
 - (5) *Any expenditure under subsection (3) must not exceed the minimum amount needed to ensure safety or prevent significant loss or damage.*
 - (6) *The strata corporation must inform owners as soon as feasible about any expenditure made under subsection (3)*

REPORT ON LITIGATION

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

BUSINESS ARISING

In-Suite Deficiencies – Reminder!

All **in-suite** deficiencies are to be reported to the Developer by the homeowner in writing. The Strata Corporation does not have the authority or jurisdiction to handle in-suite deficiencies on an Owner's behalf. In-suite deficiencies must be reported before the applicable warranty period expires.

Owners: Please refer to the Homeowner Manual provided by the Developer at the time of possession for instructions on how and where to report in-suite deficiencies.

COMMITTEE REPORTS

1. Security, Parkade and Signage:

- (a) **Security:** Andy Hofer provided Council with a very detailed report regarding the current situation and with his recommendations including the following:

- (i) Installation of cameras in elevators.
- (ii) Installation of one camera on the 1st floor hallway
- (iii) Installation of signage at each exterior garden gate to prohibit access
- (iv) Review of the swimming pool doors.

Strata Manager recommended the installation of knob guards for all storage and mechanical rooms and provided Council with a proposal received from A-Pro Locksmith. This matter will be further discussed at the next meeting.

- (b) **Parkade:** The parking spaces are for parking vehicles ONLY. There shall be NO STORAGE of items of any kind in the parkade. Separate storage facilities are available for every Resident owner.
- (c) **Signage around the Property:** Council will be provided with proposals regarding additional signage around the property. This matter will be further discussed at the next meeting.

2. Concierge and Cleaning: Alan Arbuthnot spoke about the potential of additional janitorial support Wednesdays - Fridays evenings and changing the weekend Concierge into more of a caretaker role. This proposal and the costs associated with this change will be further discussed at the next meeting.

3. Bylaw and Rules: Bylaws can only be amended at the second annual meeting and require a 3/4 vote approval.

(a) **Strata Corporation Bylaws:**

The Strata Council will review the current bylaws in order to maintain the safety and value of the common property. Any amendments to the current bylaws will be presented to the general ownership for formal adoption at the next Annual General Meeting.

(b) **Strata Corporation Rules:**

Arthur Self, presented the proposed Rules for agreement by Council.

All residents are kindly referred to the enclosed Rules approved by your Strata Council, EPS 4111 – Beverly, at the present Council meeting (November 01, 2017).

We, your Strata Council, are working on fully completing our Strata Rules which we hope to get to you, the Residents, within the next 30 days. In the meantime, and based on feedback from a number of Residents, please find attached some key Rules in order to facilitate the smooth operation of our Strata and life here right now.

These Rules were produced to govern the use, safety and condition of the common property and common assets.

Please be advised that the attached Rules are in effect immediately. In accordance with the *Strata Property Act*, Rules must be ratified by a majority vote at a general meeting, otherwise they cease to have effect at the first Annual General Meeting held after the Rules were made. Residents are kindly asked to ensure that at all times the enclosed Rules are followed.

Any infractions must be reported to the Strata Council via the Strata Manager in writing so they can be addressed professionally and appropriately pursuant to the *Strata Property Act*.

Once again, your Strata Council thanks you for your review and adherence to the enclosed.

4. **Recreation Facilities:** Garry Dosa provided Council with a detailed written report in advance of the meeting. He noted that feedback was received from Owners on the recent survey taken for the “**Recreation Facilities**”. The Strata Council is currently reviewing the findings of this survey. Once decisions have been made, the follow through on individual items will be reflected in the “Action” column of this report. This report was uploaded on strata’s website under “Association’s Documents”.

CORRESPONDENCE

The Strata Manager discussed Section 135 of *Strata Property Act* regarding bylaw/rule violation complain protocol.

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

1. Smoking at Beverly
2. Common Area Key Request
3. Guest Suite Rental Requests
4. Amenity Room Rental
5. Miscellaneous Concerns
6. Loading Area in front of the Building
7. Additional Parkade Mirror
8. Designated Dog Area

NEW BUSINESS

1. **15 month and 24 month Warranty Reviews by Engineers:** The Strata Manager was directed to obtain quotes from engineering companies to complete the 15 month and 24 month Warranty Reviews.
2. **Contracts:** The Strata Council was provided with copies of the contracts in place and with proposal contracts to be approved at this meeting.
 - (a) **Preventive Mechanical Maintenance Contract:** Council was provided with estimates received from Lathams Mechanical, Canada West Plumbing and Heating, and National Hydronics LTD. Following discussion, the contract was awarded to National Hydronics, according to their submitted bid.
 - (b) **Snow Removal Contract:** The Strata Manager discussed the importance of having a snow removal contract in place before the snow and ice season starts for 2017. By having a snow removal contract in place, the Strata may eradicate the possible liability if someone was to slip or fall and sue the Strata. The Strata Corporation could produce a snow removal contract to show they have attempted to mitigate any safety concerns. Following discussion, Council agreed to award the snow removal contract to the contract with Grime Fighters Service Group for snow and de-icing for the 2017-2018 season. The contract includes the perimeter sidewalks and the garage entranceway.
 - (c) **Landscaping Contract:** The Strata Manager provided Council with two proposals received from Moscone & Bros. Grounds Maintenance and Para Space Landscaping. Following discussion, it was agreed that a third proposal will be obtained by the Landscaping Committee from another company. A decision will be made via e-mail.
 - (d) **Elevator Maintenance Contract:** Following the reviewing of the proposal received from the original elevator installer, it was moved/seconded and carried to approve the service agreement with Richmond Elevator, subject to trying to add a proposed change for not adequately performing the work. The term of this agreement shall be seven years commencing on November 1, 2017.
3. **Depreciation Report:** This matter was tabled for discussion until the next strata meeting.

4. **Deficiency Reporting Agreement:** This matter was tabled for discussion until the next strata meeting
5. **Agency Agreement:** This matter was tabled for discussion until the next strata meeting.
6. **Maintenance Planning:** This matter was tabled for discussion until the next strata meeting
7. **Annual Meeting Schedule:** Council will be provided with an annual meeting schedule at the next meeting.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 1:45 p.m.

Next meeting: Tentatively scheduled for December 12, 2017.

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/ap

Email: anca.ciobanu@fsresidential.com
Direct Line: 604.648.6312
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



STRATA PLAN EPS 4111 BEVERLEY

RULES

**BEVERLEY
STRATA PLAN EPS 4111**

APPROVED RULES

VEHICLES AND PARKING IN THE BEVERLEY PARKADE

1. A Resident owner shall use the parking space(s) which have been specifically assigned to the strata lot. Owners shall not park on the common property.
2. The underground parking area is for the sole use of Residents of the Beverley, except for the P1 (Level 1) Visitor area.
3. Parking spaces assigned to a strata lot shall not be rented or leased to non-Residents.
4. A Resident storing a vehicle must provide proof of valid insurance to the Strata Corporation on the commencement date of the storage, and also be displayed on the vehicle.
5. Only one vehicle may park in a designated parking space. In addition to one vehicle, a motorcycle may also be parked in a designated parking space, so long as it does not allow the accompanying vehicle to protrude beyond the parking space boundaries.
6. A Resident/guest/visitor must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds), or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical parts.
7. No owner may permit a vehicle to drip excessive oil or gasoline on the common property or limited common property. An owner, whose vehicle is dripping excessive oil or gasoline, must immediately remove and repair the vehicle and the owner must pay the cost of clean-up of the common property in addition to any fine. This Rule also applies to guests of Residents parking in the Visitors Parking spaces.
8. The speed limit in common areas is 10 km/hr. and will be strictly enforced. Violators will be fined.
9. No basket carts, or shopping carts, from stores are permitted in the underground parking area, passageways, locker rooms or any other common property space. This is against the Fire Department Standards and could result in a fine levied against the Strata Corporation. Violators will be fined.
10. There shall be NO STORAGE of items of any kind in the Parkade. Separate storage facilities are available for every Resident owner.
11. Electrical outlets (110v) are provided in many of the Parkade parking areas on building structural columns. These are NON EXCLUSIVE to any one designated parking space and Residents/Guests/Visitors should not assume otherwise and ensure that all such outlets are available to any user for such temporary usage as vacuuming vehicles etc.

12. Usage of electrical outlets (110v) for battery trickle charging (e.g.) is solely at owner's risk. Beverley Strata Council gives no guarantee of electrical supply. NO Fridges or Freezers shall be connected to such 110v electrical outlets.
13. Electric vehicles can NOT be charged in the Parkade. Such vehicles require a dedicated 220/240v outlet to be installed. Such a dedicated electrical power capability will be at the sole expense of the electric vehicle owner and will require Strata Council prior approval and inspection prior to usage. A monthly usage fee shall also be levied on the owner.
14. Use of Caged Garage Slots: these parking spaces are for parking vehicles ONLY and have been designated as such. Separate storage facilities are available for every Resident owner. Caged Garage Slots are NOT to be used for the storage of non-vehicle items. Existing Resident owners of caged garage slots MUST comply with these Rules no later than 30 November 2017.

NOTE: Vehicles in violation of these Rules could be towed at the liability and expense of the vehicle owner.

SMOKING

The following Rules shall be adhered to at all times by both Residents and any guests of Residents:-

1. The City of White Rock Bylaws prohibits smoking within 7.5 meters of doorways, windows and air intakes.
2. Smoking on Common Property at the Beverley is prohibited.
3. The BEVERLEY Strata Plan EPS 4111 Schedule of Standard Bylaws states (under Division 1 Duties of Owners, tenants, Occupants and Visitors):

"Use of property

- 3 (1) *An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that*
 - (a) *causes a nuisance or hazard to another person,*
 - (b) *causes unreasonable noise,*
 - (c) *unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot"*

Consequently, Residents and their guests are encouraged NOT to smoke on their balconies (Limited Common Property) as smoke travels and potentially impacts the health choices of other Residents and their guests.

These rules may be amended or varied from time to time, without notice, if necessary.

RENTAL APPLICATION & RULES – GUEST SUITE

Name of Applicant _____ ☐ I am an owner ☐ I am a tenant

Applicant's Suite # _____ Building Address: 1501 Vidal Street, WHITE ROCK

Telephone #s Home: _____ Cell: _____ Work: _____

Date of Rental _____ From: _____ AM/PM To: _____ AM/PM

Purpose of Rental _____

No. of Guests _____ (Maximum 2 people)

Rental Fee \$150.00 per night

Refundable Deposit \$ _____ (Refer to Rules below)

*Please make separate cheques payable to "EPS 4111"

GUEST SUITES

1. The guest suite is for the use of the Residents and their guests only.
2. All guests are subject to the Bylaws and Rules of EPS 4111 BEVERLEY.
3. The maximum number of occupants to the guest suite is two (2) adults and one (1) infant. Users will be required to provide for the bed and bedding for their infant.
4. No pets or animals of any kind are allowed in the guest suite.
5. Smoking is not allowed in the guest suite, or on the guest suite balcony.
6. There will be no hotel-style daily service in the guest suite.
7. EPS 4111 BEVERLEY accepts no liability or responsibility for the actions of the owner's guests.
8. In fairness to all the Residents, Residents may book the guest suite no more than three months in advance.
9. Check in time and key pick up is 2:00 p.m. and check out time is 11:00 a.m. Key to the guest suite will be given during check in time (2:00 p.m.), and must be returned during check out time (11:00 a.m.) at the guest suite location. A grace period of 30 minutes will be given of checking out of the guest suite. Any person checking out past 11:30 a.m. will be charged an extra day's rent.

10. The fee for the guest suite is \$150.00 per night and a \$250.00 damage and cleaning deposit for the duration of the booking.

Following an end-of-stay inspection, the \$250.00 deposit will be retained until such time as it is necessary and appropriate to ascertain the funds needed for required repairs, replacement or clean-up. If liability value is deemed to be in excess of the \$250.00 deposit, the applicant will be assessed for any overage of this deposit.

The deposit will be returned after the end-of-stay inspection and after all necessary charges are cleared.

11. Arrangement for the guest suite rental should be made with the Concierge of BEVERLEY or her/his delegate. A minimum 5 working days must be given prior to renting the suite. The guest suite rental will not exceed 7 consecutive days.
12. Users of the guest suite will provide their own linen for their use.
13. Users/Renters of the guest suite confirm it is for their sole use and not for re-renting activities (such as AIRBNB).
14. Users of the guest suite will ensure that the suite is clean and that all debris/garbage and personal belongings shall be removed before checking out. Lights, fans, taps and thermostats, etc. are to be turned off. The suite is to be left in its original position and undamaged condition. Only routine cleaning shall be performed by BEVERLEY janitorial staff after checkout.
15. The existing condition of the guest suite will be verified by the renter, accompanied by the Concierge or her/his delegate before checking in and checking out.

NOTIFY AS SOON AS POSSIBLE IN THE EVENT OF CANCELLATION

In using the Guest Suite, I agree to take responsibility for the use of the suite and agree to abide by the Guest Suite Rules.

Owner's Signature _____ Print Name _____

Date _____

\$250.00 Deposit Received: YES / NO From: _____
(Concierge of BEVERLEY or his/her delegate)

Cheque # _____

Persons breaching the above Rules are subject to being fined in accordance with the Strata Corporation Rules and/or the removal of privilege of use of the facility.

Post event inspection satisfactory and full deposit returned:

\$250.00 Deposit Returned Concierge Signature Date

Post inspection unsatisfactory. Deposit turned over to Strata Council or:

PROTOCOL FOR OWNER'S ATTENDANCE AT STRATA COUNCIL MEETINGS

The following Rules shall be adhered to at all times.

1. An Owner may attend Strata Council Meetings per the meeting schedule stated in the Minutes of each meeting.
2. Owners may attend as Observers ONLY and will have no voice during Strata Council Meetings.
3. For Privacy reasons, an Owner-Observer will be requested at Strata Council's discretion to leave the meeting room if and when sensitive issues are discussed (e.g. Per Bylaws Para. 17 (4) (a) and (b)).
4. Owners who wish to attend a Strata Council Meeting must inform FSR (Property Manager) in writing two (2) weeks prior to the meeting date as there is limited seating capacity in the Amenity Room.
5. A maximum of three (3) Owners may attend on a first-come-first-served basis.
6. If Owners wish to address a particular topic at a Strata Council Meeting, they should include the topic in their written request to attend the meeting. At the beginning of the meeting, they will have five (5) minutes to present their topic verbally and thereafter will not have a voice. Strata Council will discuss the Owner's issue in camera and inform Owner of its decision in writing via FSR.
7. Owners are encouraged to attend AGM/EGM's as they are scheduled, to voice their opinions.
8. Owners are encouraged to put their questions/concerns/suggestions in writing to FSR so that they can be tabled at regularly scheduled Strata Council Meetings. Matters discussed verbally on an ad-hoc basis with Strata Council Member(s) will not be entertained.

RECREATION FACILITIES

SCOPE

The Beverley Recreation Facilities includes the following:

- **Swimming Pool**
- **Exercise Gym**
- **Sauna/Hot Tub/Steam Room**

GENERAL

1. Use of the facilities of Residents and their invited guests only.
2. All persons using the facilities will do so at their own risk.
3. Guests must be accompanied by a Resident at all times.

4. Animals are not permitted in the facilities.
5. Residents are reminded that they are responsible for the conduct and safety of their guests at all times.
6. It is essential that all individuals cooperate in maintaining maximum cleanliness and tidiness in all of the recreational facility areas.
7. Any person(s) noting a breach of these Rules, or abuse of the areas, is to immediately report the incident to the Resident Concierge. Any breach of the above Rules may be subject to fine(s) being levied against their strata lot in accordance with the Strata Corporation's Bylaws and/or the removal of privileges regarding use of the facilities. Additional charges may be levied for the repair or replacement of equipment that shows evidence of willful damage.

These rules may be amended or varied from time to time, without notice, if necessary or expedient for the better use, enjoyment or control of the recreational facilities.

SWIMMING POOL

The swimming pool and surrounding area are for the use of the residents and their invited guests. Residents are responsible for the actions of their guests. In the interests of safety and swimming enjoyment, the following Rules must be adhered to:

1. All persons using the swimming pool facility do so at their own risk.
2. All guests must be accompanied by a resident or they will be asked to leave.
3. No lifeguard is provided. No persons under the age of 14 years are permitted in the pool area unless accompanied by an adult 19 years or older.
4. The swimming pool hours are from 6:00 a.m. to 11:00 p.m. Residents wishing to use the pool area outside of these hours should register with the Resident Concierge in order to avoid confrontation with security.
5. Priority Usage of the swimming pool is for Residents – it is a lap pool and cannot accommodate large numbers of people at any one time. However, "Family Time" with children (e.g.) is permitted for pool usage as follows:
 - 5.1 Weekends (Sat/Sun) between the hours of 2 and 4pm only.
 - 5.2 Please Note: the number of guests is limited to four (4) persons per strata lot at any one time.
6. Proper attire must be worn when going between the apartment and the pool, when using the pool, and when leaving the facilities. All persons must dry-off and wear footwear before entry to, and when exiting, the pool area. Swimming attire (NO CUT-OFFS) must be worn at all times in the pool area. No street shoes to be worn in the pool area. Coats, umbrellas are also NOT allowed in the pool area.
7. Food, beverages and smoking materials are not permitted in the pool area.

8. Life-saving equipment is to be used only in case of emergencies. Plastic floating devices are to be used with discretion because they can be a nuisance and a hazard to other swimmers.
9. All residents and guests MUST shower prior to entering the pool and spa facilities. Children that are not toilet-trained are NOT permitted.
10. In accordance with Provincial Health Regulations, no one with cuts or open sores will be permitted to use the pool.
11. No running, rough play, diving or jumping is permitted on the pool apron or in the pool itself. No unnecessary splashing or noise allowed.
12. Use of the Swimming area alone is NOT advisable.
13. Any and all accidents must be reported immediately to the Resident Concierge.
14. Any person(s) causing damage to the facilities must immediately report such damage(s) to the Resident Concierge.

SAUNA/HOT TUB/STEAM ROOM

The Sauna/Hot Tub/Steam Room facilities are for the use of the residents and their invited guests. Residents are responsible for the actions of their guests. In the interests of safety and enjoyment, the following Rules must be adhered to:

1. All guests must be accompanied by a Resident or they will be asked to leave.
2. No persons under the age of 14 years are permitted in the area unless accompanied by an adult 19 years or older.
3. The Sauna/Hot Tub/Steam Room facility hours are from 7:00 a.m. to 11:00 p.m. Residents wishing to use the facilities outside of these hours should register with the Resident Concierge in order to avoid confrontation with security.
4. Proper attire must be worn both between the apartment and the Sauna/Hot Tub/Steam Room facilities and when using the facilities. All persons must dry-off and wear footwear when entering the building. No street shoes to be worn in the area.
5. Food, beverages and smoking materials are not to be consumed in the area.
6. All Residents and guests MUST shower prior to entering the facilities.
7. Children that are not toilet-trained are NOT permitted.
8. In accordance with Provincial Health Regulations, no one with cuts or open sores will be permitted to use the facilities.
9. Anyone using the Hot Tub is advised that the recommended maximum stay should NOT exceed 15 minutes.
10. Any and all accidents must be reported immediately to the Resident Concierge.

11. Any person(s) causing damage to the facilities must immediately report such damage(s) to the Resident Concierge.

GYM/EXERCISE ROOM

The Gym/Exercise Room is for the exclusive use of Residents and their invited guests. In the interests of safety and enjoyment, the following Rules must be adhered to at all times:

1. Guests of Residents using these facilities shall number no more than two (2) and must be accompanied by the Resident at all times.
2. The privacy and enjoyment of others using these facilities must be respected at all times.
3. This is a shared facility and thus plugging in personal entertainment into the sound system for the room is only permitted if there are NO others users in the exercise room.
4. Proper footwear and cover-ups shall be worn in the Exercise Room and, when going to and from the room. No street footwear to be worn in the area.
5. Any and all accidents must be reported immediately to the Resident Concierge.
6. Any person(s) causing damage to the facilities must immediately report such damage(s) to the Resident Concierge.
7. No food, alcoholic beverages or smoking is permitted in the Exercise Room.
8. For security reasons, at no time is the entrance door to the Exercise Room to be propped open.
9. After using any of the equipment (incl. mats), it must be wiped down. Wipes have been provided for this purpose.
10. No person(s) under the age of sixteen (16) years may use the Exercise Room, unless accompanied by an adult 19 years or older.
11. Use of the Exercise Room alone is NOT advisable.
12. Proper attire must be worn both between the apartment and the Exercise Room facilities and when using the facilities.

AMENITY ROOM

The Amenity Room is considered an extension of residences at the Beverley, and is intended to provide a venue that all Residents can enjoy in a respectful manner. Residents are reminded to be considerate of other Residents when using the Amenity Room and outdoor space, as well as considerate of the Residents that inhabit the upper floors of the Beverley who may be subject to excessive noise.

In compliance with the Rules adopted by the Strata Corporation, the following Rules and Procedures apply to the Amenity Room:

CONDITIONAL USE

1. Use of the Amenity Room is for OWNERS/RESIDENTS and their GUESTS ONLY.
2. Guests of Residents using these facilities must AT ALL TIMES be accompanied by the Residents.
3. A damage deposit of \$250.00 is required for each exclusive use booking and is due and payable at the time of booking. The deposit is to be submitted to the Concierge and will be refunded when the Room, equipment and contents are left in a clean and undamaged condition.
4. There is an hourly rental fee of \$25.00 for exclusive use booking periods of up to and including four (4) hours (making a total rental fee of \$100.00 for four (4) hours). Exclusive use booking periods longer than 4hrs will be charged at an hourly rate of \$50.00. Maximum exclusive use booking period is 12hrs (assumed continuous) which will be charged at a flat rate of \$500.00. Exclusive use fees are effective immediately regardless of when booking was made. Routine cleaning by our janitorial staff is included within the cost of the exclusive use rental fee (Residents are responsible for removing all personal items and garbage).
5. Professional cleaning is intended to address moderate cleaning requirements following an exclusive use booking. Additional cleaning required due to excessive mess will be charged back to the Residents.
6. The exclusive use rental fee is refundable in its entirety for cancellations made more than two weeks prior to the event date. In the event of a cancellation made within two weeks of the event date, the exclusive use rental fee is non-refundable.
7. The number of exclusive use bookings is limited to two per calendar year per Strata Lot Unit. However, additional booking requests may be made and approved by the Strata Council provided that the booking request does not result in no booking conflicts or other issues.
8. Exclusive use bookings are limited to one evening per weekend (Friday, Saturday, and Sunday).
9. Exclusive use bookings must be made two (2) weeks in advance, and no more than six (6) months in advance. Last minute exclusive bookings are not permitted.
10. The following dates are not available for exclusive use bookings; Halloween (including the last weekend in October and the first weekend in November if Halloween occurs on a weekday), Canada Day, US Independence Day, New Year's Eve, firework nights. Dates are subject to change at the discretion of the Strata Council.
11. Lotteries may be held for exclusive use bookings for the following dates; Easter, Thanksgiving, Christmas Eve, Christmas Day. Dates are subject to change at the discretion of the Strata Council.
12. Access to the Amenity Room will be restricted for other Residents during an exclusive use booking. All Residents are asked to respect other Resident's exclusive use bookings.

13. Maximum headcount allowed for an exclusive use booking of the Amenity Room is 25, unless prior approval has been received from the Strata Council.
14. All bookings of the Amenity Room must have prior approval and must be made with the Concierge during regular business hours, i.e., 8:00 a.m. – 3:00 p.m. Monday to Friday.
15. When the Amenity Room is booked for an event, the rooftop garden on the right hand side adjacent to the Amenity Room is not available for use by other Residents.
16. Bookings made for the Strata Corporation and/or Council do not require a deposit or rental fee.
17. Bookings for Strata Corporation business will take priority over private bookings and are subject to a one week (7 days) booking rule. Emergency Council meetings can be held elsewhere if the Amenity Room has a prior booking.
18. Proper attire is required at all times. The “No Shirt, No Shoes, No Entry” Rule is adhered to at all times.
19. No pets or animals are permitted in the Amenity Room, under any circumstances.
20. No Smoking allowed.
21. Residents and their guests are expected to treat the Amenity Room and its contents with the utmost respect (ie no feet on the furniture, etc).
22. No person(s) under the age of 16 years may use the Amenity Room unless accompanied by an adult at all times.
23. The Amenity Room hours are: Sunday through Thursday between the hours of 7:00 a.m. and 10:00 p.m. and Fridays and Saturdays from 7:00 a.m. to 12:00 a.m. midnight.
24. The completion and affixing of signatures at the bottom of two (2) copies of these Rules by both the applicant and Concierge is required as an acknowledgment of understanding, and a compliance with, the Rules and Procedures specified herein. The applicant is to receive one (1) copy and the Concierge is to retain one (1) copy.
25. Non-Residents are to be accompanied by an owner/Resident at all times.

SECURITY

1. For security reasons, all guests must be met at the entrance door. AT NO TIME is any ENTRANCE DOOR to be propped open allowing unrestricted access to the building.
2. Alcohol is tolerated under the laws set out by the province of British Columbia.
3. Sound reproduction is allowed within reason. Owners/Residents are reminded that there are adjoining homes to the common room and the owners/Residents of those homes are entitled to quiet enjoyment.

4. Owners/Residents who are found to be responsible for the tripping of the alarm will be in violation of these common rules and are liable to deprivation of common room privileges and/or a fine.

EQUIPMENT USAGE/DAMAGE

1. Any and all Amenity Room equipment (including tables, chairs, etc.) USED FOR PRIVATE FUNCTIONS by individual Residents are not to be removed from the Amenity Room and taken outdoors, nor is it to be borrowed for private purposes.
2. The exterior barbeque is to be used only by those that have booked the Amenity Room for a special event. The Strata Corporation will not be providing cleaning and cooking utensils for the barbeque. Please bring your own.
3. Persons either causing damage or noting damage to the Amenity Room facilities, furnishings and/or equipment therein shall immediately report such damage to the Concierge (who in turn is to report this to the Managing Agent) or directly to the Managing Agent.
4. Those using tape on the walls do so at their own risk. Should paint damage occur, those causing the damage must either repair it or be assessed accordingly for it to be repaired by the Strata Corporation. Repair inspection is at the discretion of the Strata Council.
5. Anyone found to deface, destroy or otherwise ruin any Strata property is liable for the damage(s) and/or loss of common room privileges and/or a fine.

CLEAN-UP

1. Following ALL events, whether for the entire Strata Corporation or for private functions held by individual Residents, the Amenity Room is to be returned to the condition in which it was found and ready for the next users. Furniture and equipment are to be returned to their original positions. The barbeque, fridge, countertops, cupboards, sink and equipment used must be left in clean condition. All garbage is to be removed from the Amenity Room; and the carpet is to be vacuumed.

PROCEDURE REGARDING DAMAGE DEPOSIT REFUND

1. Both prior to, and after a booked event, the Concierge will inspect the Amenity Room in the presence of the booking applicant to determine the condition of the Room, equipment and contents.
2. After the end-of-event inspection, the decision as to whether to return the \$250.00 deposit refund, in whole or in part, or whether the levying of any additional assessment is necessary, will be at the discretion of the Concierge and/or the Strata Council. Damage and the ultimate repairs will be at the sole discretion of the Strata Council.
3. The procedure for refunding the \$250.00 deposit will be as follows:
 - Following a SATISFACTORY end-of-event inspection whereby it is determined that no damage has occurred and that the foregoing clean-up criteria has been met, the Resident Concierge will immediately return the \$250.00 deposit in full.

- Following an UNSATISFACTORY end-of-event inspection, the \$250.00 deposit will be retained until such time as is necessary and appropriate to ascertain the funds needed for required repairs, replacement or clean-up time. If liability value is deemed to be in excess of the \$250.00 deposit, the applicant will be assessed for any coverage of this deposit.

Persons breaching the above Rules are subject to being fined in accordance with the Strata Corporation Rules and/or the removal of privilege of use of the facility.

AMENITY ROOM RESERVATION FORM FOR EPS 4111

Date Amenity Room is required _____, 20____

From _____ O'clock to _____ O'clock

I, the undersigned, agree to comply with the foregoing rules and procedures.

Printed Name

Unit Number

Signature

Date Signed

Approved by:

Resident Concierge

Date of booking and receipt of all fees

Rental Fee of \$500.00/day cheque payable to EPS 4111 (if applicable):

Post event inspection satisfactory and full deposit returned:

Resident Concierge

Date

\$250.00 Deposit returned and received by:

Resident Signature

Date

Post inspection unsatisfactory. Deposit turned over to Strata Council or:

If not enough room for comments, please write on the back of this sheet.

RENTAL OF AMENITY ROOM AGREEMENT

Between The Owners, Strata Plan EPS 4111 and

[Insert name of person(s) renting Amenity Room]

Strata Lot Number

Date and Time of Rental of Amenity Room

EXCLUSION OF LIABILITY – ASSUMPTION OF RISK

As a condition of my rental of the Amenity Room of The Owners, Strata Plan EPS 4111 (the “**Strata Corporation**”):

- I assume all risk of personal injury or property loss resulting from any cause whatsoever related to the Amenity Room and any rental, use or occupation thereof, including, but not limited to, any negligence or breach of contract on the part of the Strata Corporation, its council members, employees, volunteers or property managers;
- I agree that the Strata Corporation, its council members, employees, volunteers or property managers will not be liable for any such personal injury or loss of or damage to property whether suffered by me, my family members, tenants or guests related to the Amenity Room and any rental, use or occupation thereof and I release and waive all claims with respect thereto;
- I also agree that I am responsible for my own safety and conduct, as well as that my family members, tenants and guests and that I will hold the Strata Corporation, its council members, employees, volunteers or property managers harmless from and indemnify them for any claims arising in connection with my rental of the Amenity Room and the use of the Amenity Room by me, my family members, tenants or guests;
- I accept and agree that I am responsible for:
 - obtaining and maintaining event liability insurance coverage in respect of my rental the Amenity Room; and
 - taking any and all measures necessary to comply with the requirements of such event liability insurance.
 - paying for any excessive cleaning and damages.

I acknowledge that I have read this agreement and, by signing it, will waive certain legal rights, including the right to sue.

Print Name

Signature

Date



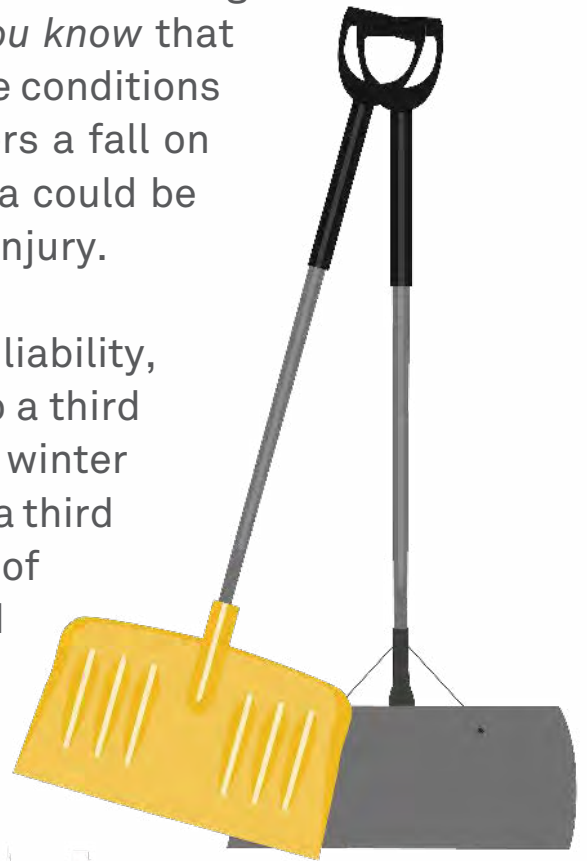
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

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

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



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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 4111 - BEVERLY**

**Held on Tuesday, October 10, 2017 at 7:00 p.m.
Within the Amenity Room located at
1501 Vidal Street, White Rock**

COUNCIL IN ATTENDANCE: Alan Arbuthnot
Gary Goertz
Andreas Hofer
Gary Dosa
David Pope

REGRETS: Louise Hutchinson
Arthur Self

STRATA MANAGER: Anca Ciobanu FirstService Residential Ltd.

The meeting was called to order at 7:04 p.m. by the Strata Manager, Anca Ciobanu.

The Strata Manager addressed the Strata Council and provided some brief information regarding meeting and agenda procedures and after further review, the meeting proceeded accordingly.

ELECTION OF OFFICERS

The following Strata Council Officers were elected:

- Gary Goertz – President
- Alan Arbuthnot – Vice - President
- Arthur Self – Council Member
- Andreas Hofer – Council Member
- Gary Dosa – Council Member
- Louise Hutchinson - Treasurer
- David Pope – Council Member

COMMITTEES

At this time, the Strata Council formed Committees to deal with the following throughout the year:

Security, Parking and Signage – Andreas Hofer
Concierge and Cleaning – Alan Arbuthnot
Landscaping – David Pope
Bylaws & Rules – Arthur Self
Amenities – Gary Dosa
Deficiencies
Social

Social Committee

Any Owner within the building interested in taken the lead of the Social Committee please contact the strata manager at anca.ciobanu@fsresidential.com.

COMMUNICATION PROTOCOL

Owners are advised that any and all concerns of any type should be forwarded to the offices of FirstService Residential Ltd. **in writing**. The Strata Manager will then ensure that all Strata Council members receive a copy of the concern and that all issues are addressed by the Strata Council at the next Council meeting. Contacting Council members directly, in person, at their individual units, or by telephone) is considered inappropriate and owners are kindly asked to ensure that, at all times, they direct their concerns to the Strata Manager.

Your Strata Council and Strata Manager thank all Owners for their compliance with the above-noted procedures.

DEFICIENCY REPORTING

In-Suite Deficiencies

All **in-suite** deficiencies are to be reported to the Developer by the homeowner in writing. The Strata Corporation does not have the authority or jurisdiction to handle in-suite deficiencies on an Owner's behalf. In-suite deficiencies must be reported before the applicable warranty period expires.

Owners: Please refer to the Homeowner Manual provided by the Developer at the time of possession for instructions on how and where to report in-suite deficiencies.

Common Area Deficiencies

The Strata Manager advised that the **Warranty Department** at FirstService Residential will ensure that any **common area** deficiencies are reported within the warranty time period. Council members and Owners who have inquiries about common area deficiencies can send them to: warranty-bc@fsresidential.com.

Under the terms of the *Homeowner Protection Act and Regulations*, the common property, common facilities and other assets of the Strata Corporation are covered under warranty with Travelers commencing August 17, 2017 as follows. The responsibility of identifying common area deficiencies is that of the Strata Corporation.

- In the first 15 months, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home. Expiry Date: November 17, 2018.
- In the first 24 months, for any defect in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems; and for any defect in materials and labour supplied for the exterior cladding, caulking, windows and doors that may lead to the detachment or material damage to the new home; and for

any defect in materials and labour which renders the new home unfit to live in; and for violation of the building code, if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home. Expiry Date: August 17, 2019.

- In the first 5 years, for defects in the building envelope of a new home including a defect, which permits unintended water penetration such as it causes, or is likely to cause, material damage to the new home. Expiry Date: August 17, 2022.
- In the first 10 years, for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy. Expiry Date: August 17, 2027.

WARRANTY EXCLUSIONS

The warranty does not cover the following:

1. Weathering, normal wear and tear, deterioration or deflection consistent with normal industry standards;
2. Normal shrinkage of materials caused by drying after construction;
3. Any loss or damage which arises while the New Home is being used primarily or substantially for non-residential purposes;
4. Materials, labour, or design supplied by an Owner;
5. Any damage to the extent that it is caused or made worse by an Owner or Third Party, including;
 - (i) negligent or improper maintenance or improper operation by anyone other than the Builder or its employees, agents, or sub-contractors,
 - (ii) failure of anyone, other than the Builder or its employees, agents, or sub-contractors, to comply with the Warranty requirements of the manufacturers of appliances, equipment, or fixtures,
 - (iii) alterations to the New Home, including the conversion of non-living space into living space or the conversion of the New Home into two (2) or more units, by anyone other than the Builder or its employees, agents, or sub-contractors while undertaking their obligations under the sales contract, and
 - (iv) changes to the grading of the ground by anyone other than the Builder or its employees, agents, or sub-contractors.
6. Failure of an Owner to take timely action to prevent or minimize loss or damage, including the failure to give prompt notice to the warranty provider of a defect or discovered loss or a potential defect or loss;
7. Any damage caused by insects or rodents and other animals, unless the damage results from non-compliance with the Building Code by the Builder or its employees, agents, or sub-contractors;

8. Accidental loss or damage from acts of nature including, but not limited to, fire, explosion, smoke, water escape, glass breakage, windstorm, hail, lightning, falling trees, aircraft, vehicles, flood, earthquake, avalanche, landslide, and changes in the level in the underground water table which are not reasonably foreseeable by the Builder;
9. Bodily injury or damage to personal property or real property which is not part of the New Home;
10. Any defect in, or caused by, materials or work supplied by anyone other than the Builder or its employees, agents, or sub-contractors;
11. Changes, alterations, or additions made to the New Home by anyone after initial occupancy, except those performed by the Builder or its employees, agents, or sub-contractors under the construction contract or sales agreement, or as required by the warranty provider;
12. Contaminated soil;
13. Subsidence of the land around the New Home or along utility lines, other than subsidence beneath footings of the New Home or under Driveways or Walkways;
14. Reduction in value of the New Home;
15. Landscaping, both hard and soft, including plants, fencing, detached patios, planters, gazebos and similar structures;
16. Non-residential detached structures including sheds, garages, carports or outbuildings, or any structure or construction not attached to or forming an integral part of a multi-unit building or the New Home;
17. Any commercial use area and any construction associated with a commercial use area;
18. Roads, curbs, and lanes;
19. Site grading and surface drainage except as required by the Building Code;
20. The operation of municipal services, including sanitary and storm sewer;
21. The quality or quantity of water, either from a piped municipal water supply or from a well;
22. Damage caused or made worse by the failure of an Owner to take reasonable steps to mitigate any damage.

NEW BUSINESS

Strata Corporation Bylaws

The Strata Manager advised Council that all new Strata Corporations start off with a standard set of Bylaws, as set out in the Strata Property Act. Strata Council has asked to be provided a set of sample Bylaws. If any Owner wishes to customize their Strata Corporation's Bylaws in order to fit in with their own desires and/or requirements (and to maintain the safety and value of the

common property), the Strata Council is required to review the current Bylaws and draft up a proposed amendment(s). If agreeable, the Strata Council will then present them to the general ownership for formal adoption at the next Annual General Meeting.

Rules

The Strata Council will be provided with a set of sample rules. The Strata Council will meet to discuss and approve the new common property rules. Once adopted, all residents will receive a copy.

Security

Residents are hereby requested, in order to prevent break-ins, vandalism and/or other security breaches within the building, to kindly ensure that they uphold security on an individual basis at all times.

THE FOLLOWING REMINDERS ARE FOR ALL RESIDENTS' CONSIDERATION:

Please ensure that no remote control devices, keys or property of any nature of any value is left within your vehicle in the underground parking area.

Please ensure that you wait for all the garage gates to close behind you, when entering and/or exiting the building.

Do not buzz anyone into the building by way of the enterphone system that you do not know. A better practice would be to meet all of your guests at the entrance to the building at all times.

Report any suspicious persons, suspicious activities or other activities of concern immediately to the local police department.

Take caution in the underground parking area, both when leaving and attending to your vehicles.

Your Strata Council believes that the above basic security measures will increase security dramatically within your building prior to the above noted changes or adjustments being made.

Alterations

All Owners are reminded that **any alteration that would affect common property or the proper function of common utilities or security systems must be approved by the Strata Council.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:59 p.m.

Next meeting: Tentatively scheduled for November 1, 2017 at 10:00 a.m.

FirstService Residential BC Ltd.

A. Ciobanu.

Anca Ciobanu
Strata Manager
Per the Owners
Strata Plan EPS 4111

AC/kw

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

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.