



COUNCIL MEETING MINUTES

Wednesday, December 5, 2018

EPS 3957 – Newport at West Beach (Residential Section)



LOCATION

5:00 p.m.

Unit 205 – 5577 153A Street
Surrey, BC, V3S 5K7

STRATA COUNCIL 2018-2019

PRESIDENT

Elaine Murray

VICE-PRESIDENT

Suzey Jiang

TREASURER

Kelly Erdman

Strata Website

Visit: www.dwellproperty.ca

Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service)

**then press "0" for emergency
assistance.**

PROPERTY MANAGER

Susan MacGregor

Direct Phone: (604) 248-3828

Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES

604-248-3002

REMAX DWELL PROPERTY MANAGEMENT

4311 Viking Way, Suite 270,

Richmond, BC, V6V 2K9

(604) 821-2999

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはいはつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것은 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਇਹਨਾਂ ਬਾਰੇ ਕਿਸੇ ਦੇਸ਼ ਵਿੱਚ ਦਾ ਪੁੱਛਣਾ ਬਰਬਰ

ATTENDANCE:

Suzey Jiang

Kelly Erdman

Elaine Murray

REGRETS:

Guest:

Rick Davis and Grant Byers, Strata Corporation Council

Susan MacGregor, RE/MAX dWell Property Management

(1) CALL TO ORDER

There being a quorum present, the meeting was called to order at 5:23 pm.

After an information election of Strata Council, the following positions were determined.

President

Elaine Murray

Vice President

Suzey Jiang

Treasurer

Kelly Erdman

(2) APPROVAL OF AGENDA

After a review of the Agenda and the removal of one item, it was moved, seconded and **CARRIED** to approve as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the October 9th, 2018 Council Meeting as presented.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

At the recommendation of the Corporate Treasurer, it was moved, seconded and **CARRIED** to adopt the September 30th, 2018 Financial Statement as prepared by Re/Max dWell.



It was noted that the September year end resulted in a small deficit, which was addressed in the 2018-2019 proposed operating budget.

It was agreed to defer approval of the October 31st Financial Statement until the new Treasurer had time to review them.

Since the transition to ReMax dWell, many Owners including the Developer, LLW, have not yet arranged to pay their strata fees, and thus the Strata Corporation has had difficulties paying invoices. Therefore, it was moved, seconded and **CARRIED** to authorization a temporary loan from the Contingency Reserve Fund in the amount of \$4,000.00 to cover a City of White Rock water utility invoice as per the Strata Property Act. Re-payment of the loan will be scheduled once collection of outstanding accounts is completed.

B. ACCOUNTS RECEIVABLE

The Residential Section Accounts Receivable as of November 30th, 2018 reflected approximately \$13,000 outstanding. The Property Manager advised that letters were sent to every Owner in arrears with a copy of their ledger as well as follow up emails and calls are being made. Thus, several Owners have sent in their pre-authorization forms. The Property Manager will continue to monitor the accounts over the month of December to ensure collection of all accounts.

Council discussed the need to ensure payments are caught up by January 1st or fines, in accordance with the Bylaws, will be levied. Account reminders are sent to all owners in arrears monthly.

Owners are reminded strata fees are due and payable on the first day of each and every month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

OWNERS ARE REMINDED THAT ANY MONEY OWING AFTER THE DUE DATE WILL BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

**As per the November AGM, the strata fees increased
and are retroactive as of October 1st, 2018.**

The new strata fee amount as well as the retroactive amount is due as follows:

January 2019	new strata fee amount and October retroactive strata fee
February 2019	new strata fee amount and November retroactive strata fee
March 2019	new strata fee amount and December retroactive strata fee
April 2019	new strata fee amount

See Fee Schedule attached to these Minutes.

(5) BUSINESS ARISING

A. Status of Transition

Strata Website

The Strata website is functioning as intended and invitations have been sent to all Owners that Re/Max dWell has email addresses for. It was noted that approximately 22 email addresses are missing and approximately 12 have not yet responded to the website invitation.



B. Annual General Meeting

2018-2019 Operating Budget

The proposed budget passed with an increase in strata fees. Fees are retroactive as of October 1st. The fee schedule is attached to these Minutes. A notice will be prepared and mailed out to every unit reminding them of the strata fee increase and payment schedule for the retroactive fees, as well as asking Owners to sign up to the new strata website.

Bylaws

All Bylaws approved will be registered with Land Titles, and updated on the website for Owners information. It was suggested that all Owners renting should provide their Tenants with a new copy of the Bylaws to ensure they are aware and abide by them.

C. Garbage Room

Because of the design of the building and the turning radius allowed for the bins, it is extremely difficult for the waste removal company to pick up the waste containers without causing damage to doors and walls. Damages have been noted on the walls, doors, fob control, and to the coating on the ramp has been damaged. Council has met with Emterra on more than one occasion and Emterra has effected some repairs; however, damages occur regularly.

Representatives of Council will arrange a meeting with the Commercial Section Council to discuss whether they would be amiable to sharing their garbage area with the Residential Owners to reduce further damages to the building. As well, it was reported that the larger waste container was changed out for a smaller one, which may result in fewer damages when the bin is pulled out.

Council directed the Property Manager to arrange for 2 or 3 competitive quotes for waste removal service.

D. Dryer Vent Cleaning

ServiceMaster Clean is scheduled for cleaning of the exterior and interior dryer vent ducts on December 7th between 8:30 am and 4:30 pm. A schedule was posted on the strata website and at the building. Owners are encouraged to provide access.

E. Common Area Cleanliness

It was confirmed that Linis Maintenance Services commenced services with Newport at West Beach as of mid-November. Overall, Council is please with the improvements since retaining the new janitorial company.

(6) CORRESPONDENCE

) AirBnB Complaint

Prior to the meeting and subsequent to the last meeting, Council reviewed via email communication noting an Owner who is advertising and renting their unit through VBO (Vacation By Owner). It was moved, seconded and **CARRIED** via email communication to direct the Manager to send a letter with a \$200 fine.



As of the meeting, Council again reviewed additional proof that the strata lot in question continues to advertise and rent out their unit. It was moved, seconded and **CARRIED** by Council to direct the Property Manager to send a bylaw fine letter advising the Owner that a fine in the amount of \$1,000 for non-compliance of the newly registered bylaw related to short-term rentals.

) **Garbage Placement**

Prior to the meeting, it was moved, seconded and **CARRIED** by Council to direct the Property Manager to levy a fine in the amount of \$200 against the Owners account for improper disposal of garbage. The Property Manager confirmed the letter was sent and the fine was levied.

) **Window Coverings**

Council reviewed communication from an Owner filing a complaint against another unit who is displaying a blanket/flag in the window of their unit, which is a violation of the Strata Corporation Bylaws. The Property Manager advised a bylaw infraction letter was sent to the unit Owner in question.

) **Pet Noise**

Council received email communication with respect to a unit wherein two dogs reside and bark causing a loss of quiet enjoyment. The Strata Council advised they would investigate the situation and provide the Property Manager with direction on the matter.

) **Parking Stall Uncleanliness**

Council received information and confirmed a leak from the back of a truck that was allowing liquid debris to drain from the back of the truck on to the floor affecting a couple of stalls. The Property Manager communicated with the Owner to have the matter resolved.

) **Pet Turf Box**

Council received email communication reporting a unit that has a turf box outside of their unit for their dog to defecate and urinate on. Council directed the Property Manager to send a letter to the unit in question advising the box may not be located on common or limited common property.

COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open. Owners are invited to write the Strata Council, via RE/MAX dWell Property Management, at 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or e-mail the Property Manager, Susan MacGregor at susan.macgregor@dwelldwellproperty.ca on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council for consideration.

(7) NEW BUSINESS

There were no new items of business put forward for discussion.

(8) NEXT MEETING

-) 1 of 6 – Council Meeting – December 5, 2018
-) 2 of 6 – Council Meeting – February 20, 2019
-) 3 of 6 – Council Meeting – TBD
-) 4 of 6 – Council Meeting – TBD



-) 5 of 6 – Council Meeting – TBD
-) 6 of 6 – Council Meeting – TBD
-) Annual General Meeting – TBD

(9) TERMINATION

As there was no further business, the meeting was terminated at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these Minutes as a permanent legal record of your Strata Corporation's business. Replacement of Minutes will be at the Owner's expense and not the Strata Corporation's.

STRATA PLAN EPS 3957 - Newport at West Beach
SCHEDULE OF STRATA FEES 2018/2018

Unit	Strata	Strata Lot	Residential	Strata Corp	Residential	Strata Corp	Total
#	Lot	Unit	Operating	Operating	CRF	CRF	Monthly
	#	Entitlement	Contribution	Contribution	Contribution	Contribution	Strata Fee
206-1150 Oxford St	8	112	\$ 105.50	\$ 234.46	\$ 10.37	\$ 23.52	\$ 373.84
205-1150 Oxford St	9	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
204-1150 Oxford St	10	146	\$ 137.52	\$ 305.63	\$ 13.51	\$ 30.66	\$ 487.33
203-1150 Oxford St	11	86	\$ 81.01	\$ 180.03	\$ 7.96	\$ 18.06	\$ 287.06
202-1150 Oxford St	12	117	\$ 110.21	\$ 244.92	\$ 10.83	\$ 24.57	\$ 390.53
201-1150 Oxford St	13	146	\$ 137.52	\$ 305.63	\$ 13.51	\$ 30.66	\$ 487.33
306-1150 Oxford St	14	136	\$ 128.10	\$ 284.70	\$ 12.59	\$ 28.56	\$ 453.95
305-1150 Oxford St	15	144	\$ 135.64	\$ 301.45	\$ 13.33	\$ 30.24	\$ 480.65
304-1150 Oxford St	16	173	\$ 162.96	\$ 362.15	\$ 16.01	\$ 36.33	\$ 577.45
303-1150 Oxford St	17	104	\$ 97.96	\$ 217.71	\$ 9.63	\$ 21.84	\$ 347.14
302-1150 Oxford St	18	138	\$ 129.99	\$ 288.89	\$ 12.77	\$ 28.98	\$ 460.63
301-1150 Oxford St	19	177	\$ 166.72	\$ 370.53	\$ 16.38	\$ 37.17	\$ 590.80
103-1160 Oxford St	20	151	\$ 142.23	\$ 316.10	\$ 13.98	\$ 31.71	\$ 504.02
102-1160 Oxford St	21	65	\$ 61.23	\$ 136.07	\$ 6.02	\$ 13.65	\$ 216.96
101-1160 Oxford St	22	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
107-1160 Oxford St	23	135	\$ 127.16	\$ 282.60	\$ 12.49	\$ 28.35	\$ 450.61
106-1160 Oxford St	24	70	\$ 65.94	\$ 146.54	\$ 6.48	\$ 14.70	\$ 233.65
105-1160 Oxford St	25	66	\$ 62.17	\$ 138.16	\$ 6.11	\$ 13.86	\$ 220.30
104-1160 Oxford St	26	141	\$ 132.81	\$ 295.17	\$ 13.05	\$ 29.61	\$ 470.64
204-1160 Oxford St	27	141	\$ 132.81	\$ 295.17	\$ 13.05	\$ 29.61	\$ 470.64
203-1160 Oxford St	28	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
202-1160 Oxford St	29	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
201-1160 Oxford St	30	140	\$ 131.87	\$ 293.07	\$ 12.96	\$ 29.40	\$ 467.30
207-1160 Oxford St	31	140	\$ 131.87	\$ 293.07	\$ 12.96	\$ 29.40	\$ 467.30
206-1160 Oxford St	32	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
205-1160 Oxford St	33	142	\$ 133.75	\$ 297.26	\$ 13.14	\$ 29.82	\$ 473.98
303-1160 Oxford St	34	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
302-1160 Oxford St	35	121	\$ 113.97	\$ 253.30	\$ 11.20	\$ 25.41	\$ 403.88
301-1160 Oxford St	36	127	\$ 119.63	\$ 265.86	\$ 11.75	\$ 26.67	\$ 423.91
308-1160 Oxford St	37	100	\$ 94.19	\$ 209.34	\$ 9.26	\$ 21.00	\$ 333.79
307-1160 Oxford St	38	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
306-1160 Oxford St	39	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
305-1160 Oxford St	40	97	\$ 91.37	\$ 203.06	\$ 8.98	\$ 20.37	\$ 323.77
304-1160 Oxford St	41	54	\$ 50.86	\$ 113.04	\$ 5.00	\$ 11.34	\$ 180.24
403-1160 Oxford St	42	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
402-1160 Oxford St	43	121	\$ 113.97	\$ 253.30	\$ 11.20	\$ 25.41	\$ 403.88
401-1160 Oxford St	44	127	\$ 119.63	\$ 265.86	\$ 11.75	\$ 26.67	\$ 423.91
408-1160 Oxford St	45	100	\$ 94.19	\$ 209.34	\$ 9.26	\$ 21.00	\$ 333.79
407-1160 Oxford St	46	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
406-1160 Oxford St	47	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
405-1160 Oxford St	48	97	\$ 91.37	\$ 203.06	\$ 8.98	\$ 20.37	\$ 323.77
404-1160 Oxford St	49	54	\$ 50.86	\$ 113.04	\$ 5.00	\$ 11.34	\$ 180.24
1-14820 Buena Vista Ave	50	175	\$ 164.84	\$ 366.34	\$ 16.20	\$ 36.75	\$ 584.13
2-14820 Buena Vista Ave	51	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
3-14820 Buena Vista Ave	52	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
4-14820 Buena Vista Ave	53	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
7-14820 Buena Vista Ave	54	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
17-14820 Buena Vista Ave	55	50	\$ 47.10	\$ 104.67	\$ 4.63	\$ 10.50	\$ 166.89
15-14820 Buena Vista Ave	56	49	\$ 46.15	\$ 102.58	\$ 4.54	\$ 10.29	\$ 163.56
12-14820 Buena Vista Ave	57	99	\$ 93.25	\$ 207.24	\$ 9.16	\$ 20.79	\$ 330.45
10-14820 Buena Vista Ave	58	51	\$ 48.04	\$ 106.76	\$ 4.72	\$ 10.71	\$ 170.23
8-14820 Buena Vista Ave	59	46	\$ 43.33	\$ 96.30	\$ 4.26	\$ 9.66	\$ 153.54
5-14820 Buena Vista Ave	60	110	\$ 103.61	\$ 230.27	\$ 10.18	\$ 23.10	\$ 367.17
6-14820 Buena Vista Ave	61	83	\$ 78.18	\$ 173.75	\$ 7.68	\$ 17.43	\$ 277.04
18-14820 Buena Vista Ave	62	125	\$ 117.74	\$ 261.67	\$ 11.57	\$ 26.25	\$ 417.23
16-14820 Buena Vista Ave	63	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
114-14820 Buena Vista Ave	64	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
13-14820 Buena Vista Ave	65	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
11-14820 Buena Vista Ave	66	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
9-14820 Buena Vista Ave	67	111	\$ 104.55	\$ 232.36	\$ 10.27	\$ 23.31	\$ 370.50
Totals		6668	\$ 6,280.83	\$ 13,958.59	\$ 617.15	\$ 1,400.31	\$ 22,256.89
Residential Specific							
Annual Strata Fees	\$ 75,370						
Annual CRF Contribution	\$ 7,406						
	\$ 82,776						
Strata Corporation Operating Budget							
Annual Strata Fees	184,585						
Annual CRF Contribution	18,517						
	203,102						
Residential To Strata Corporation Operating Budget							
Annual Strata Fees	167,503						
Annual CRF Contribution	16,804						
	184,307						
Total Residential and Commercial UE							
	7348						



COUNCIL MEETING MINUTES

Wednesday, December 5, 2018

EPS 3957 – Newport at West Beach
(Strata Corporation Section)



LOCATION

4:00 p.m.

Unit 205 – 5577 153A Street
Surrey, BC, V3S 5K7

STRATA COUNCIL 2018-2019

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Arlene Rode
Grant Byers

Commercial Representative

Jas Binpal

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ATTENDANCE:

Rick Davis

Sean Erdman

Arlene Rode

Grant Byers

Jerome Erdman

REGRETS:

Jas Binpal

Guest:

Douglas Rode, Strata Lot 37

Susan MacGregor, RE/MAX dWell Property Management

(1) CALL TO ORDER

There being a quorum present, the meeting was called to order at 4:05 pm.

After an information election, the following was determined.

Council Positions:

President

Sean Erdman

Vice President

Jerome Erdman

Treasurer

Rick Davis

Committee Leads:

Landscaping

Arlene Rode

Warranties

Grant Byers

Legal

Arlene Rode

Security/Fire Safety

Sean Erdman

(2) APPROVAL OF AGENDA

After a review of the Agenda and the addition of a couple of items, it was moved, seconded and CARRIED to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and CARRIED to approve the Minutes of the October 9th, 2018 Council Meeting as presented.



(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

At the recommendation of the Treasurer, it was moved, seconded and CARRIED to adopt the September 30th and October 31st, 2018 Financial Statements as prepared by Re/Max dWell. It was noted that the September year end resulted in a small deficit, which was addressed in the 2018-2019 proposed operating budget.

Since the transition to ReMax dWell, many Owners including the Developer, LLW, have not yet arranged to pay their strata fees, and thus the Strata Corporation has had difficulties paying invoices. Therefore, it was moved, seconded and CARRIED to authorization a temporary loan from the Contingency Reserve Fund in the amount of \$3,000.00 to make insurance payment as per the Strata Property Act. Repayment of the loan will be scheduled once collection of outstanding accounts is completed.

It was moved, seconded and CARRIED to authorize reimbursement to the Property Manager in the amount of \$39.20 for rental of the projector screen from Surdel Party Rentals for the Annual General Meeting.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of November 30th, 2018 reflected approximately \$9,200 outstanding. The Property Manager advised that letters were sent to every Owner in arrears with a copy of their ledger as well as follow up emails and calls are being made. Thus, several Owners have sent in their pre-authorization forms. The Property Manager will continue to monitor the accounts over the month of December to ensure collection of all accounts.

Council discussed the need to ensure payments are caught up by January 1st or fines, in accordance with the Bylaws, will be levied. Account reminders are sent to all owners in arrears monthly.

Owners are reminded strata fees are due and payable on the first day of each and every month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

OWNERS ARE REMINDED THAT ANY MONEY OWING AFTER THE DUE DATE WILL BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

As per the November AGM, the strata fees increased
and are retroactive as of October 1st, 2018.

The new strata fee amount as well as the retroactive amount is due as follows:

January 2019	new strata fee amount and October retroactive strata fee
February 2019	new strata fee amount and November retroactive strata fee
March 2019	new strata fee amount and December retroactive strata fee
April 2019	new strata fee amount

See Fee Schedule attached to these Minutes.



(5) BUSINESS ARISING

A. Status of Transition

Strata Website

The Strata website is functioning as intended and invitations have been sent to all Owners that Re/Max dWell has email addresses for. It was noted that approximately 22 email addresses are missing and approximately 12 have not yet responded to the website invitation.

It was moved, seconded and CARRIED to renew the Cross Roads strata website for a further 6 months at a cost of \$40 to ensure that all documentation is transferred over to the Re/Max dWell website.

B. Building Warranty and Related Items

Status of Warranty Claims to WBI/LLW

Over 50% of all warranty claims have been approved by WBI. The Warranty Liaison will review the rejected claims and determine which ones need to be prioritized. A response will be forwarded to WBI on behalf of the Strata Corporation. There is no expectation of 100% coverage. Council contacted Clark Wilson to discuss the Strata Corporation's options should it be necessary to take legal action against the Developer and/or the warranty company. Clark Wilson advised there would be no conflict should services be required and forwarded a Provision of Service letter. The letter will be maintained on file should it be required.

Letters from Owners granting Sylvien Mak, dWell's New Development Manager, the authority to act on their behalf related to the fireplace deficiency claim are being collected. If you have not signed and returned the authorization letter, please do so as soon as possible to Sylvien.mak@dwellproperty.ca in order that your interests related to the fireplace deficiency claim can be recorded.

Parkade Water Ingress

All parkade leak concrete injection repairs and painting was completed November 28th to 30th. Residents are requested to return to their originally assigned parking stalls.

C. Annual General Meeting

2018-2019 Operating Budget

The proposed budget passed with an increase in strata fees. Fees are retroactive as of October 1st. The fee schedule is attached to these Minutes. A notice will be prepared and mailed out to every unit reminding them of the strata fee increase and payment schedule for the retroactive fees, as well as asking Owners to sign up to the new strata website.

Bylaws

All Bylaws approved will be registered with Land Titles, and updated on the website for Owners information. It was suggested that all Owners renting should provide their Tenants with a new copy of the Bylaws to ensure they are aware and abide by them.

D. Parkade Ramp Damages

Because of the design of the building and the turning radius allowed for the bins, it is extremely difficult for the waste removal company to pick up the waste containers without causing damage to doors and walls. Damages have been noted on the walls, doors, fob control, and to the



coating on the ramp has been damaged. Council has met with Emterra on more than one occasion and Emterra has effected some repairs; however, damages occur regularly.

Council reviewed a letter from Emterra dated November 22nd in response to a meeting held on September 20th, wherein it was recommended that a “puck” test be conducted to determine if the ramp coating was installed correctly as this would speak to the damages that have occurred. In addition, they recommend the Residential Section consider an alternative location for the placement of the Residential bins. The Property Manager provided an estimate of \$1,200 - \$1,400 to conduct a puck test; however, it was agreed by Council that this would not be undertaken now.

Representatives of the Strata Corporation Council will arrange a meeting with the Commercial Section Council to discuss whether they would be amiable to sharing their garbage area with the Residential Owners to reduce further damages to the building. As well, it was reported that the larger waste container was changed out for a smaller one, which may result in fewer damages when the bin is pulled out.

Council directed the Property Manager to arrange for competitive quotations for waste removal service.

(6) CORRESPONDENCE

- **Alteration Request**

Council reviewed, via email communication, a request for alterations with all back up documentation for one of the Commercial units. It was moved, seconded and CARRIED to approve the request. The Property Manager sent an approval letter and Assumption of Liability form to the Owner for their execution and return.

COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open. Owners are invited to write the Strata Council, via RE/MAX dWell Property Management, at 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or e-mail the Property Manager, Susan MacGregor at susan.macgregor@dwellproperty.ca on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council for consideration.

(7) NEW BUSINESS

A. Contract Review

Council reviewed the Strata Corporation contracts as follows:

Janitorial

It was confirmed that Linis Maintenance Services commenced services with Newport at West Beach as of mid-November. Overall, Council is please with the improvements noted since retaining the new janitorial company.

Landscaping

Prior to the Annual General Meeting, the Strata Corporation entered a contract for landscaping services with Burhan Landscaping. As of the meeting date, Council received communication from Burhan Landscaping that they were terminating their services effective immediately. Council was disappointed to learn of the termination as they felt that Burhan had done a great job to date. The Property Manager is in the process of obtaining additional quotations.



Snow Removal

Red Cedar was unable to fulfil their obligation to Newport at West Beach for snow removal services; therefore, Council reviewed two new quotations for service. It was moved, seconded and CARRIED to approve the quotation from Atkinson Landscaping for snow removal services and that such services commence immediately.

The Strata Corporation is responsible for clearing and salting the sidewalks along Oxford, Buena Vista Avenue and Marine Drive, as well as the parkade ramp and the interior walkways.

Owners are responsible for clearing snow and salting individual patios and walkways/stairs leading to the front door of their unit.

Mechanical

Council reviewed a quotation for maintenance of the mechanical systems. It was moved, seconded and CARRIED to accept the proposal from Xpert Mechanical & JK Lillie Ltd for planned maintenance of the mechanical systems at a cost of \$590.00 plus GST per visit on a quarterly basis.

Council directed the Property Manager to arrange for the first service to commence mid-January.

E-Comm System

Council reviewed a quotation for annual testing and monitoring of the E-Comm system. It was moved, seconded and CARRIED to accept the proposal from Positronics In-Building Solutions for annual testing and monitoring of the E-Comm system at a cost of \$1,485.00 plus taxes.

B. Alterations

Council requested the Property Manager provide an update on all outstanding items related to alteration requests at the next meeting.

(8) NEXT MEETING

- 1 of 6 – Council Meeting – December 5, 2018
- 2 of 6 – Council Meeting – February 20, 2019
- 3 of 6 – Council Meeting – TBD
- 4 of 6 – Council Meeting – TBD
- 5 of 6 – Council Meeting – TBD
- 6 of 6 – Council Meeting – TBD
- Annual General Meeting – TBD

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:20 p.m.

ATTENTION – LEGAL RECORD

Please keep these Minutes as a permanent legal record of your Strata Corporation's business. Replacement of Minutes will be at the Owner's expense and not the Strata Corporation's.

STRATA PLAN EPS 3957 - Newport at West Beach
SCHEDULE OF STRATA FEES 2018/2018

Unit	Strata	Strata Lot	Residential	Strata Corp	Residential	Strata Corp	Total
#	Lot	Unit	Operating	Operating	CRF	CRF	Monthly
	#	Entitlement	Contribution	Contribution	Contribution	Contribution	Strata Fee
206-1150 Oxford St	8	112	\$ 105.50	\$ 234.46	\$ 10.37	\$ 23.52	\$ 373.84
205-1150 Oxford St	9	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
204-1150 Oxford St	10	146	\$ 137.52	\$ 305.63	\$ 13.51	\$ 30.66	\$ 487.33
203-1150 Oxford St	11	86	\$ 81.01	\$ 180.03	\$ 7.96	\$ 18.06	\$ 287.06
202-1150 Oxford St	12	117	\$ 110.21	\$ 244.92	\$ 10.83	\$ 24.57	\$ 390.53
201-1150 Oxford St	13	146	\$ 137.52	\$ 305.63	\$ 13.51	\$ 30.66	\$ 487.33
306-1150 Oxford St	14	136	\$ 128.10	\$ 284.70	\$ 12.59	\$ 28.56	\$ 453.95
305-1150 Oxford St	15	144	\$ 135.64	\$ 301.45	\$ 13.33	\$ 30.24	\$ 480.65
304-1150 Oxford St	16	173	\$ 162.96	\$ 362.15	\$ 16.01	\$ 36.33	\$ 577.45
303-1150 Oxford St	17	104	\$ 97.96	\$ 217.71	\$ 9.63	\$ 21.84	\$ 347.14
302-1150 Oxford St	18	138	\$ 129.99	\$ 288.89	\$ 12.77	\$ 28.98	\$ 460.63
301-1150 Oxford St	19	177	\$ 166.72	\$ 370.53	\$ 16.38	\$ 37.17	\$ 590.80
103-1160 Oxford St	20	151	\$ 142.23	\$ 316.10	\$ 13.98	\$ 31.71	\$ 504.02
102-1160 Oxford St	21	65	\$ 61.23	\$ 136.07	\$ 6.02	\$ 13.65	\$ 216.96
101-1160 Oxford St	22	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
107-1160 Oxford St	23	135	\$ 127.16	\$ 282.60	\$ 12.49	\$ 28.35	\$ 450.61
106-1160 Oxford St	24	70	\$ 65.94	\$ 146.54	\$ 6.48	\$ 14.70	\$ 233.65
105-1160 Oxford St	25	66	\$ 62.17	\$ 138.16	\$ 6.11	\$ 13.86	\$ 220.30
104-1160 Oxford St	26	141	\$ 132.81	\$ 295.17	\$ 13.05	\$ 29.61	\$ 470.64
204-1160 Oxford St	27	141	\$ 132.81	\$ 295.17	\$ 13.05	\$ 29.61	\$ 470.64
203-1160 Oxford St	28	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
202-1160 Oxford St	29	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
201-1160 Oxford St	30	140	\$ 131.87	\$ 293.07	\$ 12.96	\$ 29.40	\$ 467.30
207-1160 Oxford St	31	140	\$ 131.87	\$ 293.07	\$ 12.96	\$ 29.40	\$ 467.30
206-1160 Oxford St	32	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
205-1160 Oxford St	33	142	\$ 133.75	\$ 297.26	\$ 13.14	\$ 29.82	\$ 473.98
303-1160 Oxford St	34	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
302-1160 Oxford St	35	121	\$ 113.97	\$ 253.30	\$ 11.20	\$ 25.41	\$ 403.88
301-1160 Oxford St	36	127	\$ 119.63	\$ 265.86	\$ 11.75	\$ 26.67	\$ 423.91
308-1160 Oxford St	37	100	\$ 94.19	\$ 209.34	\$ 9.26	\$ 21.00	\$ 333.79
307-1160 Oxford St	38	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
306-1160 Oxford St	39	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
305-1160 Oxford St	40	97	\$ 91.37	\$ 203.06	\$ 8.98	\$ 20.37	\$ 323.77
304-1160 Oxford St	41	54	\$ 50.86	\$ 113.04	\$ 5.00	\$ 11.34	\$ 180.24
403-1160 Oxford St	42	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
402-1160 Oxford St	43	121	\$ 113.97	\$ 253.30	\$ 11.20	\$ 25.41	\$ 403.88
401-1160 Oxford St	44	127	\$ 119.63	\$ 265.86	\$ 11.75	\$ 26.67	\$ 423.91
408-1160 Oxford St	45	100	\$ 94.19	\$ 209.34	\$ 9.26	\$ 21.00	\$ 333.79
407-1160 Oxford St	46	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
406-1160 Oxford St	47	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
405-1160 Oxford St	48	97	\$ 91.37	\$ 203.06	\$ 8.98	\$ 20.37	\$ 323.77
404-1160 Oxford St	49	54	\$ 50.86	\$ 113.04	\$ 5.00	\$ 11.34	\$ 180.24
1-14820 Buena Vista Ave	50	175	\$ 164.84	\$ 366.34	\$ 16.20	\$ 36.75	\$ 584.13
2-14820 Buena Vista Ave	51	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
3-14820 Buena Vista Ave	52	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
4-14820 Buena Vista Ave	53	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
7-14820 Buena Vista Ave	54	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
17-14820 Buena Vista Ave	55	50	\$ 47.10	\$ 104.67	\$ 4.63	\$ 10.50	\$ 166.89
15-14820 Buena Vista Ave	56	49	\$ 46.15	\$ 102.58	\$ 4.54	\$ 10.29	\$ 163.56
12-14820 Buena Vista Ave	57	99	\$ 93.25	\$ 207.24	\$ 9.16	\$ 20.79	\$ 330.45
10-14820 Buena Vista Ave	58	51	\$ 48.04	\$ 106.76	\$ 4.72	\$ 10.71	\$ 170.23
8-14820 Buena Vista Ave	59	46	\$ 43.33	\$ 96.30	\$ 4.26	\$ 9.66	\$ 153.54
5-14820 Buena Vista Ave	60	110	\$ 103.61	\$ 230.27	\$ 10.18	\$ 23.10	\$ 367.17
6-14820 Buena Vista Ave	61	83	\$ 78.18	\$ 173.75	\$ 7.68	\$ 17.43	\$ 277.04
18-14820 Buena Vista Ave	62	125	\$ 117.74	\$ 261.67	\$ 11.57	\$ 26.25	\$ 417.23
16-14820 Buena Vista Ave	63	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
114-14820 Buena Vista Ave	64	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
13-14820 Buena Vista Ave	65	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
11-14820 Buena Vista Ave	66	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
9-14820 Buena Vista Ave	67	111	\$ 104.55	\$ 232.36	\$ 10.27	\$ 23.31	\$ 370.50
Totals		6668	\$ 6,280.83	\$ 13,958.59	\$ 617.15	\$ 1,400.31	\$ 22,256.89
Residential Specific							
Annual Strata Fees	\$ 75,370						
Annual CRF Contribution	\$ 7,406						
	\$ 82,776						
Strata Corporation Operating Budget							
Annual Strata Fees	184,585						
Annual CRF Contribution	18,517						
	203,102						
Residential To Strata Corporation Operating Budget							
Annual Strata Fees	167,503						
Annual CRF Contribution	16,804						
	184,307						
Total Residential and Commercial UE							
	7348						



Minutes of Annual General Meeting

January 7, 2019

**RE: Strata Corporation EPS3957 – Annual General Meeting Minutes
Strata Corporation Section**

Dear Owner(s),

We are the Property Managers for The Owners, Strata Plan **EPS3957, Newport at West Beach**.

Council sincerely thanks Owners for attending the AGM held on November 29th 2018. The Owners at the meeting approved a substantial increase to the operating budget, which was retroactive to October 1, 2018.

Enclosed you will find a copy of the meeting Minutes for the Strata Corporation Section, the 2018-2019 approved Operating Budget and Fee Schedule, as well as a copy of the newly approved Bylaws for the Strata Corporation.

The strata fee increase was effective October 1, 2018; the first month of the Strata Corporations fiscal year. Owners who pay strata fees by post-dated cheques, are asked to send a new series of cheques (postdated **October 1, 2018** to **September 1, 2019**, inclusive) payable to “**Strata Plan EPS3957**, to the Richmond office of RE/Max dWell Property Management (address below).

Owners who pay strata fees by way of Pre-Authorized Payment (PAP) agreement, RE/MAX dWell Property Management will automatically debit your account the correct amount beginning January 1, 2019. In order to collect the increased amount for October, November and December 2018, it was agreed that the retroactive amount for October – December would be automatically debited over three months (January – March).

If you are not set up to pay your strata fees via the pre-authorized debit program, please find attached the authorization form to be completed and forwarded to the AR@dwelldwellproperty.ca Should you have any questions, please contact the author below.

Warm Regards,

RE/MAX dWell Property Management
Agents for the Owners of **EPS3957**

Susan MacGregor
Property Manager
Email: susan.macgregor@dwelldwellproperty.ca
Direct: 604-248-3828

Strata Corporation Website

Sign-up to the Strata Corporation website today! Receive updates on new postings, access bylaws, minutes and much more!

Need help?

Contact clients@dwelldwellproperty.ca with your name, unit number, strata plan or address, and we will be happy to get you started.



ANNUAL GENERAL MEETING MINUTES STRATA PLAN EPS 3957 – Newport at West Beach STRATA CORPORATION “COMMON” SECTION

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

HELD: Thursday, November 29th, 2018 at 7:00 pm
Centennial Park Leisure Centre – 14600 North Bluff Road, White Rock, B.C.

PRESENT: Twenty-nine (29) Strata Lots Represented **27 Residential / 2 Commercial**
Sixteen (16) In Person
Thirteen (13) By Proxy

AGENTS: Susan MacGregor RE/MAX dWell Property Management
Ariet Barolo, RE/MAX dWell Property Management
Sylvien Mak, RE/MAX dWell Property Management

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Strata Corporation President, Rick Davis.

Mr. Davis welcomed the Owners present and introduced the Strata Council and Property Management Team. Owners were advised that the purpose of the meeting was to consider and adopt important bylaw resolutions and the 2018-2019 Operating Budget, as well as elect a new Strata Corporation Council. It was noted that it was necessary to get approval from both the Commercial Section and the Residential Section for any ¾ Vote Resolutions.

Mr. Gordon Taschuk, past Treasurer, was introduced to the Ownership as a guest. Mr. Taschuk announced to the Owners that he recently sold his unit but offered to attend the meeting to provide support to the Council given his past involvement as the Treasurer. There were no objections from the floor.

Mr. Davis, Strata Corporation President, was willing and able to Chair the meeting, there was no need to elect a Chair. The Strata Managers will assist in facilitating the meeting.



(2) QUORUM REPORT

All received proxies were verified and certified by Property Managers, Arlet Barolo and Susan MacGregor.

There are **67** Strata Corporation votes at **Newport at West Beach**. The Strata Property Act and Bylaws requires one-third of the Strata Corporation's votes (**23 votes**) to be eligible voters present in person or by proxy to constitute a quorum.

As **29 eligible voters** were represented at the time of call to order, the quorum was established and the meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE OF MEETING

AS the Notice of Meeting was mailed out to all Owners on title on or before November 8, 2018, it was **MOVED (S/L 50) and SECONDED (S/L 66)** that proper proof notice of meeting had been provided in accordance with the requirements of the Strata Property Act.

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(4) APPROVAL OF THE AGENDA

It was **MOVED (S/L 50) and SECONDED (S/L 19)** to approve the agenda of the Annual General Meeting as previously distributed.

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(5) APPROVAL OF GENERAL MEETING MINUTES

As there were no errors or omissions noted, it was **MOVED (S/L 50) and SECONDED (S/L 19)** to approve the previous General Meeting Minutes dated September 20, 2017 as previously distributed.

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(6) ANNUAL INSURANCE REPORT

The Strata Corporation Insurance agent is **BFL Insurance Services**. The current policy runs from **July 28, 2018 to July 28, 2019**. The building is valued at \$21,830,000 based on a third-party appraisal program for insurance purposes. Each owner received a copy of the Strata Corporation's Certificate of Insurance, which had been included in the agenda package. As of the meeting, the Strata Corporation has a **\$5,000** water damage deductible.

Council reported that they sought quotations from the three largest brokers and consulted with an independent broker to ensure they received the best coverage for the best pricing. The following information is beneficial to all Owners.

Private Insurance:

Owners should be sure to have a private insurance policy that covers any damage or insurance deductible



which is charged back to their strata lot in the event damage is caused to the building, another suite or their strata lot through the negligence, omission, act or error of the owner or his or her family or guests. There are exemptions to this where an Assumption of Liability has been signed.

Owners were also reminded that should they request and receive written permission from the Strata Corporation prior to altering their strata lot, all improvements and betterments must be insured by the home owner with their personal insurance to be covered. The Strata Corporation only insures what was original to the building at the time of development.

Strata Corporation Policy Deductible:

The Strata Corporation has a water damage deductible of **\$5,000**. If an owner's washing machine or dishwasher, or other item should overflow and cause damage, the Strata Corporation's insurance policy will not be executed until the damage is at least **\$5,000**. At that point, the strata will charge back the deductible to the owner's strata lot – this is what needs to be covered by an owner's private insurance policy. The Owner would be responsible to pay up to the first **\$5,000** of any damage claim caused by their strata lot.

The Strata Corporation's insurance will cover damage caused to an owner's suite or the common property should damage be caused through the failure of a strata system (i.e. fire sprinkler, water main, etc.). The Strata Corporation insurance policy does not cover personal possessions or upgrades to suites – the policy covers only the unit as it was built. Please use the following example to reference how the system works:

What Owners are Responsible for:

Owners are responsible for any damage that occurs due to the failure of fixtures or pipes located inside their suite – this includes (but is not limited to) dishwashers, washers, bathtubs, showers, toilets, sinks, garburators and all associated piping located within the suite to operate these appliances. The Strata Corporation is only responsible for piping that is located within the common walls. For example, the strata lot owner is responsible for washing machine piping that is located within their suite. All piping connected to the supply lines in a common wall is the responsibility of the owner. The piping located in the common area walls is the responsibility of the Strata Corporation.

The purpose of strata insurance is to insure the common asset – 'the building'. The Strata Corporation is not obligated to provide coverage for improvements or upgrades or for the negligent or accidental damage caused by owners.

All owners are covered by the insurance policy for accidents, but only above the amount of the policy insurance deductible. Therefore, it is recommended that owners consult their private insurance providers and secure coverage for:

-) Any strata policy deductible that may be charged back to the strata lot for damage caused by any item or person,
-) Any items (personal or otherwise), along with any upgrades to the unit that were not part of the original construction.

Owners who have questions about the strata insurance policy may contact the Property Manager for further clarification or contact **BFL Insurance Services** directly.



(7) CONSIDERATION OF ¾ VOTE #1 – Defer Obtaining the Depreciation Report

It was **MOVED (S/L 50) and SECONDED (S/L 30)** to adopt **¾ VOTE #1 – Defer Obtaining the Depreciation Report** as follows:

BE IT RESOLVED by a ¾ Vote Resolution:

That the Owners, Strata Plan EPS 3957 Strata Corporation Section – Newport at West Beach, at this general meeting held Thursday, November 29, 2018, approve to defer the requirement to commission a depreciation report which will be revisited at the 2019 Annual General Meeting (AGM).

END OF RESOLUTION

The President reviewed the rationale behind the proposed resolution and opened the floor to questions. Owners were advised that with Newport at West Beach being a relatively new building with continuing work on warranty claims; therefore, it was the Strata Council's recommendation that the Owners defer obtaining the Depreciation Report.

After a brief discussion with all questions being answered, there was a call for a vote of **¾ Vote Resolution #1** as presented by the **Residential Section**, with the result being:

27 In Favour, **0** Opposed, **0** Abstained

CARRIED

There was a call for a vote of **¾ Vote Resolution #1** as presented by the **Commercial Section**, with the result being:

2 In Favour, **0** Opposed, **0** Abstained

CARRIED

As ¾ Vote Resolution #1 CARRIED, there was no need to vote on Majority Vote Resolution #2 – Approve Depreciation Report Expenditure.

(8) MAJORITY VOTE CONSIDERATION OF 2018-2019 OPERATING BUDGET

Mr. Davis reviewed with the Owners present a detailed slide presentation outlining the expenses of the previous budget and the areas of increase required for the coming year. Discussion on the various contracts needed and the proposed funds to improve the quality of care of the building, put in place maintenance contracts after the first year "holiday" and other reasons at a reasonable cost. Council desires to ensure the long-term value of the Owners investments and to keep in line with the market strata fee rates. Currently, Newport is well under the market strata fee rate.

The Council opened the floor for budget related questions. Owners questioned the need for the substantial increase to the strata fees. Council advised the proposed budget will meet the needs of the Strata as well as ensure that funds are available to ensure the warranties are handled in the best interest of the ownership.

It was noted the average increase per Residential unit (both Strata and Residential) is \$180 per month. The average increase in strata fees for Commercial units is \$114 per month.



It was **MOVED (S/L 50) and SECONDED (S/L 30)** to adopt the **2018-2019** proposed Budget as presented.

After several questions were asked and answered and there being no further questions or comments, the **2018-2019** Proposed Corporation Budget was put to a Majority Vote of all the Owners represented with the result being:

27 In Favour, **2** Opposed, **0** Abstained

CARRIED

A copy of the approved budget and the schedule of maintenance fees are attached. The maintenance fees are effective **October 1, 2018**.

If you have been paying your strata fees via post-dated cheques, please remember that a new set of post-dated cheques should be mailed to RE/MAX Property Management Services (and made payable to "**STRATA PLAN EPS3957**"). If you are paying by pre-authorized debit plan ("PAD" - automatic debit from your chequing account), please note the increase amount in the Strata Fees will be applied to your account automatically. If you are not already paying your monthly maintenance fees by pre-authorized debit, and you wish to commence a pre-authorized plan, please contact the property manager, or download the PAD form from the website, complete and return it to RE/MAX per the instructions on the form.

Given the large increase, and that there were three months of retroactive fees, due, it was unanimously agreed by the Owners that the retroactive fees would be auto-debited over a period of three months beginning January 1, 2019.

New January fee amount along with the October retroactive amount; new February fee amount along with the November retroactive fee amount, and new March fee amount along with the December retroactive fee amount.

(9) CONSIDERATION OF ¾ VOTE #2 – BYLAW AMENDMENT - Marijuana

It was **MOVED (S/L 50) and SECONDED (S/L 30)** to adopt **¾ VOTE #2 – Bylaw Amendment - Marijuana** as follows:

WHEREAS:

- A. The federal government has made changes to the law which have legalized the production and consumption of marijuana;
- B. The owners wish to pass a bylaw which restricts the ability of owners, tenants and occupants (subject to obligations under the *Human Rights Code* to accommodate use for medical reasons) to grow, process and smoke marijuana;
- C. S.119(2) of the *Strata Property Act* permits the strata corporation to pass bylaws pertaining to the use of strata lots;
- D. S.128(3) of the *Strata Property Act* allows a mixed use strata corporation to amend its bylaws by way of a ¾ vote of the residential strata lots along with a ¾ vote of the non-residential strata lots in favour of the amendments;

THEREFORE BE IT RESOLVED BY WAY OF A ¾ VOTE OF THE RESIDENTIAL STRATA LOTS AND A ¾ VOTE OF THE NON-RESIDENTIAL STRATA LOTS THAT:



The following bylaw be enacted as Bylaw 8.1:

Marijuana

- (1) For the purposes of this bylaw, a reference to “marijuana” shall include “cannabis”.
- (2) Subject to (3) below, the smoking, vaping, cultivation, alteration and processing of marijuana is prohibited within a strata lot and on the common and limited common property.
- (3) An owner, tenant or occupant with a valid and current registration certificate issued under the *Cannabis Regulations* (a “Certificate”) will be permitted (to the extent allowed bylaw) to:
 - (a) Smoke or vape marijuana in a strata lot only (excluding any balconies, decks or patios which may form part of the strata lot) provided that a medical doctor prescribes smoking or vaping as the only means by which it can be consumed;
 - (b) cultivate marijuana in a strata lot for their own use; or
 - (c) alter or process marijuana within a strata lot for their own use.
- (4) An owner, tenant, or occupant with a Certificate who smokes or vapes marijuana as permitted by (3)(a) within a strata lot must not permit the smoke or odour to escape the strata lot such that it can be smelled by another resident.
- (5) An owner, tenant or occupant with a Certificate who cultivates marijuana or alters the form of marijuana within a strata lot must not permit any fumes or odours created by doing so to escape the strata lot such that it can be smelled by another resident.
- (6) An owner, tenant, occupant or visitor with a Certificate who undertakes any of the activities described in this bylaw, or any other activities related to medical marijuana must:
 - (a) prior to undertaking such activity, provide a copy of their Certificate to the strata corporation;
 - (b) comply with all relevant federal, provincial, and municipal statutes, regulations, bylaws, and rules regarding the production and processing of marijuana;
 - (c) allow the strata corporation access to their strata lot in accordance with the strata corporation’s bylaws to ensure compliance with such laws;
 - (d) prior to installing any equipment related to the cultivation of marijuana for medical purposes, obtain approval from the strata corporation with respect to the proposed location and method of installation. While the strata corporation may not unreasonably withhold approval, it may require, as part of granting approval, that such things to be done and such steps to be taken as may be necessary to protect the building and limit the impact of the effects of the cultivation on other residents;
 - (e) not alter or process marijuana by a method or in a manner which is unsafe and poses an unreasonable risk to the building(s) including by the use of an organic solvent.
- (7) A non-residential strata lot must not be used for the growing, processing.

END OF RESOLUTION

The President advised that there was a portion of subsection (7) missing from the proposed bylaw and recommended an amendment to correct the bylaw.

It was **MOVED (S/L 50) and SECONDED (S/L 30)** to amend **¾ VOTE #2** as follows:



Marijuana

- (1) For the purposes of this bylaw, a reference to “marijuana” shall include “cannabis”.
- (2) Subject to (3) below, the smoking, vaping, cultivation, alteration and processing of marijuana is prohibited within a strata lot and on the common and limited common property.
- (3) An owner, tenant or occupant with a valid and current registration certificate issued under the *Cannabis Regulations* (a “Certificate”) will be permitted (to the extent allowed bylaw) to:
 - (a) Smoke or vape marijuana in a strata lot only (excluding any balconies, decks or patios which may form part of the strata lot) provided that a medical doctor prescribes smoking or vaping as the only means by which it can be consumed;
 - (b) cultivate marijuana in a strata lot for their own use; or
 - (c) alter or process marijuana within a strata lot for their own use.
- (4) An owner, tenant, or occupant with a Certificate who smokes or vapes marijuana as permitted by (3)(a) within a strata lot must not permit the smoke or odour to escape the strata lot such that it can be smelled by another resident.
- (5) An owner, tenant or occupant with a Certificate who cultivates marijuana or alters the form of marijuana within a strata lot must not permit any fumes or odours created by doing so to escape the strata lot such that it can be smelled by another resident.
- (6) An owner, tenant, occupant or visitor with a Certificate who undertakes any of the activities described in this bylaw, or any other activities related to medical marijuana must:
 - (a) prior to undertaking such activity, provide a copy of their Certificate to the strata corporation;
 - (b) comply with all relevant federal, provincial, and municipal statutes, regulations, bylaws, and rules regarding the production and processing of marijuana;
 - (c) allow the strata corporation access to their strata lot in accordance with the strata corporation’s bylaws to ensure compliance with such laws;
 - (d) prior to installing any equipment related to the cultivation of marijuana for medical purposes, obtain approval from the strata corporation with respect to the proposed location and method of installation. While the strata corporation may not unreasonably withhold approval, it may require, as part of granting approval, that such things to be done and such steps to be taken as may be necessary to protect the building and limit the impact of the effects of the cultivation on other residents;
 - (e) not alter or process marijuana by a method or in a manner which is unsafe and poses an unreasonable risk to the building(s) including by the use of an organic solvent.
- (7) A non-residential strata lot must not be used for the growing, processing **or retail sales of marijuana or related products**.

There was a call for a vote of the proposed amendment by the **Residential Section** with the result being:

26 In Favour, **1** Opposed, **0** Abstained

AMENDMENT CARRIED

There was a call for a vote of the proposed amendment by the **Commercial Section** with the result being:

2 In Favour, **0** Opposed, **0** Abstained

AMENDMENT CARRIED



Mr. Davis thanked Owners for approving the amendment to ensure that the Resolution was correctly represented, and further reviewed the rationale behind the proposed bylaw amendment. The floor was opened to questions.

After a brief discussion with all questions being answered, there was a call for a vote of the amended $\frac{3}{4}$ **Vote Resolution #2** by the **Residential Section** with the result being:

26 In Favour, **1** Opposed, **0** Abstained

CARRIED

As there were no further questions, there was a call for a vote of the amended $\frac{3}{4}$ **Vote Resolution #2** by the **Commercial Section** with the result being:

2 In Favour, **0** Opposed, **0** Abstained

CARRIED

(10) CONSIDERATION OF $\frac{3}{4}$ VOTE #3 – Bylaw Amendment – No Smoking

It was **MOVED (S/L 50) and SECONDED (S/L 8)** to adopt $\frac{3}{4}$ **VOTE #3 – Bylaw Amendment – No Smoking** as follows:

WHEREAS:

- A. The owners wish to pass a bylaw which prohibits smoking on the common and limited common property and in strata lots;
- B. S.119(2) of the Strata Property Act permits the strata corporation to pass bylaws pertaining to the use of the common property and the use of strata lots;
- C. S.128(3) of the Strata Property Act allows a mixed use strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote of the residential strata lots along with a $\frac{3}{4}$ vote of the non-residential strata lots in favour of the amendments;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL STRATA LOTS AND A $\frac{3}{4}$ VOTE OF THE NON-RESIDENTIAL STRATA LOTS THAT:

The following bylaw be enacted as Bylaw 8(5):

- (1) An owner, tenant, occupant or visitor must not smoke tobacco, marijuana (except as permitted by Bylaw 87(3)(a)) or any similar organic substance nor use an e-cigarette or other vaporiser:
 - (a) on the interior common property, such as, but not limited to hallways, lobbies, stairwells, elevators, storage rooms, common room(s) and the parking garage(s);
 - (b) on the limited common property, including balconies, decks, and patios;
 - (c) on the exterior common property within 6 meters of a door, window or air intake; and
 - (d) in a strata lot;

END OF RESOLUTION



The President reviewed the rationale behind the proposed resolution and opened the floor to questions.

After a detailed discussion with all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #3** as presented by the **Residential Section**, with the result being:

25 In Favour, **2** Opposed, **0** Abstained

CARRIED

Prior to the call for a $\frac{3}{4}$ Vote of the Commercial Section, further discussion ensued, and in the form of a Gentlemen's agreement, it was **MOVED (S/L 50 and SECONDED (S/L 5)** that the vote would be deferred and the Commercial Section would vote as Abstaining instead of Opposing until a legal opinion could be obtained to get clarification around the City of White Rock's smoking bylaws and how that relates to commercial and residential homes.

There was a call for a vote of $\frac{3}{4}$ **Vote Resolution #3** as presented by the **Commercial Section**, with the result being:

0 In Favour, **0** Opposed, **2** Abstained

DEFERRED TO LEGAL

Subsequent to the meeting, Council sought a legal opinion related regarding the above. The response from the Strata's legal counsel reflected that without both Sections voting in favour of a $\frac{3}{4}$ Vote Resolution, the Resolution did not pass and that the City of White Rock's bylaw that smoking within 7.5 metres of any door, window or air vent, would be enforceable by the City; however, smoking within a strata lot is governed by the Strata Corporation Bylaws.

$\frac{3}{4}$ **Vote Resolution – Bylaw Amendment – No Smoking**

DEFEATED

(11) CONSIDERATION OF $\frac{3}{4}$ VOTE #4 – Bylaw Amendment – A/C and Heat Pumps

It was **MOVED (S/L 50) and SECONDED (S/L 66)** to adopt $\frac{3}{4}$ **VOTE #4 – Bylaw Amendment – A/C & Heat Pumps** as follows:

WHEREAS:

- A. The owners wish to pass a bylaw which regulates the installation of air conditioners, including heat pumps;
- B. S.119(2) of the Strata Property Act permits the strata corporation to pass bylaws pertaining to the common property;
- C. S.128(3) of the Strata Property Act allows a mixed use strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote of the residential strata lots along with a $\frac{3}{4}$ vote of the non-residential strata lots in favour of the amendments;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL STRATA LOTS AND A $\frac{3}{4}$ VOTE OF THE NON-RESIDENTIAL STRATA LOTS THAT:



The following bylaw be enacted as Bylaw 8(4):

Air Conditioning and Heat Pumps

- (4) An owner is prohibited from installing an external air conditioning unit, appliance or heat pump or penetrating the building envelope for the purpose of installing an internal air conditioner.

END OF RESOLUTION

The President reviewed the rationale behind the proposed resolution and opened the floor to questions.

After a brief discussion with all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #4** as presented by the **Residential Section**, with the result being:

26 In Favour, **1** Opposed, **0** Abstained

CARRIED

There was a call for a vote of $\frac{3}{4}$ **Vote Resolution #4** as presented by the **Commercial Section**, with the result being:

2 In Favour, **0** Opposed, **0** Abstained

CARRIED

(12) CONSIDERATION OF $\frac{3}{4}$ VOTE #5 – Bylaw Amendment – Repeal and Replace Bylaws

It was **MOVED (S/L 50) and SECONDED (S/L 66)** to adopt $\frac{3}{4}$ **VOTE #5 – Bylaw Amendment – Repeal and Replace Bylaws** as follows:

WHEREAS pursuant to s. 128 of the **Strata Property Act**, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws:

AND WHEREAS pursuant to s. 119 (2) of the Act, the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and administration of the strata corporation;

THEREFORE BE IT RESOLVE BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL STRATA LOTS AND A $\frac{3}{4}$ VOTE OF THE NON-RESIDENTIAL STRATA LOTS THAT:

the bylaws of the Strata Corporation be amended by repealing all of the registered bylaws and replacing them repealed bylaws with the bylaws attached hereto as Schedule A.

END OF RESOLUTION

The President advised Owners that the purpose of the repeal and replace was to make administrative and re-numbering changes to the bylaws with very little changes to the actual content of the bylaws except for the prohibition of drycleaners, meat processing and fish market businesses.

Owners were asked if it was necessary to review every proposed change, and it was agreed that it was not.

After a brief discussion on the proposed changes and with all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #5** as presented by the **Residential Section**, with the result being:



26 In Favour, **1** Opposed, **0** Abstained

CARRIED

There was a call for a vote of $\frac{3}{4}$ **Vote Resolution #5** as presented by the **Commercial Section**, with the result being:

2 In Favour, **0** Opposed, **0** Abstained

CARRIED

***** Please note that the numbering of the bylaws has been changed in some cases to incorporate those bylaws approved and those not approved.**

(13) UPDATE ON COMMON WARRANTY CLAIMS

Grant Byers and Sylvien Mak of Re\Max Dwell presented a snapshot of where the Strata is at with respect to the common areas warranty claims. RDH Building Science was retained to complete a comprehensive building enclosure review, which was submitted early 2018 with the final report completed and accepted by Strata Council August of 2018. Some of the deficiencies included but not limited to water ingress in the parkade, fall hazards, inadequate venting, water discharge into the open atrium area to the ground from level 3 to 1 of the 1160 building, etc.

230 claims were submitted to WBI of which over 60% have been accepted. The Strata Council feels that having this percentage accepted is a win when it comes to deficiencies. The Council are already planning on reviewing and prioritizing the rejected claims with the intention of negotiating with and hiring specialists as required to address the claims that were not accepted.

Owners were reminded to sign off on the Fireplace Authorization Forms and return them to Sylvien Mak at Re\Max Dwell so that she can assist Owners on the matter of excessive heat building up during normal operation of the fireplaces. As information comes available, Council will update via the website or written documentation.

Owners thanked Mr. Byers and Ms. Mak for the update.

(14) ELECTION OF 2018-2019 STRATA CORPORATION COUNCIL

The Property Manager, on behalf of the Owners, thanked the Council for their service over the past year. The Owners present responded with a round of applause as a show of appreciation for these volunteer roles. All Council Members then resigned their positions, as per the Strata Property Act.

It was noted that a minimum of three and a maximum of seven Owners may serve on Council and that anyone serving is required to be an Owner on Title. Owners were advised that one position on Council is reserved for a Commercial representative, and that all the past Council were willing to stand for re-election for a further year. The floor was then opened for nominations and/or volunteers. The following owners were nominated for Council:

Rick Davis (Residential)
Sean Erdman (Residential)
Jas Binpal (Commercial)

Grant Byers (Residential)
Arlene Rode (Residential)
Jerome Erdman (Residential)



As no further nominations or volunteers were received after 3 successive occasions, it was **MOVED (S/L 45) and SECONDED (S/L 19)** to accept the following Owners as nominated or volunteered to be elected as the **2018-2019** Strata Council.

UNANIMOUSLY CARRIED

(15) NEW BUSINESS & GENERAL DISCUSSION

Committee Formation

Council reviewed with the Owners the need to have volunteers from the Ownership for the various Committees as follows: Landscaping, Legal, Operations, Warranty Claims, Security, etc.

Several Owners expressed an interest in assisting Council as a Committee member and were advised to either contact a Council member or the Property Manager to put forward their names.

(16) TERMINATION OF THE MEETING

There being no further business, the meeting was terminated at 8:30 p.m.

Residential Owners were asked to remain for the Residential Section Annual General Meeting and sign in again. The Commercial Owners were thanked for attending the meeting.

All comments, concerns and suggestions for the Strata Council or management can be delivered via mail / emailed to:

**RE/MAX Dwell Property Management
Suite 270 – 4311 Viking Way
Richmond, BC V6V 2K9**

**Attention: Susan MacGregor
Phone: (604) 604-248-3828
Email: susan.macgregor@dwelldproperty.ca**

www.dwelldproperty.com

**FOR AFTER HOURS EMERGENCIES CALL
604-821-2999 *5**

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your Strata Corporation's business. Replacement of minutes will be at the owner's expense and not the Strata Corporation's.

STRATA PLAN EPS 3957
2018/2019 - OPERATING BUDGET

	Strata Corporation Section 2017/2018 Budget	Strata Corporation Section 2017/2018 Actuals	Strata Corporation Section 2018/2019 Budget
REVENUE			
Strata Fees	\$ 100,517	\$ 100,623	\$ 203,102
Other Income	-	3,141	1,300
TOTAL REVENUE	\$ 100,517	\$ 103,765	\$ 204,402

OPERATING EXPENSES

ADMINISTRATIVE EXPENSES

Property Management	8,030	8,457	13,200
Bank Charges	120	122	575
Sundry, Postage & Copies	500	824	750
Professional-Audit & Tax	80	99	1,845
Professional-Legal & Engineering	10,000	15,807	22,000
Insurance	45,000	41,704	48,000
Telephone			1,510
TOTAL ADMIN. EXPENSES	63,730	67,013	87,880

UTILITIES

Utilities - Electricity	10,000	20,286	21,500
Utilities - Water, Sewage and Nat Gas	10,000	-	-
TOTAL UTILITIES	20,000	20,286	21,500

BUILDING MAINTENANCE

Garbage Disposal & Recycling	-	-	-
Janitorial Services	1,200	1,472	20,000
General Repairs & Maintenance	2,000	910	3,000
Elevator Maintenance	-	-	-
Mechanical Repairs & Maintenance	500	-	6,000
Parkade Maintenance	800	480	4,925
Fire and Security	5,000	7,324	7,780
Building Maintenance and Improvements	-	-	5,189
Window Cleaning	2,000	-	6,100
Pest Control	500	-	5,000
TOTAL BUILDING MAINTENANCE	12,000	10,185	57,994

GROUNDS MAINTENANCE

Landscaping Service Contract	-	2,205	11,000
Landscape Improvements & Irrigation	-	-	2,800
Snow Removal	-		4,000
TOTAL GROUNDS & GARDENS	-	2,205	17,800

TOTAL OPERATING EXPENSES	\$ 95,730	\$ 99,689	\$ 185,174
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Transfer to Contingency Fund	\$ 4,787	\$ 4,787	\$ 18,517
Recovery of 2017/2018 Deficit		\$	711
NET SURPLUS (DEFICIT)	\$ -	(711)	\$ -

STRATA PLAN EPS 3957 - Newport at West Beach
SCHEDULE OF STRATA FEES 2018/2018

	Unit	Strata	Strata Lot	Strata Corp	Strata Corp	Total Monthly
	#	Lot	Unit	Operating	CRF	Strata Corp Section
		#	Entitlement	Contribution	Contribution	Strata Fee
	206-1150 Oxford St	8	112	\$ 234.46	\$ 23.52	\$ 257.98
	205-1150 Oxford St	9	109	\$ 228.18	\$ 22.89	\$ 251.07
	204-1150 Oxford St	10	146	\$ 305.63	\$ 30.66	\$ 336.29
	203-1150 Oxford St	11	86	\$ 180.03	\$ 18.06	\$ 198.09
	202-1150 Oxford St	12	117	\$ 244.92	\$ 24.57	\$ 269.49
	201-1150 Oxford St	13	146	\$ 305.63	\$ 30.66	\$ 336.29
	306-1150 Oxford St	14	136	\$ 284.70	\$ 28.56	\$ 313.26
	305-1150 Oxford St	15	144	\$ 301.45	\$ 30.24	\$ 331.69
	304-1150 Oxford St	16	173	\$ 362.15	\$ 36.33	\$ 398.48
	303-1150 Oxford St	17	104	\$ 217.71	\$ 21.84	\$ 239.55
	302-1150 Oxford St	18	138	\$ 288.89	\$ 28.98	\$ 317.87
	301-1150 Oxford St	19	177	\$ 370.53	\$ 37.17	\$ 407.70
	103-1160 Oxford St	20	151	\$ 316.10	\$ 31.71	\$ 347.81
	102-1160 Oxford St	21	65	\$ 136.07	\$ 13.65	\$ 149.72
	101-1160 Oxford St	22	132	\$ 276.32	\$ 27.72	\$ 304.05
	107-1160 Oxford St	23	135	\$ 282.60	\$ 28.35	\$ 310.96
	106-1160 Oxford St	24	70	\$ 146.54	\$ 14.70	\$ 161.24
	105-1160 Oxford St	25	66	\$ 138.16	\$ 13.86	\$ 152.02
	104-1160 Oxford St	26	141	\$ 295.17	\$ 29.61	\$ 324.78
	204-1160 Oxford St	27	141	\$ 295.17	\$ 29.61	\$ 324.78
	203-1160 Oxford St	28	67	\$ 140.26	\$ 14.07	\$ 154.33
	202-1160 Oxford St	29	67	\$ 140.26	\$ 14.07	\$ 154.33
	201-1160 Oxford St	30	140	\$ 293.07	\$ 29.40	\$ 322.47
	207-1160 Oxford St	31	140	\$ 293.07	\$ 29.40	\$ 322.47
	206-1160 Oxford St	32	67	\$ 140.26	\$ 14.07	\$ 154.33
	205-1160 Oxford St	33	142	\$ 297.26	\$ 29.82	\$ 327.08
	303-1160 Oxford St	34	132	\$ 276.32	\$ 27.72	\$ 304.05
	302-1160 Oxford St	35	121	\$ 253.30	\$ 25.41	\$ 278.71
	301-1160 Oxford St	36	127	\$ 265.86	\$ 26.67	\$ 292.53
	308-1160 Oxford St	37	100	\$ 209.34	\$ 21.00	\$ 230.34
	307-1160 Oxford St	38	91	\$ 190.50	\$ 19.11	\$ 209.61
	306-1160 Oxford St	39	91	\$ 190.50	\$ 19.11	\$ 209.61
	305-1160 Oxford St	40	97	\$ 203.06	\$ 20.37	\$ 223.43
	304-1160 Oxford St	41	54	\$ 113.04	\$ 11.34	\$ 124.38
	403-1160 Oxford St	42	132	\$ 276.32	\$ 27.72	\$ 304.05
	402-1160 Oxford St	43	121	\$ 253.30	\$ 25.41	\$ 278.71
	401-1160 Oxford St	44	127	\$ 265.86	\$ 26.67	\$ 292.53
	408-1160 Oxford St	45	100	\$ 209.34	\$ 21.00	\$ 230.34
	407-1160 Oxford St	46	91	\$ 190.50	\$ 19.11	\$ 209.61
	406-1160 Oxford St	47	91	\$ 190.50	\$ 19.11	\$ 209.61
	405-1160 Oxford St	48	97	\$ 203.06	\$ 20.37	\$ 223.43
	404-1160 Oxford St	49	54	\$ 113.04	\$ 11.34	\$ 124.38
	1-14820 Buena Vista Ave	50	175	\$ 366.34	\$ 36.75	\$ 403.09
	2-14820 Buena Vista Ave	51	168	\$ 351.69	\$ 35.28	\$ 386.97
	3-14820 Buena Vista Ave	52	168	\$ 351.69	\$ 35.28	\$ 386.97
	4-14820 Buena Vista Ave	53	168	\$ 351.69	\$ 35.28	\$ 386.97
	7-14820 Buena Vista Ave	54	91	\$ 190.50	\$ 19.11	\$ 209.61
	17-14820 Buena Vista Ave	55	50	\$ 104.67	\$ 10.50	\$ 115.17
	15-14820 Buena Vista Ave	56	49	\$ 102.58	\$ 10.29	\$ 112.87
	12-14820 Buena Vista Ave	57	99	\$ 207.24	\$ 20.79	\$ 228.03
	10-14820 Buena Vista Ave	58	51	\$ 106.76	\$ 10.71	\$ 117.47
	8-14820 Buena Vista Ave	59	46	\$ 96.30	\$ 9.66	\$ 105.96
	5-14820 Buena Vista Ave	60	110	\$ 230.27	\$ 23.10	\$ 253.37
	6-14820 Buena Vista Ave	61	83	\$ 173.75	\$ 17.43	\$ 191.18
	18-14820 Buena Vista Ave	62	125	\$ 261.67	\$ 26.25	\$ 287.92
	16-14820 Buena Vista Ave	63	109	\$ 228.18	\$ 22.89	\$ 251.07
	114-14820 Buena Vista Ave	64	109	\$ 228.18	\$ 22.89	\$ 251.07
	13-14820 Buena Vista Ave	65	109	\$ 228.18	\$ 22.89	\$ 251.07
	11-14820 Buena Vista Ave	66	109	\$ 228.18	\$ 22.89	\$ 251.07
	9-14820 Buena Vista Ave	67	111	\$ 232.36	\$ 23.31	\$ 255.67
	Totals		6668	\$ 13,958.59	\$ 1,400.31	\$ 15,358.90

STRATA PLAN EPS 3957 - Newport at West Beach
SCHEDULE OF STRATA FEES 2018/2018

	Unit	Strata	Strata Lot	CRU to	CRU to	Total Monthly
	#	Lot	Unit	Strata Corp	Strata Corp CRF	Strata Corp Section
		#	Entitlement	Operating	Contribution	Strata Fee
Commercial						
	CRU 1-1130 Oxford St	1	120	\$ 251.20	\$ 25.20	\$ 276.41
	CRU 2-1120 Oxford St	2	127	\$ 265.86	\$ 26.67	\$ 292.53
	CRU 3-14807 Marine Dr	3	113	\$ 236.55	\$ 23.73	\$ 260.28
	CRU 4-14811 Marine Dr	4	60	\$ 125.60	\$ 12.60	\$ 138.20
	CRU 5-14815 Marine Dr	5	66	\$ 138.16	\$ 13.86	\$ 152.02
	CRU 6-14819 Marine Dr	6	98	\$ 205.15	\$ 20.58	\$ 225.73
	CRU 7-14823 Marine Dr	7	96	\$ 200.96	\$ 20.16	\$ 221.12
			680			
	Totals		7348	\$ 1,423.49	\$ 142.80	\$ 1,566.30
			Annually	\$184,585.00	\$ 18,517.40	
Strata Corporation Operating Budget						
	Annual Strata Fees	184,585				
	Annual CRF Contribution	18,517				
		203,102				
Residential To Strata Corporation Operating Budget						
	Annual Strata Fees	167,503				
	Annual CRF Contribution	16,804				
		184,307				
Commercial To Strata Corporation Operating Budget						
	Annual Strata Fees	17,082				
	Annual CRF Contribution	1,714				
		18,796				
	Total Residential and Commercial UE	7348				

Instructions: Fill in all fields then print form and sign. Return signed form, along with a void cheque, to dWell via mail, fax or email.

Authority to Debit Account: I/We hereby authorize RE/MAX dWell Property Management (dWell) on behalf of my/our Strata Corporation and Vancity Savings Credit Union to debit my/our account, on the first of each month, my recurring strata fees and any authorized charges (parking and lockers etc.) as approved by the strata corporation from time to time.

I/We hereby authorize dWell to increase or decrease my monthly debit as required to reflect my/our monthly strata fees as established by the Strata Corporation from time to time, including any one-time retroactive strata fee adjustments as approved by the Strata Corporation from time to time.

Cancellation of Agreement: This authority shall continue until dWell has received written notification from me/us of its change or termination at least ten (10) business days prior to the next scheduled debit date. I/We may obtain a PAD cancellation form from www.dwellproperty.ca. I/We may also obtain a sample PAD cancellation form, or further information on my/our right to cancel a PAD Agreement, at my financial institution or by visiting www.cdnpay.ca.

Assignment of PAD Agreement: dWell may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

Recourse/Reimbursement Statement: I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on my/our recourse rights, I/We may contact my/our financial institution or visit www.cdnpay.ca.

Payor Account and Contact Information: I/We undertake to provide written notice to dWell of any change in the account or address information provided in this authorization as soon as the change occurs. I understand that account information changes must be received by dWell at least ten (10) business days prior to the next scheduled debit date in order to avoid the possibility that my debit is returned by my financial institution.

Delivery: I/We acknowledge that delivery of this authorization to dWell constitutes delivery by me to the above financial institution. I/We acknowledge receipt of a copy of this authorization.

My Information (Please print clearly)

Strata Plan: Strata Lot: Civic Address: -
(unit #) (street address)

Name of Strata Lot Owner(s)

Phone: (Res.) (Bus.) (Mobile)

Commencement Date of this PAD Agreement: 1st of Every Month Commencing (YYYY-MM-DD):

Type of Use (please check one): ☐ Personal ☐ Business

Payment Type: ☐ Strata Fee ☐ Parking (if applicable) ☐ Locker (if applicable) ☐ other (please specify)

Bank Account Information

Please affix a **VOID CHEQUE**
or

You may also attach a bank account document completed/verified by your financial institution.

I/We warrant that all persons whose signatures are required to sign on the account have signed this PAD Agreement below.

x

Signature of Account Holder

Name (Please Print)

Date(YYYY-MM-DD):

x

Signature of Joint Account Holder (if appropriate)

Name (Please Print)

Date(YYYY-MM-DD):

Please submit completed PAD Agreement by mail or fax: (604) 821.1822 or email: ar@dwellproperty.ca



BYLAWS – EPS3957

NEWPORT AT WEST BEACH

PART 1 – Separate Sections

1. Commercial section

The owners of all non-residential strata lots 1 to 7 will form a separate section within the strata corporation consisting of all the non-residential strata lots in the strata plan and bearing the name “Section 1 of The Owners, Strata Plan _EPS3957c_” (the “Commercial Section”).

2. Residential section

The owners of all residential strata lots 8 to 67 will form a separate section within the strata corporation consisting of all the residential strata lots in the strata plan and bearing the name “Section 2 of The Owners, Strata Plan _EPS3957r_” (the “Residential Section”).

3. Administration of sections

- (1) The Residential Section must elect an executive in the manner described in Part 7 of these Bylaws.
- (2) The Commercial Section must elect an executive in the manner described in Part 8 of these Bylaws.
- (3) With respect to matters that relate solely to a separate section, each section is a corporation and has the same powers and duties as the strata corporation to enter into contracts in the name of such section, and to enforce bylaws and rules.
- (4) Each section may make rules governing the use, safety and condition of the limited common property designated for the exclusive use of such section.
- (5) Each of the Commercial Section and the Residential Section may obtain insurance only:
 - (a) against perils that are not insured by the strata corporation; or

- (b) for amounts that are in excess of amounts that are insured by the strata corporation.

These bylaws contain a restriction on pets which limits each strata lot owner to have two pets (either dogs or cats).

Each section has the same insurable interest as the strata corporation has in property contained within such section.

4. Payment and collection of section fees

- (1) Each of the Commercial Section and the Residential Section are entitled to establish its own operating fund and contingency reserve fund for common expenses of the section, including expenses relating to the limited common property designated for the exclusive use of all of the strata lots in such section.
- (2) The executive of each section will prepare an annual budget of section expenses which is to be included as part of the annual budget prepared by the strata corporation for approval at annual general meetings. The strata fees payable by the owners to the strata corporation and to the owner's separate section will be billed separately.
- (3) Only authorized signatories for each of the Commercial Section and the Residential Section will be entitled to withdraw funds from the operating fund and the contingency reserve fund for their respective sections.
- (4) Special levies approved by a separate section will be payable by the owners in such section to the strata corporation which will pay such special levy into the operating fund or the contingency reserve of such section, as requested by such section.
- (5) At the request of a separate section, the strata corporation will register a lien against an owner's strata lot if section fees have not been paid to the strata corporation as part of such owner's strata fees or if a special levy approved by a separate section has not been paid by such owner.

5. Repair and maintenance of property by separate sections

Each of the Commercial Section and the Residential Section must repair and maintain all of the limited common property appurtenant to such section, but the duty to repair and maintain does not include repair and maintenance of the following (which are the responsibility of the strata corporation):

- (1) repair and maintenance that in the ordinary course of events occurs less than once a year;
- (2) the structure of a building;
- (3) the exterior of a building;
- (4) chimneys, stairs, balconies and other things attached to the exterior of a building;

- (5) doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property (including, without limitation, the entrance doors to strata lots); and
- (6) fences, railings and similar structures that enclose patios, balconies and yards.

PART 2 – Duties of Owners of Strata Lots, Tenants, Occupants and Visitors

6. Payment of strata fees

- (1) An owner must pay strata fees to the strata corporation and their section on or before the first day of the month of which the strata fees relate.
- (2) If an owner is late in paying his or her strata fees, the owner must pay to the strata corporation or the applicable section interest on the late payment in the amount of 10% per annum compounded annually, and allocated on a monthly basis commencing the date the payment was due and continuing until the last day of the month in which it is paid.

7. Repair and maintenance of property by owner

- (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation or a section under these bylaws.
- (2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation or a section under these bylaws.

8. Use of property

- (1) An owner, tenant, occupant, employee or visitor must not use a strata lot, the common property or common assets in a way that:
 - (a) causes a nuisance, disturbance or hazard to another person,
 - (b) causes unreasonable or repetitive noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - (d) is illegal, or
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

- (2) An owner, tenant, occupant, employee or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under the Act.
- (3) When the purpose for which a residential strata lot is intended to be used is shown expressly or by necessary implication on or by the registered strata plan, an owner will not use his or her strata lot for any other purpose, or permit it to be so used.
- (4) An Owner is prohibited from installing an external air conditioning unit, appliance or heat pump or penetrating the building envelope for the purpose of installing an internal air conditioner.

8.1 Marijuana

- (1) For the purposes of this bylaw, a reference to “marijuana” shall include “cannabis”.
- (2) Subject to (3) below, the smoking, vaping, cultivation, alteration and processing of marijuana is prohibited within a strata lot and on the common and limited common property.
- (3) An owner, tenant or occupant with a valid and current registration certificate issued under the *Cannabis Regulations* (a “Certificate”) will be permitted (to the extent allowed by law) to:
 - (a) Smoke or vape marijuana in a strata lot only (excluding any balconies, decks or patios which may form part of the strata lot) provided that a medical doctor prescribes smoking or vaping as the only means by which it can be consumed;
 - (b) cultivate marijuana in a strata lot for their own use; or
 - (c) alter or process marijuana within a strata lot for their own use.
- (4) An owner, tenant, or occupant with a Certificate who smokes or vapes marijuana as permitted by (3)(a) within a strata lot must not permit the smoke or odour to escape the strata lot such that it can be smelled by another resident.
- (5) An owner, tenant or occupant with a Certificate who cultivates marijuana or alters the form of marijuana within a strata lot must not permit any fumes or odours created by doing so to escape the strata lot such that it can be smelled by another resident.
- (6) An owner, tenant, occupant or visitor with a Certificate who undertakes any of the activities described in this bylaw, or any other activities related to medical marijuana must:
 - (a) prior to undertaking such activity, provide a copy of their Certificate to the strata corporation;
 - (b) comply with all relevant federal, provincial, and municipal statutes, regulations, bylaws, and rules regarding the production and processing of marijuana;

- (c) allow the strata corporation access to their strata lot in accordance with the strata corporation's bylaws to ensure compliance with such laws;
 - (d) prior to installing any equipment related to the cultivation of marijuana for medical purposes, obtain approval from the strata corporation with respect to the proposed location and method of installation. While the strata corporation may not unreasonably withhold approval, it may require, as part of granting approval, that such things to be done and such steps to be taken as may be necessary to protect the building and limit the impact of the effects of the cultivation on other residents;
 - (e) not alter or process marijuana by a method or in a manner which is unsafe and poses an unreasonable risk to the building(s) including by the use of an organic solvent;
- (7) A non-residential strata lot must not be used for the growing, processing or retail sales of marijuana or related products.

9. Inform strata corporation

- (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

10. Obtain approval before altering a strata lot

- (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, windows or skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building, or that front on the common property (i.e., including, for example, adding security devices to the entrance door to a strata lot or changing window treatment);
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) parts of the strata lot which the strata corporation must insure under the Strata Property Act including, without limitation, fixtures installed by the owner

developer as part of the original construction of a strata lot (e.g. the original wall to wall carpeting).

- (2) The strata corporation must not unreasonably withhold its approval under subsection (1) provided such change(s) do not alter the exterior appearance of the building including window treatment, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) An owner must not do, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to do, any act, nor alter, or permit any occupant of his or her strata lot, in any manner, which in the opinion of the strata council will alter the exterior appearance of the building.

11. Obtaining approval before altering common property

- (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration and to provide, at the request of the strata corporation, evidence of appropriate insurance coverage relating to the alteration.

12. Permit entry to strata lot

- (1) An owner, tenant occupant or visitor must allow a person authorized by the strata corporation or their section to enter the strata lot:
 - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice,
 - (i) to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under the Act, and
 - (ii) to ensure compliance with the *Strata Property Act* and these bylaws.
- (2) The notice referred to in subsection (1)(b) must include the date and approximate time of entry, and the reason for entry.
- (3) In exercising its rights under this bylaw, the strata corporation will not unreasonably interfere with the operation of any occupant of a strata lot.

13. Compliance with bylaws

An owner, tenant, occupant, employee or visitor must comply strictly with these bylaws and with any rules adopted by the strata corporation or either of the separate sections applicable to such owner from time to time.

14. Insurance deductible and damage to property

- (1) The owner of a strata lot shall be obligated to pay to the strata corporation upon demand the amount of any insurance deductible paid by the strata corporation in relation to any claim made under or against the strata corporation's insurance policy, the cause of which claim the owner, a tenant, an occupant of that owner's strata lot or their guest or invitee are responsible for or the source of the damage giving rise to the claim originated in that owner's strata lot.
- (2) If an owner makes an insurance claim under the strata corporation's insurance policy in relation to any portion of that owner's strata lot which the strata corporation is required to insure for which the owner, a tenant, an occupant of that owner's strata lot or their guest or invitee are responsible for the damage which gave rise to the claim, the owner shall pay directly any deductible related to such claim.
- (3) The strata corporation, subject to the terms of the Strata Property Act and these bylaws, shall recover from an owner or tenant (as the case may be) the costs to repair any physical damage to the common property, limited common property or those portions of a strata lot which the strata corporation is required to repair and which is not covered by the strata corporation's insurance policy for which the owner, a tenant, an occupant of the strata lot or their guest or invitee are responsible or the source of which originated in that strata lot. The strata corporation may choose to seek recovery (including suing) from only the owner of a strata lot in relation to damage caused by a tenant or occupant of that strata lot or their guest or invitee. Nothing in this section shall act to restrict the rights of the strata corporation pursuant to s.133 of the Strata Property Act.
- (4) The owner of a strata lot shall be obligated to pay to another owner the costs (including any insurance deductible) to repair any damage to that other owner's strata lot for which the owner, a tenant, an occupant of the strata lot or their guest or invitee are responsible or the source of which originated in the owner's strata lot.

PART 3 – Powers and Duties of Strata Corporation or a Separate Section

15. Repair and maintenance of property by strata corporation

The strata corporation must repair and maintain all of the following:

- (1) common assets of the strata corporation;
- (2) common property that has not been designated as limited common property;

- (3) limited common property (except for repair and maintenance that is the responsibility of a separate section under bylaw 5 but the duty to repair and maintain it is restricted to:
 - (a) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (b) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (i) the structure of a building;
 - (ii) the exterior of a building;
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (iv) doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property (including, without limitation, the entrance doors to strata lots);
 - (v) fences, railings and similar structures that enclose patios, balconies and yards;
- (4) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to:
 - (a) the structure of a building,
 - (b) the exterior of a building,
 - (c) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (d) doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property, and
 - (e) fences, railings and similar structures that enclose patios, balconies and yards.
- (5) the Residential section must repair and maintain all of the common property designated for the exclusive use of their section.
- (6) the Commercial Section must repair and maintain all of the common property designated for the exclusive use of their section.

16. Council and executive size

The council must have at least 3 and not more than 7 members, and at least one of its members will be a representative of the Commercial Section and at least one of its members will be a representative of the Residential Section.

17. Council members' terms

- (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (2) A person whose term as council member is ending is eligible for re-election.

18. Removing council member

- (1) Unless all the owners are on the council, the Strata Corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.
- (3) No person may stand for council or continue to be on council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under the Act.

19. Replacing council member

- (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

20. Officers

- (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president and a vice president, and may elect a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president:

- (a) while the president is absent or is unwilling or unable to act, or
- (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

21. Calling council meetings

- (1) Any council member may call a council meeting by giving the other council members at least two week's notice of the meeting, specifying the reason for calling the meeting.
- (2) The notice must be in writing and delivered to each council member.
- (3) A council meeting may be held on less than two week's notice if
 - (a) all council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

22. Quorum of council

- (1) A quorum of the council is
 - (a) 1, if the council consists of one member.
 - (b) 2, if the council consists of 2, 3 or 4 members,
 - (c) 3, if the council consists of 5 or 6 members, and
 - (d) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

23. Council meetings

- (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.

- (3) Owners may not attend council meetings as observers unless council, in its sole discretion, agrees to permit members to attend.
- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:
 - (a) bylaw contravention hearings;
 - (b) rental restriction bylaw exemption hearings;
 - (c) any other matters if the presence of observers would, in the council's option, unreasonably interfere with an individual's privacy.

24. Voting at council meetings

- (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

25. Council to inform owners of minutes

The council must inform owners of the minutes of all council meetings with 2 weeks of the meeting, whether or not the minutes have been approved.

26. Delegation of council's powers and duties

- (1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (2) The council may delegate its spending powers or duties, but only by a resolution that
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
 - (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.

- (4) The council may not delegate its powers to determine, based on the facts of a particular case,
 - (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

27. Spending restrictions

- (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

28. Limitation on liability of council member

- (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

29. Consents

- (1) Any consent, approval or permission given under these bylaws by the strata council or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.
- (2) Notwithstanding any provision of the *Strata Property Act*, the strata corporation may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect money owing to the strata corporation, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

PART 4 – Enforcement of Bylaws and Rules

30. Maximum fine

- (1) The strata corporation, and each separate section with respect to any bylaw or rule that relates solely to such section, may fine an owner or tenant a maximum of
 - (a) \$200 for each contravention of a bylaw, and

- (b) \$50 for each contravention of a rule.
- (2) Each owner is responsible for payment, without invoice, of any money (other than strata fees, but including special levies) owing to the strata corporation or its separate section, as the case may be, as provided for in the *Strata Property Act* or these bylaws and if the owner fails to pay any money so owing within 15 days after the date such money becomes due, the owner will, after having been given written notice of the default and been provided with a reasonable opportunity to answer the complaint (including a hearing if requested), be assessed and pay a fine of \$25.00, and if such default continues for a further 15 days, an additional fine of \$25.00 will be levied against and paid by the owner and for each additional month such default continues, an additional fine of \$25.00 will be levied against and paid by the owner.
- (3) Additional assessments, fines authorized by these bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by either the strata corporation or a separate section, as the case may be, to enforce these bylaws, as they may be amended from time to time, or any rule or regulation which may be established from time to time by the strata council or a section executive pursuant to the *Strata Property Act* or these bylaws, will become part of the assessment of the owner responsible and will become due and payable on the first day of the month next following, except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a separate component of such assessment and the strata corporation may not register a lien against such separate component.

31. Continuing contravention

If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

PART 5 – Annual and Special General Meetings

32. Person to chair meeting

- (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

33. Participation by other than eligible voters

- (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.

- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

34. Voting

- (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president may break the tie by casting a second, deciding vote.
- (6) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
- (7) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.
- (8) An owner who is otherwise an eligible voter may not exercise his or her vote for a strata lot, except on matters requiring an unanimous vote, if the strata corporation is entitled to register a lien against that strata lot.

35. Order of business

The order of business at annual and special general meetings is as follows:

- (1) certify proxies and corporate representatives and issue voting cards;
- (2) determine that there is quorum;
- (3) elect a person to chair the meeting, if necessary;
- (4) present to the meeting proof of notice of meeting or waiver of notice;
- (5) approve the agenda;
- (6) approve minutes from the last annual or special general meeting;

- (7) deal with unfinished business;
- (8) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (9) ratify any new rules made by the strata corporation;
- (10) report on insurance coverage, if the meeting is an annual general meeting;
- (11) approve the budget for the coming year, if the meeting is an annual general meeting;
- (12) deal with new business, including any matters about which notice has been given;
- (13) elect a council, if the meeting is an annual general meeting;
- (14) terminate the meeting.

36. Electronic Attendance at Meetings

Attendance by persons at an annual or special general meeting may be by telephone or other electronic method if such method permits all persons participating in the meeting to communicate with each other during the meeting.

PART 6 – Common Expenses

37. Strata fees

The strata lot owners' contributions to the common expenses of the Strata Corporation will be levied in accordance with this bylaw.

38. Section fees

The contribution by any owner of a strata lot within a separate section to the expenses common to that separate section will be levied in accordance with this bylaw.

39. Apportionment of common expenses

Common expenses will be apportioned between the Residential Section and the Commercial Section and to individual strata lots in the following manner:

- (1) common expenses attributable to either separate section will be allocated to that separate section and, subject to bylaw 39, will be borne by the owners of the strata lots within that separate section in the proportion that the unit entitlement of such strata lot bears to the aggregate unit entitlement of all strata lots within that separate section;
- (2) common expenses not attributable to either separate section, will be for the account of the Strata Corporation and will be allocated to all strata lots and will be borne by the

owners in proportion to the unit entitlement of their strata lot or as otherwise set out in the current budget of the strata corporation; and

- (3) common expenses attributable to any one strata lot will be allocated to such strata lot.

40. Allocation between sections

Without limiting the generality of bylaw 37 and unless otherwise determined by the executives of each of the Residential Section and the Commercial Section, acting reasonably, the following common expenses will be allocated between the separate sections as follows:

- (1) expenses relating to areas designated as limited common property for each of the Residential Section and the Commercial Section (such as the recreation room, bicycle storage areas, lobbies, elevators and utility rooms) will be for the account of the owners of strata lots in each respective section;
- (2) the cost of maintaining the exterior of the building (including, without limitation, the roof and all exterior doors, windows and skylights) will be for the account of the Strata Corporation; and
- (3) the cost of maintaining the landscaped and other outdoor areas within the common property will be for the account of the Strata Corporation.

41. Expenses attributable to limited common property

Where the strata plan includes limited common property, expenses attributable to the limited common property which would not have been expended if the area had not been designated as limited common property will be borne equally by the owners of the strata lots entitled to use the limited common property.

42. Apportionment within a section

Common expenses attributable to the strata lots in a separate section will be apportioned by the executive of that separate section in the following manner:

- (1) Common expenses except electricity will be allocated to all strata lots in the separate section and will be borne by the owners in that section in the proportion that the unit entitlement of each such strata lot bears to the aggregate unit entitlement of all strata lots in that section or as otherwise set out in the current budget of that separate section. If a strata lot will require a utility or other service not supplied to all lots the cost will not be a common expense and if this utility is not separately metered or billed so as to measure the use thereof by the strata lot the cost of such utility will be apportioned and charged to the strata lot by the executive of the separate section, on such reasonable basis as it will determine.
- (2) The cost to each owner of a strata lot of the electrical power supplied to it if not separately metered for that strata lot will be borne by the owners in the proportion that the unit entitlement of their strata lot bears to the aggregate unit entitlement of all strata lots in that section.

PART 7 – Bylaws Applicable to Residential Strata Lots

43. Use of property

An owner of a residential strata lot will not:

- (1) use, or permit any occupant of his or her strata lot to use, his or her strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourages loitering by persons in or about the strata lot or common property;
- (2) make, cause or produce or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to make, cause or produce, undue noise, smell, vibration or glare in or about any strata lot or common property or to do anything which will interfere unreasonably with any other owner or occupant;
- (3) use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to use, any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot or, the common property or any limited common property such that it causes a disturbance or interferes with the comfort of any other owner or occupant;
- (4) obstruct or use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to obstruct or use, the sidewalks, walkways, passages and driveways of the common property for any purpose other than ingress or egress from the strata lots or parking areas within the common property of the strata plan;
- (5) leave, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to leave, on the common property or any limited common property, any shopping cart or any other item designated from time to time by the strata council;
- (6) use, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to use, a barbecue, hibachi or other like cooking device on a balcony, deck or patio unless such barbecue, hibachi or cooking device is powered by natural gas or electricity and such natural gas or propane or electricity powered barbecues, hibachis and other light cooking devices will not be used except in accordance with rules and regulations made by the strata corporation from time to time;
- (7) shake, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to shake, any mops or dusters of any kind, nor throw, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to throw, any refuse, out of the windows or doors or from the balcony of a strata lot;

- (8) do, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to do, anything that will increase the risk of fire or the rate of insurance on the building or any part thereof;
- (9) permit a condition to exist within his or her strata lot which will result in the waste or excessive consumption of the building's domestic water supply or heated water;
- (10) allow his or her strata lot to become unsanitary or a source of odour;
- (11) feed, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to feed, pigeons, gulls or other birds, squirrels, rodents or other animals from the strata lot or anywhere on or in close proximity to the common property or any limited common property, but this will not apply to a pet permitted to be kept in his or her strata lot pursuant to these bylaws and the rules and regulations made hereunder, which pet will be fed only in his or her strata lot;
- (12) install, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to install, any window coverings, visible from the exterior of his or her strata lot which are different in size or colour from those of the original building specifications;
- (13) hang or display, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to hang or display, any laundry, washing, clothing, bedding or other articles from windows, balconies or other parts of the building so that they are visible from the outside of the building;
- (14) use or install, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant use of install, in or about the strata lot any shades, awnings, window or balcony guards or screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by the strata council;
- (15) erect on or fasten to, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to erect on or fasten to, the strata lot, the common property or any limited common property any television, satellite dish, radio antenna or similar structure or appurtenance thereto;
- (16) place, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to place, any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of a strata lot;
- (17) place, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to place any indoor-outdoor carpeting on any deck, patio or balcony, or place any items on any deck, patio or the balcony except free-standing, self-contained planter boxes, summer furniture and accessories (subject to bylaw 7.2) nor install, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to install, any a hanging plants or baskets or other hanging items within three feet of a balcony railing line; and

- (18) give, or permit any occupant of his or her strata lot to give, any keys, combinations, security cards or other means of access to the building, the parking garage or common areas to any person other than an employee, contractor, occupant or guest of the strata lot permitted by these bylaws.
- (19) Obstruct the use of limited common property by those persons entitled to use it. (Where an obstruction occurs, the strata corporation shall be permitted to do such acts, including cutting locks, removing materials and towing vehicles, as is necessary to restore proper use of the limited common property).
- (20) Affix or attach, by temporary hooks that do not penetrate the building envelope, decorations, birdfeeders, ornamental or similar items (other than items associated with a particular holiday or celebration for 8 weeks at or around the time of the holiday or celebration) to the exterior of the building.
- (21) Use or install an air conditioner, other than a portable air conditioner that is wholly situate within the strata lot and vented only through a window which has been designated in writing by the Residential executive for that purpose.

44. Use of limited common property

An owner, tenant or occupant of a residential strata lot which does not have an enclosed balcony will not place planters or other such items or equipment within any part of the limited common property designated on the strata plan exclusively for the use of such owner unless, in the opinion of the strata council, such planters, items or equipment are in keeping with the balance of the development in terms of design, quality, proportion and colour. Any such planters, items or equipment will be maintained in good and tidy condition on an ongoing basis and the responsibility for such maintenance will be solely for the account of the owner, tenant or occupant of the strata lot entitled to the use of the limited common property on which they are placed.

44.1 Reserving the Courtyard

- (1) Owners, tenants and occupants may reserve the courtyard and barbecue for their exclusive use by completing a booking form, submitting it to the Residential Section and paying a damage and cleaning deposit in the amount of \$200.
- (2) The courtyard can only be used from 8:00 am to 10:30 pm and must be vacated by end of rental period.
- (3) Users are responsible for cleaning and securing the area during and after use, which must include cleaning all surfaces, including barbeque (if used) so the area is left in original condition.
- (4) No other person may use the courtyard and barbecue when it is reserved for use or otherwise interfere with its use.

44.2 Absence / Unit Inspection

An owner or tenant who leaves their residential strata lot unoccupied for longer than 2 consecutive weeks must:

- (a) have someone enter the strata lot at least every 14 days to inspect the same and immediately report any water or gas leaks or other important issues to the Residential Section;
- (b) during their absence, shut off the main water valve within their strata lot.

44.3 No Smoking

- (1) An owner, tenant, occupant or visitor must not smoke tobacco, marijuana (except as permitted by Bylaw 8.1 or any similar organic substance nor use and e-cigarette or other vaporiser:
 - (a) on the interior common property, such as, but not limited to hallways, lobbies, stairwells, elevators, storage rooms, common room(s) and the parking garage(s);
 - (b) on the limited common property, including balconies, decks and patios;
 - (c) on the exterior common property within 7.5 meters of a door, window or air intake;
 - (d) in a strata lot.

45. Pets

- (1) An owner or occupant of a residential strata lot may keep no more than two pets (either dogs or cats) in his or her strata lot, either permanently or temporarily, those pets will be registered with the strata council by providing to the strata council a written notice, signed by the owner setting out the name, breed and colour of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the licence number of the pet (when the pet is required to be licensed), and will only keep the pet in his or her strata lot in compliance with these bylaws.
- (2) An owner, tenant, occupant, employee 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.
- (3) No owner or occupant of a strata lot will permit his or her pet to urinate or defecate on the common property or on any limited common property, and if any pet does urinate or defecate on the common property or on any limited common property, the owner or occupant will immediately and completely remove all of his or her pet's waste from the common property or limited common property, as the case may be, and dispose of it in a waste container or by some other sanitary means and if, in the reasonable opinion of the strata corporation, any special cleaning is required as a result of the pet urinating or defecating, the owner or occupant will pay all costs of such special cleaning.
- (4) An owner of a strata lot whose guest, employee or invitee brings an animal or pet onto the common property or any limited common property will be responsible to ensure that the guest or invitee complies with all requirements or these bylaws as they relate to pets and will perform all of the duties and obligations with respect to that animal as set

out in these bylaws as if the animal were one kept by the owner or occupant in his or her strata lot.

- (5) The strata corporation may require removal by an owner or occupier of any residential strata lot of any pet or other animal kept by the owner or occupier in a strata lot if such pet or animal, in the opinion of the strata council, constitutes a nuisance to any owner or occupier of a strata lot, or causes danger or damage to any owner or occupier of a strata lot or to any property of the strata corporation or an owner or occupier of a strata lot.

46. Garbage Disposal

- (1) Any articles or material, other than normal household garbage and recyclables being disposed of must be removed by, and at the expense of, the owners, tenants and occupants of the strata lot from which the articles or materials originated.
- (2) All normal household waste must be properly sorted (and where applicable, bagged) and disposed of in the appropriate container.
- (3) An owner, tenant, occupant or visitor must not place anything in the garbage which is prohibited from being disposed of in that manner.

47. Bicycles, storage and parking

- (1) Bicycles are not permitted in elevators, hallways or any other common areas. No bicycles are to be kept on the balconies or patios; instead, they will be stored within the owner's storage locker or such other area as may be prescribed by the strata council. All bicycles must enter or exit the building by way of the vehicle entry to the parking garage only.
- (2) Any owner, tenant, occupant of a strata lot or guest, employee, agent or invitee of any owner or occupant, that leaves any item anywhere on or in the common property or on any limited common property does so at his or her own risk, subject to any claim that may properly be made under any insurance policy maintained by the strata corporation by anyone that is an insured under the policy.
- (3) An owner, tenant or occupant of a residential strata lot must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the strata council.
- (4) An owner of a residential strata lot will not:
 - (a) use, or permit any occupant of his or her strata lot to use, any parking space in the building or on the common property or on any limited common property, except the parking space which has been specifically assigned to his or her strata lot, a parking space leased by the owner or, when specifically agreed with another owner, the parking space assigned to the strata lot of that other owner;

- (b) carry out, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to carry out, any oil changes, major repairs or adjustments to motor vehicles or other mechanical equipment on common property or on any limited common property, except in the case of emergency;
 - (c) rent or lease the parking space assigned by the strata corporation to his or her strata lot or otherwise permit that parking space to be regularly used by anyone that is not a resident of the building;
 - (d) park, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to park any vehicle, in a manner which will reduce the width of the garage roadway or ramp or any roadway on the common property or on any limited common property; and
 - (e) use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to use, any part of the common property (other than established storage rooms or lockers) for storage, without the written consent of the strata council.
 - (f) Bring a vehicle over 6 ft 5 in (or 1.95 meters) into the residential section of the parking garage.
- (5) An owner, tenant or occupant of a residential strata lot must promptly and at its own expense clean up any oil or other substance which spills or leaks onto the common property.
 - (6) Only visitors to a residential strata lot may park in stalls designated for visitor parking. When doing so they must display a Residential Section visitor parking pass. No visitor shall park in visitor parking longer than 48 hours in a 7 day period.
 - (7) Any vehicle in the residential section of the parking garage found to be in violation of any provision of this Bylaw 47 or of a rule pertaining to parking of vehicles may, at the discretion of the Residential Executive, be towed at the expense of the owner of the vehicle.

48. Move in / move out

- (1) The Residential Section may regulate the times and manner in which any moves into or out of residential strata lots may be made and require that such moves be co-ordinated with the strata corporation at least 7 days in advance of such moves, or such lesser period as the strata council may, in its sole discretion, permit, provided that if an owner carries out, or permits any tenant or occupant, or any guest, employee, agent or invitee of the owner or his or her tenant or an occupant of the strata lot, to carry out, any move into or out of his or her strata lot otherwise than in accordance with such prior arrangements made with the manager of the building, the owner will be subject to a fine of \$100.00, such fine to be paid on or before the due date of the next monthly assessment payable by such owner.

- (2) An owner of a residential strata lot must notify the strata corporation 7 days in advance of the date and time that the owner or an occupant of his or her strata lot will be moving into or out of the strata lot.
- (3) A person wishing to move into or out of a residential strata lot or reserve the residential elevator must give the Residential Section 7 days advance notice of the move.
- (4) A person moving into or out of the residential strata lot or reserving the residential elevator shall:
 - (a) Pay a fee of \$200; and
 - (b) Provide a refundable deposit of \$200 as security for the return of the elevator key and damage to the elevator.
- (5) A person using the residential elevator for the purpose of moving must retrieve the elevator blankets from their designated storage place, install them in the elevator at all times during its use by them and return them to storage when finished.

49. Rentals

- (1) Before a tenant may move into any strata lot, the owner will deliver or cause to be delivered to the strata corporation a “Form K – Notice of Tenant’s Responsibilities” in the form set out in the *Strata Property Act*, signed by the tenant.
- (2) An owner will advise the strata council in writing of the time and date that any tenant intends to move in or out of the strata lot, at least (7) days in advance and will make arrangements with the manager of the building to co-ordinate any such move in accordance with bylaw 48.

50. Selling of strata lots

- (1) An owner of a residential strata lot, when selling his or her strata lot, will not permit “For Sale” signs to be placed on or about the common property except on the signage board located adjacent to the entrance to the building which is designated for such purpose.
- (2) An owner of a residential strata lot, when selling his or her strata lot, will not hold or permit to be held, any public open house. Unless the strata council otherwise prescribes, all showings must be appointment only.

50.1 Short Term Accommodations

- (1) An owner, tenant or occupant of a residential strata lot must not:
 - (a) use or allow their strata lot (or any part of it) to be used for the purposes of providing temporary accommodation for the general public including, but not limited to:
 - (i) as a vacation rental or as travel accommodation;
 - (i) as a room rental, home exchange or other similar arrangement.

- (ii) any sort of short term accommodation arrangement (being an occupancy of less than 30 days),

For greater clarity, the hosting of a single foreign student as part of a homestay or exchange program is not prohibited.

- (a) allow, permit, agree or otherwise grant a license, in exchange for money, to a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.
- (2) An owner, tenant or occupant who breaches subsection (1) may be subject to a fine of up to \$1000 per day.

50.2 Long Term Accommodations

- (1) An owner and tenant of a residential strata lot must ensure that the Residential Section has the following information:
- the tenants name and contact details for use on the buildings Enterphone System;
 - the tenants car type and licence plate number using the appropriate parking space designated for use by the owner;
 - whether the tenant will be using the storage locker registered for use by the owner, and
 - that the tenant has read and is familiar with the Bylaws and Rules of the Strata Corporation and Residential Section

51. Residential executive size

- (1) The executive of the Residential Section must have at least 3 and not more than 7 members.
- (2) A member of the section executive is eligible for election to the strata corporation's council. Any member of the executive of the Residential Section must be an owner in the Residential Section

52. Executive members' terms

- (1) The term of office of a member of the executive ends at the end of the annual general meeting at which the new executive is elected.
- (2) A person whose term as member of the executive is ending is eligible for re-election.

53. Removing executive members

- (1) The Residential Section may, by a resolution passed by a majority vote at a meeting of the Residential Section, remove one or more members from the executive.

- (2) After removing a member from the executive, the Residential Section must hold an election at the same meeting to replace the member for the remainder of the term.
- (3) No person may stand for the executive or continue to be on the executive with respect to a strata lot if the strata corporation is entitled to register a lien against the strata lot.

54. Replacing executive members

- (1) If a member of the executive resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the executive may appoint a replacement member for the remainder of the term.
- (2) A replacement member may be appointed from any person eligible to sit on the executive.
- (3) The executive may appoint a member under this section even if the absence of the member being replaced leaves the executive without a quorum.
- (4) If all the members of the executive resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the votes in the Residential Section may hold a meeting to elect a new executive by complying with the provisions of the *Strata Property Act*, the regulations and the bylaws respecting the calling and holding of meetings.

55. Executive officers

- (1) At the first meeting of the executive held after each annual general meeting of the Residential Section, the executive must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
 - (a) while the president is absent or is unwilling or unable to act, or
 - (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the members of the executive may appoint a replacement officer from among themselves for the remainder of the term.

56. Calling executive meetings

- (1) Any member of the executive may call an executive meeting by giving the other executive members at least one week's notice of the meeting, specifying the reason for calling the meeting.

- (2) The notice must be in writing.
- (3) An executive meeting may be held on less than one week's notice if
 - (a) all executive members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all executive members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

57. Quorum of executive

- (1) A quorum of the executive is
 - (a) 1, if the executive consists of one member,
 - (b) 2, if the executive consists of 2, 3 or 4 members,
 - (c) 3, if the executive consists of 5 or 6 members, and
 - (d) 4, if the executive consists of 7 members.
- (2) Executive members must be present in person at the executive meeting to be counted in establishing quorum.

58. Executive meetings

- (1) At the option of the executive, executive meetings may be held by electronic means, so long as all executive members and other participants can communicate with each other.
- (2) If an executive meeting is held by electronic means, executive members are deemed to be present in person.
- (3) Owners may attend executive meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of executive meetings that deal with any of the following:
 - (a) bylaw contravention hearings;
 - (b) rental restriction bylaw exemption hearings;
 - (c) any other matters if the presence of observers would, in the executive's opinion, unreasonably interfere with an individual's privacy.

59. Voting at executive meetings

- (1) At executive meetings, decisions must be made by a majority of executive members present in person at the meeting.
- (2) If there is a tie vote at an executive meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at an executive meeting must be recorded in the executive meeting minutes.

60. Executive to inform owners of minutes

The executive must inform owners of the minutes of all executive meetings with 2 weeks of the meeting, whether or not the minutes have been approved.

61. Delegation of executive's powers and duties

- (1) Subject to subsections (2) to (4), the executive may delegate some or all of its powers and duties to one or more executive members or persons who are not members of the executive, and may revoke the delegation.
- (2) The executive may delegate its spending powers or duties, but only by a resolution that
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
 - (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The executive may not delegate its powers to determine, based on the facts of a particular case,
 - (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

62. Spending restrictions

- (1) A person may not spend the Residential Section's money unless the person has been delegated the power to do so in accordance with these bylaws.

- (2) Despite subsection (1), an executive member may spend the Residential Section's money to repair or replace limited common property which has been designated for the use of the Residential Section if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

63. Limitation on liability of executive member

- (1) An executive member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the executive.
- (2) Subsection (1) does not affect an executive member's liability, as an owner, for a judgment against the strata corporation.
- (3) Any consent, approval or permission given under these bylaws by the strata executive or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.

64. Small claims court

Notwithstanding any provision of the *Strata Property Act*, the Residential Section may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect money owing to the Residential Section, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

PART 8 – Bylaws Applicable to Commercial Strata Lots

65. Garbage disposal

The owner of a non-residential strata lot will remove or cause to be removed all refuse and garbage from their strata lots and deposit it or cause it to be deposited in the containers provided by the Commercial Section for that purpose.

66. Signs and displays

The owner of a non-residential strata lot will be permitted to install signs or notices within a non-residential strata lot so as to be visible from the exterior of such strata lot and on the exterior of such strata lot, on the condition that the size and design of such signs or notices (i) have received the approval of the executive of the Commercial Section, acting reasonably, (ii) have received any approvals required from applicable governmental authorities, and (iii) are in keeping with the overall presentation of the development in terms of quality, design and color. All such signs and notices will be installed and maintained at the sole expense and risk of the owner of a non-residential strata lot and such owner will take out and maintain insurance for such signage as a reasonable owner displaying similar signage would obtain. All allowed signage to be professionally produced. No hand made signage is allowed.

67. Awnings

The owner of a non-residential strata lot will not be permitted to install awnings within and attach the same to the common property around the outside perimeter of a non-residential strata lot which faces the city street.

68. Commercial executive size

- (1) The executive of the Commercial Section must have at least 2 and not more than 5 members.
- (2) A member of the section executive is eligible for election to the strata corporation's council.
- (3) All members of the executive of the Commercial Section must be an owner in the Commercial Section.

69. Executive members' terms

- (1) The term of office of a member of the executive ends at the end of the annual general meeting at which the new executive is elected.
- (2) A person whose term as member of the executive is ending is eligible for re-election.

70. Removing executive members

- (1) The Commercial Section may, by a resolution passed by a majority vote at a meeting of the Commercial Section, remove one or more members from the executive.
- (2) After removing a member from the executive, the Commercial Section must hold an election at the same meeting to replace the member for the remainder of the term.
- (3) No person may stand for the executive or continue to be on the executive with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot.

71. Replacing executive members

- (1) If a member of the executive resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the executive may appoint a replacement member for the remainder of the term.
- (2) A replacement member may be appointed from any person eligible to sit on the executive.
- (3) The executive may appoint a member under this section even if the absence of the member being replaced leaves the executive without a quorum.
- (4) If all the members of the executive resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the votes in the Commercial Section may hold a meeting to elect a new executive by complying with the provisions

of the *Strata Property Act*, the regulations and the bylaws respecting the calling and holding of meetings.

72. Executive officers

- (1) At the first meeting of the executive held after each annual general meeting of the Commercial Section, the executive must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
 - (a) while the president is absent or is unwilling or unable to act, or
 - (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the members of the executive may appoint a replacement officer from among themselves for the remainder of the term.

73. Calling executive meetings

- (1) Any member of the executive may call an executive meeting by giving the other executive members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- (2) The notice does not have to be in writing.
- (3) An executive meeting may be held on less than one week's notice if
 - (a) all executive members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all executive members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

74. Quorum of executive

- (1) A quorum of the executive is
 - (a) 1, if the executive consists of one member,
 - (b) 2, if the executive consists of 2, 3 or 4 members,
 - (c) 3, if the executive consists of 5 or 6 members, and

- (d) 4, if the executive consists of 7 members.
- (2) Executive members must be present in person at the executive meeting to be counted in establishing quorum.

75. Executive meetings

- (1) At the option of the executive, executive meetings may be held by electronic means, so long as all executive members and other participants can communicate with each other.
- (2) If an executive meeting is held by electronic means, executive members are deemed to be present in person.
- (3) Owners may attend executive meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of executive meetings that deal with any of the following:
 - (a) bylaw contravention hearings;
 - (b) rental restriction bylaw exemption hearings;
 - (c) any other matters if the presence of observers would, in the executive's opinion, unreasonably interfere with an individual's privacy.

76. Voting at executive meetings

- (1) At executive meetings, decisions must be made by a majority of executive members present in person at the meeting.
- (2) If there is a tie vote at an executive meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at an executive meeting must be recorded in the executive meeting minutes.

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The executive must inform owners of the minutes of all executive meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of executive's powers and duties

- (1) Subject to subsections (2) to (4), the executive may delegate some or all of its powers and duties to one or more executive members or persons who are not members of the executive, and may revoke the delegation.
- (2) The executive may delegate its spending powers or duties, but only by a resolution that

- (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
- (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The executive may not delegate its powers to determine, based on the facts of a particular case,
- (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

78. Spending restrictions

- (1) A person may not spend the Commercial Section's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), an executive member may spend the Commercial Section's money to repair or replace limited common property which has been designated for the use of the Commercial Section if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

79. Limitation on liability of executive member

- (1) An executive member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the executive.
- (2) Subsection (1) does not affect an executive member's liability, as an owner, for a judgment against the strata corporation.
- (3) Any consent, approval or permission given under these bylaws by the strata executive or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.

80. Small claims court

Notwithstanding any provision of the *Strata Property Act*, the Commercial Section may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect

money owing to the Commercial Section, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

81. Bylaw restrictions

- (1) The strata corporation will neither act nor pass any bylaw or rule which would have the effect of prohibiting, preventing or impairing the owner of a non-residential strata lot from fully utilizing a non-residential strata lot for commercial purposes in accordance with the applicable governmental zoning bylaws and rules and regulations in effect from time to time, provided that the activity carried on in a commercial strata lot is not a breach of these bylaws.
- (2) The strata corporation will pass bylaws or rules which restrict the hours of operation of any business carried on within a non-residential strata lot between 7 a.m. to 10 p.m. only.
- (3) The strata corporation will not pass any bylaws or rules which prohibit, prevent or impair the ability of an owner or occupant of a non-residential strata lot from leasing, subleasing, granting a licence, entering into any lease, sublease, or license arrangement with respect to the use of a non-residential strata lot.
- (4) No operation of a restaurant that utilizes deep fryers or produces smoke or odours of cooking. No sale of liquor to be consumed on premises. All liquor sales to be off-site sales and sold only from a provincially licensed vendor. Drycleaners, meat processing and fish market businesses are prohibited.

PART 9 – Voluntary Dispute Resolution

82. Voluntary dispute resolution

- (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
 - (a) all the parties to the dispute consent, and
 - (b) the dispute involves the *Strata Property Act*, the regulations, the bylaws or the rules.
- (2) A dispute resolution committee consists of
 - (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

PART 10 – Marketing Activities by Owner Developer Display Lot

83. Marketing activities

- (1) During the time that the owner developer of the strata corporation is a first owner of any units, it will have the right to maintain any unit or units, whether owned or leased by it, as a display unit or units, and to carry on sales functions, including, without limitation, placing and displaying of signs, the advertising and holding of special promotions and open houses and other marketing events, it considers necessary in order to enable it to sell the units.
- (2) An owner developer may use any strata lots that the owner developer owns or rents as display lots for the sale of other strata lots in the strata plan.



Minutes of Annual General Meeting

January 7, 2019

**RE: Strata Corporation EPS3957 – Annual General Meeting Minutes
Residential Section**

Dear Owner(s),

We are the Property Managers for The Owners, Strata Plan **EPS3957, Newport at West Beach**.

Council sincerely thanks Owners for attending the AGM held on November 29th 2018. The Owners at the meeting approved a substantial increase to the operating budget, which was retroactive to October 1, 2018.

Enclosed you will find a copy of the meeting Minutes for the Residential Section, the 2018-2019 approved Operating Budget and Fee Schedule, as well as a copy of the newly approved Bylaws for the Strata Corporation.

The strata fee increase was effective October 1, 2018; the first month of the Strata Corporations fiscal year. Owners who pay strata fees by post-dated cheques, are asked to send a new series of cheques (postdated **October 1, 2018** to **September 1, 2019**, inclusive) payable to “**Strata Plan EPS3957r**, to the Richmond office of RE/Max dWell Property Management (address below).

Owners who pay strata fees by way of Pre-Authorized Payment (PAP) agreement, RE/MAX dWell Property Management will automatically debit your account the correct amount beginning January 1, 2019. To collect the increased amount for October, November and December 2018, it was agreed that the retroactive amount for October – December would be automatically debited over three months (January – March).

If you are not set up to pay your strata fees via the pre-authorized debit program, please find attached the authorization form to be completed and forwarded to the AR@dwelldwellproperty.ca Should you have any questions, please contact the author below.

Warm Regards,

RE/MAX dWell Property Management
Agents for the Owners of **EPS3957r**

Susan MacGregor
Property Manager
Email: susan.macgregor@dwelldwellproperty.ca
Direct: 604-248-3828

Strata Corporation Website

Sign-up to the Strata Corporation website today! Receive updates on new postings, access bylaws, minutes and much more!
Need help?

Contact clients@dwelldwellproperty.ca with your name, unit number, strata plan or address, and we will be happy to get you started.



**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN EPS 3957 – Newport at West Beach
STRATA CORPORATION “RESIDENTIAL” SECTION**

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੇਖ ਕਰਵਾਓ

HELD: Thursday, November 29th, 2018 at 7:00 pm
Centennial Park Leisure Centre – 14600 North Bluff Road, White Rock, B.C.

PRESENT: Twenty-nine **(29)** Strata Lots Represented
Sixteen **(16)** In Person
Thirteen **(13)** By Proxy

AGENTS: Susan MacGregor RE/MAX dWell Property Management
Arlet Barolo, RE/MAX dWell Property Management

(1) CALL TO ORDER

The meeting was called to order at 8:41 p.m. by Residential Strata Council President, Grant Byers.

Mr. Byers thanked Owners for staying after the Strata Corporation meeting, and introduced the Residential Council. Owners were advised that the purpose of the meeting was to consider and approve several resolutions and the 2018-2019 Operating Budget, as well as elect a Strata Council.

As Mr. Byers, Strata Council President, was willing and able to Chair the meeting, there was no need to elect a Chair. The Strata Managers would assist in facilitating the process.

(2) QUORUM REPORT

All received proxies were verified and certified by Property Managers, Arlet Barolo and Susan MacGregor.

There are **60** Strata Corporation votes at **Newport at West Beach**. The Strata Property Act and Bylaws requires one-third of the Strata Corporation's votes (**20 votes**) to be eligible voters present in person or by proxy to constitute a quorum.

As **29 eligible voters** were represented at the time of call to order, the quorum was established and the



meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE OF MEETING

AS the Notice of Meeting was mailed out to all Owners on title on or before November 8, 2018, it was **MOVED (S/L 50) and SECONDED (S/L 66)** that proper proof notice of meeting had been provided in accordance with the requirements of the Strata Property Act.

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(4) APPROVAL OF THE AGENDA

It was **MOVED (S/L 15) and SECONDED (S/L 66)** to approve the agenda of the Annual General Meeting as previously distributed.

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(5) APPROVAL OF GENERAL MEETING MINUTES

As there were no errors or omissions noted, it was **MOVED (S/L 66) and SECONDED (S/L 50)** to approve the previous General Meeting Minutes dated September 20, 2017 as previously distributed.

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(6) ANNUAL INSURANCE REPORT

The Strata Corporation Insurance agent is **BFL Insurance Services**. The current policy runs from **July 28, 2018 to July 28, 2019**. The building is valued at \$21,830,000 based on a third-party appraisal program for insurance purposes. Each owner received a copy of the Strata Corporation's Certificate of Insurance, which had been included in the agenda package. As of the meeting, the Strata Corporation has a **\$5,000** water damage deductible.

Council reported that they sought quotations from the three largest brokers and consulted with an independent broker to ensure they received the best coverage for the best pricing. The following information is beneficial to all Owners.

Private Insurance:

Owners should be sure to have a private insurance policy that covers any damage or insurance deductible which is charged back to their strata lot in the event damage is caused to the building, another suite or their strata lot through the negligence, omission, act or error of the owner or his or her family or guests. There are exemptions to this where an Assumption of Liability has been signed.

Owners were also reminded that should they request and receive written permission from the Strata Corporation prior to altering their strata lot, all improvements and betterments must be insured by the home owner with their personal insurance to be covered. The Strata Corporation only insures what was original to the building at the time of development.



Strata Corporation Policy Deductible:

The Strata Corporation has a water damage deductible of **\$5,000**. If an owner's washing machine or dishwasher, or other item should overflow and cause damage, the Strata Corporation's insurance policy will not be executed until the damage is at least **\$5,000**. At that point, the strata will charge back the deductible to the owner's strata lot – this is what needs to be covered by an owner's private insurance policy. The Owner would be responsible to pay up to the first **\$5,000** of any damage claim caused by their strata lot.

The Strata Corporation's insurance will cover damage caused to an owner's suite or the common property should damage be caused through the failure of a strata system (i.e.: fire sprinkler, water main, etc.). The Strata Corporation insurance policy does not cover personal possessions or upgrades to suites – the policy covers only the unit as it was built. Please use the following example to reference how the system works:

What Owners are Responsible for:

Owners are responsible for any damage that occurs due to the failure of fixtures or pipes located inside their suite – this includes (but is not limited to) dishwashers, washers, bathtubs, showers, toilets, sinks, garburators and all associated piping located within the suite to operate these appliances. The Strata Corporation is only responsible for piping that is located within the common walls. For example, the strata lot owner is responsible for washing machine piping that is located within their suite. All piping connected to the supply lines in a common wall is the responsibility of the owner. The piping located in the common area walls is the responsibility of the Strata Corporation.

The purpose of strata insurance is to insure the common asset – 'the building'. The Strata Corporation is not obligated to provide coverage for improvements or upgrades or for the negligent or accidental damage caused by owners. All owners are covered by the insurance policy for accidents, but only above the amount of the policy insurance deductible. Therefore, it is recommended that owners consult their private insurance providers and secure coverage for:

-) Any strata policy deductible that may be charged back to the strata lot for damage caused by any item or person,
-) Any items (personal or otherwise), along with any upgrades to the unit that were not part of the original construction.

Owners who have questions about the strata insurance policy may contact the Property Manager for further clarification or contact **BFL Insurance Services** directly.

(7) MAJORITY VOTE CONSIDERATION OF 2018-2019 OPERATING BUDGET

Mr. Byers reviewed with the Owners some of the key points noted on the slide presentation related to the past and proposed operating budget.

It was **MOVED (S/L 30) and SECONDED (S/L 66)** to adopt the **2018-2019** proposed Budget as presented.

Owners were invited to discuss the budget. As in the Strata Corporation meeting, Owners questioned the need for such a substantial increase and suggested phasing it in over a few years. Owners were advised that the proposed budget will meet the needs of the Strata as well as ensure that funds are available to ensure the warranties are handled in the best interest of the ownership. Owners were reminded that it is Council's desire



to ensure the long-term value of the Owners investments and to keep in line with the market strata fee rates. Currently, Newport is well under the market strata fee rate and they need to be comparable to other similar strata's in the White Rock area. It was noted the average increase per Residential unit (both Strata and Residential) is \$180 per month. The average increase in strata fees for Commercial units is \$114 per month.

After a brief discussion on why it the increase was necessary, the **2018-2019** Residential Proposed Budget was put to a Majority Vote of the Owners represented with the result being:

27 In Favour, **2** Opposed, **0** Abstained

CARRIED

A copy of the approved budget and the schedule of maintenance fees are attached. The maintenance fees are effective **October 1, 2018**.

If you have been paying your strata fees via post-dated cheques, please remember that a new set of post-dated cheques should be mailed to RE/MAX Property Management Services (and made payable to "**STRATA PLAN EPS3957**"). If you are paying by pre-authorized debit plan ("PAD" - automatic debit from your chequing account), please note the increase amount in the Strata Fees will be applied to your account automatically. If you are not already paying your monthly maintenance fees by pre-authorized debit, and you wish to commence a pre-authorized plan, please contact the property manager, or download the PAD form from the website, complete and return it to RE/MAX per the instructions on the form.

Given the large increase, and that there were three months of retroactive fees, due, it was unanimously agreed by the Owners that the retroactive fees would be auto-debited over a period of three months beginning January 1, 2019.

New January fee amount along with the October retroactive amount; new February fee amount along with the November retroactive fee amount, and new March fee amount along with the December retroactive fee amount.

(8) CONSIDERATION OF ¾ VOTE #1 – Bylaw Amendment – Parking

It was **MOVED (S/L 45) and SECONDED (S/L 19)** to adopt **¾ VOTE #1 – Bylaw Amendment – Parking** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to move certain rules related to parking into the bylaws;
- B. The strata plan shows a parking area designated for the exclusive use of the residential strata lots;
- C. S.197(2) of the Strata Property Act permits a section to pass bylaws in respect of a matter that relates solely to the section;
- D. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a ¾ vote;



THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

1. The following bylaw be enacted as Bylaw 47(4)(f):

(f) bring a vehicle over 6 ft. 5 in (or 1.95 meters) into the residential section of the parking garage;

2. The following be enacted as Bylaw 47(6):

Only visitors to a residential strata lot may park in stalls designated for visitor parking. When doing so they must display a Residential Section visitor parking pass. No visitor shall park in visitor parking longer than 48 hours in a 7 day period.

3. The following be enacted as Bylaw 47(7):

Any vehicle in the residential section of the parking garage found to be in violation of any provision of this Bylaw 48 or of a rule pertaining to parking of vehicles may, at the discretion of the Residential executive, be towed at the expense of the owner of the vehicle.

END OF RESOLUTION

After a brief discussion on the proposed changes and with all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #1** as presented, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(9) CONSIDERATION OF $\frac{3}{4}$ VOTE #2 – Bylaw Amendment – LCP Use/Locker & Parking

It was **MOVED (S/L 30) and SECONDED (S/L 51)** to adopt $\frac{3}{4}$ **VOTE #2 – Bylaw Amendment – LCP Use / Locker & Parking** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to enact a bylaw to assist in dealing with unauthorized use of storage lockers;
- B. The storage lockers are designated as limited common property for specific strata lots;
- C. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- D. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following be enacted as Bylaw 43(19):

(19) obstruct the use of limited common property by those persons entitled to use it. (Where an obstruction occurs, the strata corporation shall be permitted to do such acts, including cutting locks,



removing materials and towing vehicles as are necessary to restore proper use of the limited common property).

END OF RESOLUTION

After a brief discussion on the proposed changes and with all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #2** as presented, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(10) CONSIDERATION OF $\frac{3}{4}$ VOTE #3 – Bylaw Amendment – Decorations

It was **MOVED (S/L 30) and SECONDED (S/L 15)** to adopt $\frac{3}{4}$ **VOTE #3 – Bylaw Amendment – Decorations** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to enact a bylaw banning the permanent affixing of decorations (except for holiday decorations) to the exterior of the building;
- B. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- C. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following be enacted as Bylaw 43(20):

- (20) affix or attach (regardless of the method or means used) decorations, birdfeeders, ornamental or similar items (other than items associated with a particular holiday or celebration for 8 weeks at or around the time of the holiday or celebration) to the exterior of the building;

END OF RESOLUTION

Council discussed the reasons behind the proposed Resolution. Clarification was brought to the attention of Owners that this relates only to seasonal holidays or celebrations only. It was suggested that the time frame should extend to 12 weeks instead of 8 weeks.

It was **MOVED (S/L 30) and SECONDED (S/L 45)** to amend $\frac{3}{4}$ **VOTE #3 – Bylaw Amendment – Decorations** as follows:

- (20) affix or attach, **by temporary hooks that do not penetrate the building envelope**, decorations, birdfeeders, ornamental or similar items (other than items associated with a particular holiday or celebration for 8 weeks at or around the time of the holiday or celebration) to the exterior of the building;



There was a call for a vote of the proposed amendment, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

AMENDMENT CARRIED

It was then necessary to approve the Resolution as amended.

As all questions were answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #3** as amended, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(11) CONSIDERATION OF $\frac{3}{4}$ VOTE #4 – Bylaw Amendment – Air Conditioning

It was **MOVED (S/L 30)** and **SECONDED (S/L 51)** to adopt $\frac{3}{4}$ **VOTE #4 – Bylaw Amendment – Air Conditioners** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to enact a bylaw which permits only portable air conditioners to be used;
- B. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- C. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following be enacted as Bylaw 43(21):

- (21) use or install an air conditioner, other than a portable air conditioner that is wholly situate within the strata lot and vented only through a window which has been designated in writing by the Residential executive for that purpose;

END OF RESOLUTION

The President reviewed the rationale behind the proposed resolution and opened the floor to questions.

After a brief discussion with all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #4** as presented, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(12) CONSIDERATION OF $\frac{3}{4}$ VOTE #5 – Bylaw Amendment – Absence / Unit Inspection

It was **MOVED (S/L 30)** and **SECONDED (S/L 45)** to adopt $\frac{3}{4}$ **VOTE #5 – Bylaw Amendment – Absence / Unit Inspection** as follows:



WHEREAS:

- A. The owners in the Residential Section wish establish certain safety and security obligations with respect to strata lots when owners are away for more than 2 weeks;
- B. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- C. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following bylaw be enacted as Bylaw 44.2:

An owner or tenant who leaves their residential strata lot unoccupied for longer than 2 consecutive weeks must:

- (a) have someone enter the strata lot at least every 14 days to inspect the same and immediately report any water or gas leaks or other important issues to the Residential Section;
- (b) during their absence, shut off the main water valve within their strata lot.

END OF RESOLUTION

Discussion ensued with respect to damages that may occur due of turning off the water, and if the on-demand water heater calls for water that it may burn out the heater. In this case, it was recommended to shut off the on-demand water heater – there is a switch on the heater. This way, the system won't call for water.

After all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #5** as presented, with the result being:

27 In Favour, **2** Opposed, **0** Abstained

CARRIED

(13) CONSIDERATION OF $\frac{3}{4}$ VOTE #6 – Bylaw Amendment – Courtyard Reservation

It was **MOVED (S/L 30) and SECONDED (S/L 43)** to adopt $\frac{3}{4}$ **VOTE #6 – Bylaw Amendment – Courtyard Reservations** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to move the rule pertaining to the use of residential courtyard area to the bylaws;
- B. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- C. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;



THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following be enacted as Bylaw 44.1:

Reserving the Courtyard

- (1) Owners, tenants and occupants may reserve the courtyard and barbecue for their exclusive use by completing a booking form, submitting it to the Residential Section and paying a damage and cleaning deposit in the amount of \$200.
- (2) The courtyard can only be used from 8:00 am to 10:30 pm and must be vacated by end of rental period.
- (3) Users are responsible for cleaning and securing the area during and after use, which must include cleaning all surfaces, including barbeque (if used) so the area is left in original condition.
- (4) No other person may use the courtyard and barbecue when it is reserved for use or otherwise interfere with its use.

END OF RESOLUTION

The President explained the rationale behind the proposed Resolution.

As there were no questions, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #6** as presented, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(14) CONSIDERATION OF $\frac{3}{4}$ VOTE #7 – Bylaw Amendment – Garbage

It was **MOVED (S/L 30) and SECONDED (S/L 66)** to adopt $\frac{3}{4}$ **VOTE #7 – Bylaw Amendment – Garbage** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to enact bylaws regarding the disposal of garbage in the bins designated for use by the residential strata lots;
- B. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- C. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following be enacted as Bylaw 46.

Garbage



- (1) Any articles or material, other than normal household garbage and recyclables being disposed of must be removed by, and at the expense of, the owners, tenants and occupants of the strata lot from which the articles or materials originated.
- (2) All normal household waste must be properly sorted (and where applicable, bagged) and disposed of in the appropriate container.
- (3) An owner, tenant, occupant or visitor must not place anything in the garbage which is prohibited from being disposed of in that manner.

END OF RESOLUTION

After a brief discussion with all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #7** as presented, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(15) CONSIDERATION OF $\frac{3}{4}$ VOTE #8 – BYLAW AMENDMENT - Marijuana

It was deemed unnecessary to address $\frac{3}{4}$ Vote Resolution #8 – Bylaw Amendment – Marijuana, as it was put forward for consideration and approved at the Strata Corporation (Common) meeting.

(16) CONSIDERATION OF $\frac{3}{4}$ VOTE #9 – Bylaw Amendment – No Smoking

It was **MOVED (S/L 30) and SECONDED (S/L 43)** to adopt $\frac{3}{4}$ **VOTE #9 – Bylaw Amendment – No Smoking** as follows:

WHEREAS:

- A. The Residential Section owners wish to pass a bylaw which prohibits smoking in on the common and limited common property and in strata lots;
- B. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- C. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL STRATA LOTS THAT:

The following bylaw be enacted as Bylaw 44.3

- (1) An owner, tenant, occupant or visitor must not smoke tobacco, marijuana (except as permitted by Bylaw 8.1) or any similar organic substance nor use an e-cigarette or other vaporiser:
 - a) on the interior common property, such as, but not limited to hallways, lobbies, stairwells, elevators, storage rooms, common room(s) and the parking garage(s);
 - b) on the limited common property, including balconies, decks, and patios;
 - c) on the exterior common property within 6 meters of a door, window or air intake; and
 - d) in a strata lot;



END OF RESOLUTION

The President advised that this Resolution did not pass at the Strata Corporation level as questions related to the City of White Rock bylaws and the Commercial Section could not be answered. However, the Residential Section has the opportunity now to address this matter within the Residential Section of the building. It was recommended that the bylaw be amended to reflect the City of White Rock's smoking bylaw, which is 7.5 metres and not 6.0 metres.

It was **MOVED (S/L 50) and SECONDED (S/L 15)** to amend $\frac{3}{4}$ **VOTE #9 – Bylaw Amendment – No Smoking** as follows:

1. The following bylaw be enacted as Bylaw 44.3
 - (1) An owner, tenant, occupant or visitor must not smoke tobacco, marijuana (except as permitted by Bylaw 8.1) or any similar organic substance nor use an e-cigarette or other vaporiser:
 - a) on the interior common property, such as, but not limited to hallways, lobbies, stairwells, elevators, storage rooms, common room(s) and the parking garage(s);
 - b) on the limited common property, including balconies, decks, and patios;
 - c) on the exterior common property within **7.5** meters of a door, window or air intake; and
 - d) in a strata lot;

END OF RESOLUTION

There was a call for a vote of the proposed amendment, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

AMENDMENT CARRIED

As there were no further questions, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #9** as amended, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(17) CONSIDERATION OF $\frac{3}{4}$ VOTE #10 – Bylaw Amendment – Elevator – Move In/Move Out

It was **MOVED (S/L 30) and SECONDED (S/L 51)** to adopt $\frac{3}{4}$ **VOTE #10 – Bylaw Amendment – Elevator – Move In/Move Out** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to enact additional bylaws regarding moving into or out of a strata lot;
- B. S.197(2) of the Strata Property Act permits the section to pass bylaws in respect of a matter that relates solely to the section;
- C. S.197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;



THEREFORE BE IT RESOLVED BY WAY OF A ¾ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following be enacted as additions to Bylaw 48:

- (3) A person wishing to move into or out of a residential strata lot or reserve the residential elevator must give the Residential Section 7 days advance notice of the move.
- (4) A person moving into or out of a residential strata lot or reserving the residential elevator shall:
 - (a) pay a fee of \$200; and
 - (b) provide a refundable deposit of \$200 as security for return of the elevator key and damage to the elevator.
- (5) A person using the residential elevator for the purposes of moving must retrieve the elevator blankets from their designated storage place, install them in the elevator at all times during its use by them and return them to storage when finished.

END OF RESOLUTION

After a brief discussion with all questions being answered, there was a call for a vote of ¾ **Vote Resolution #10** as presented, with the result being:

29 In Favour, **0** Opposed, **0** Abstained

CARRIED

(18) CONSIDERATION OF ¾ VOTE #11 – Bylaw Amendment – Short Term Accommodations

It was **MOVED (S/L 30) and SECONDED (S/L 50)** to adopt ¾ **VOTE #11 – Bylaw Amendment – Short Term Accommodations** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to enact a bylaw which prohibits the use of strata lots for short term accommodation;
- B. 197(2) of the Strata Property Act permits a section to pass bylaws in respect of a matter that relates solely to the section;
- C. 197(3) of the Strata Property Act allows a section to amend its bylaws by way of a ¾ vote;

THEREFORE BE IT RESOLVED BY WAY OF A ¾ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following bylaw be enacted as Bylaw 50.1:

Short Term Accommodation

- (1) An owner, tenant or occupant of a residential strata lot must not:
 - (a) use or allow their strata lot (or any part of it) to be used for the purposes of providing



temporary accommodation for the general public including, but not limited to:

- (i) as a vacation rental or as travel accommodation;
- (ii) as a room rental, home exchange or other similar arrangement.
- (iii) any sort of short term accommodation arrangement (being an occupancy of less than 30 days),

For greater clarity, the hosting of a single foreign student as part of a homestay or exchange program is not prohibited.

- (a) allow, permit, agree or otherwise grant a license, in exchange for money, to a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.
- (2) An owner, tenant or occupant who breaches subsection (1) may be subject to a fine of up to \$1000 per day.

END OF RESOLUTION

Council advised Owners present that there is currently an Owner at Newport at West Beach who are using their strata lot as Vacation By Owner (VBO) rental. This is a violation of the City of White Rock bylaws, which allows for fines of \$1,000 per day. The Strata Council proposes same fines as the City in hopes that this will stop the existing problem and encourage others to not consider illegal short term rentals. Council advised Owners that collection of these fines can be addressed at Small Claims Court, if necessary.

With all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #11** as presented, with the result being:

27 In Favour, 2 Opposed, 0 Abstained

CARRIED

(19) CONSIDERATION OF $\frac{3}{4}$ VOTE #12 – Bylaw Amendment – Long Term Accommodations

It was **MOVED (S/L 30) and SECONDED (S/L 50)** to adopt $\frac{3}{4}$ **VOTE #12 – Bylaw Amendment – Long Term Accommodations** as follows:

WHEREAS:

- A. The owners in the Residential Section wish to enact a bylaw which requires tenants of long term accommodation (greater than 30 days) to ensure they are properly registered and educated as tenants as outlined below;
- B. 197(2) of the Strata Property Act permits a section to pass bylaws in respect of a matter that relates solely to the section;
- C. 197(3) of the Strata Property Act allows a section to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE RESIDENTIAL OWNERS THAT:

The following bylaw be enacted as Bylaw 50.2:



Long Term Rental Accommodation Tenants

- (1) An owner and tenant of a residential strata lot must ensure that the Residential Section has the following information:
- the tenants name and contact details for use on the buildings Enterphone System;
 - the tenants car type and licence plate number using the appropriate parking space designated for use by the owner;
 - whether the tenant will be using the storage locker registered for use by the owner, and
 - that the tenant has read and is familiar with the Bylaws and Rules of the Strata Corporation and Residential Section

With all questions being answered, there was a call for a vote of $\frac{3}{4}$ **Vote Resolution #12** as presented, with the result being:

27 In Favour, **2** Opposed, **0** Abstained

CARRIED

***** Please note that the numbering of the bylaws has been changed in some cases to incorporate those bylaws approved and those not approved.**

(20) UPDATE ON COMMON WARRANTY CLAIMS

Grant Byers and Sylvien Mak of Re\Max Dwell presented a snapshot of where the Strata is at with respect to the common areas warranty claims. RDH Building Science was retained to complete a comprehensive building enclosure review, which was submitted early 2018 with the final report completed and accepted by Strata Council August of 2018. Some of the deficiencies included but not limited to water ingress in the parkade, fall hazards, inadequate venting, water discharge into the open atrium area to the ground from level 3 to 1 of the 1160 building, etc.

230 claims were submitted to WBI of which over 60% have been accepted. The Strata Council feels that having this percentage accepted is a win when it comes to deficiencies. The Council are already planning on reviewing and prioritizing the rejected claims with the intention of negotiating with and hiring specialists as required to address the claims that were not accepted.

Owners were reminded to sign off on the Fireplace Authorization Forms and return them to Sylvien Mak at Re\Max Dwell so that she can assist Owners on the matter of excessive heat building up during normal operation of the fireplaces. As information comes available, Council will update via the website or written documentation.

Owners thanked Mr. Byers and Ms. Mak for the update.

(21) ELECTION OF 2018-2019 STRATA CORPORATION COUNCIL

The Property Manager, on behalf of the Owners, thanked the Council for their service over the past year. The Owners present responded with a round of applause as a show of appreciation for these volunteer roles. All Council Members then resigned their positions, as per the Strata Property Act.



It was noted that a minimum of three and a maximum of seven Owners may serve on Council and that anyone serving is required to be an Owner on Title. The floor was then opened for nominations and/or volunteers.

The following owners were nominated for Council:

Suzey Jiang

Kelly Erdman

Elaine Murray

As no further nominations or volunteers were received after 3 successive occasions, it was **MOVED (S/L 15 and SECONDED (S/L 43)** to accept the following Owners as nominated or volunteered to be elected as the **2018-2019** Residential Strata Council.

UNANIMOUSLY CARRIED

(22) NEW BUSINESS & GENERAL DISCUSSION

Committee Formation

Council reviewed with the Owners the need to have volunteers from the Ownership for the various Committees as follows: Landscaping, Operations, Bylaws, etc. Interested Owners are asked to contact either a Strata Council member or the Property Manager to volunteer.

(23) TERMINATION OF THE MEETING

There being no further business, the meeting was terminated at 10:10 p.m.

A brief meeting was then held with the newly-elected Strata Council members.

The election of the Strata Council Officers will be decided at the first Council meeting to be held on **Wednesday, December 5th 2019.**

All comments, concerns and suggestions for the Strata Council or management can be delivered via mail / emailed to:

RE/MAX Dwell Property Management
Suite 270 – 4311 Viking Way
Richmond, BC V6V 2K9

Attention: Susan MacGregor

Phone: (604) 604-248-3828

Email: susan.macgregor@dwellproperty.ca
www.dwellproperty.com

FOR AFTER HOURS EMERGENCIES CALL 604-821-2999 *5

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your Strata Corporation's business. Replacement of minutes will be at the owner's expense and not the Strata Corporation's.

STRATA PLAN EPS 3957
2018/2019 - OPERATING BUDGET

	Residential 2017/2018 Budget	Residential 2017/2018 Actuals	Residential 2018/2019 Budget
REVENUE			
Strata Fees	\$ 47,792	\$ 47,792	\$ 82,776
Other Income	-	488	-
TOTAL REVENUE	\$ 47,792	\$ 48,280	\$ 82,776

OPERATING EXPENSES

ADMINISTRATIVE EXPENSES

Property Management	8,316	8,723	13,200
Bank Charges	120	136	575
Sundry, Postage & Copies	500	498	600
Professional-Audit & Tax	80	99	1,845
Professional-Legal & Engineering	2,500	-	4,000
Insurance	-	189	500
Telephone	-	361	750
TOTAL ADMIN. EXPENSES	11,516	10,005	21,470

UTILITES

Utilities - Electricity	-	-	-
Utilities - Water, Sewage and Nat Gas	200	11,394	18,500
TOTAL UTILITIES	200	11,394	18,500

BUILDING MAINTENANCE

Garbage Disposal & Recycling	7,000	11,083	15,000
Janitorial Services	10,000	5,047	2,000
General Repairs & Maintenance	4,000	625	1,000
Elevator Maintenance	4,000	5,074	6,000
Mechanical Repairs & Maintenance	-	-	-
Parkade Maintenance	1,800	186	800
Fire and Security	2,200	202	3,000
Building Maintenance and Improvements	-	-	6,288
Window Cleaning			-
Pest Control	-	131	-
TOTAL BUILDING MAINTENANCE	29,000	22,347	34,088

GROUNDS MAINTENANCE

Landscaping Service Contract	4,800	3,570	-
Landscape Improvements & Irrigation	-	-	-
Snow Removal	-	-	-
TOTAL GROUNDS & GARDENS	4,800	3,570	-

TOTAL OPERATING EXPENSES	\$ 45,516	\$ 47,317	\$ 74,058
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Transfer to Contingency Fund	\$ 2,276	\$ 2,276	\$ 7,406
Recovery of 2017/2018 Deficit			\$ 1,312
NET SURPLUS (DEFICIT)	\$ -	(1,312)	\$ -

STRATA PLAN EPS 3957 - Newport at West Beach
SCHEDULE OF STRATA FEES 2018/2018

Unit	Strata	Strata Lot	Residential	Strata Corp	Residential	Strata Corp	Total
#	Lot	Unit	Operating	Operating	CRF	CRF	Monthly
	#	Entitlement	Contribution	Contribution	Contribution	Contribution	Strata Fee
206-1150 Oxford St	8	112	\$ 105.50	\$ 234.46	\$ 10.37	\$ 23.52	\$ 373.84
205-1150 Oxford St	9	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
204-1150 Oxford St	10	146	\$ 137.52	\$ 305.63	\$ 13.51	\$ 30.66	\$ 487.33
203-1150 Oxford St	11	86	\$ 81.01	\$ 180.03	\$ 7.96	\$ 18.06	\$ 287.06
202-1150 Oxford St	12	117	\$ 110.21	\$ 244.92	\$ 10.83	\$ 24.57	\$ 390.53
201-1150 Oxford St	13	146	\$ 137.52	\$ 305.63	\$ 13.51	\$ 30.66	\$ 487.33
306-1150 Oxford St	14	136	\$ 128.10	\$ 284.70	\$ 12.59	\$ 28.56	\$ 453.95
305-1150 Oxford St	15	144	\$ 135.64	\$ 301.45	\$ 13.33	\$ 30.24	\$ 480.65
304-1150 Oxford St	16	173	\$ 162.96	\$ 362.15	\$ 16.01	\$ 36.33	\$ 577.45
303-1150 Oxford St	17	104	\$ 97.96	\$ 217.71	\$ 9.63	\$ 21.84	\$ 347.14
302-1150 Oxford St	18	138	\$ 129.99	\$ 288.89	\$ 12.77	\$ 28.98	\$ 460.63
301-1150 Oxford St	19	177	\$ 166.72	\$ 370.53	\$ 16.38	\$ 37.17	\$ 590.80
103-1160 Oxford St	20	151	\$ 142.23	\$ 316.10	\$ 13.98	\$ 31.71	\$ 504.02
102-1160 Oxford St	21	65	\$ 61.23	\$ 136.07	\$ 6.02	\$ 13.65	\$ 216.96
101-1160 Oxford St	22	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
107-1160 Oxford St	23	135	\$ 127.16	\$ 282.60	\$ 12.49	\$ 28.35	\$ 450.61
106-1160 Oxford St	24	70	\$ 65.94	\$ 146.54	\$ 6.48	\$ 14.70	\$ 233.65
105-1160 Oxford St	25	66	\$ 62.17	\$ 138.16	\$ 6.11	\$ 13.86	\$ 220.30
104-1160 Oxford St	26	141	\$ 132.81	\$ 295.17	\$ 13.05	\$ 29.61	\$ 470.64
204-1160 Oxford St	27	141	\$ 132.81	\$ 295.17	\$ 13.05	\$ 29.61	\$ 470.64
203-1160 Oxford St	28	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
202-1160 Oxford St	29	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
201-1160 Oxford St	30	140	\$ 131.87	\$ 293.07	\$ 12.96	\$ 29.40	\$ 467.30
207-1160 Oxford St	31	140	\$ 131.87	\$ 293.07	\$ 12.96	\$ 29.40	\$ 467.30
206-1160 Oxford St	32	67	\$ 63.11	\$ 140.26	\$ 6.20	\$ 14.07	\$ 223.64
205-1160 Oxford St	33	142	\$ 133.75	\$ 297.26	\$ 13.14	\$ 29.82	\$ 473.98
303-1160 Oxford St	34	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
302-1160 Oxford St	35	121	\$ 113.97	\$ 253.30	\$ 11.20	\$ 25.41	\$ 403.88
301-1160 Oxford St	36	127	\$ 119.63	\$ 265.86	\$ 11.75	\$ 26.67	\$ 423.91
308-1160 Oxford St	37	100	\$ 94.19	\$ 209.34	\$ 9.26	\$ 21.00	\$ 333.79
307-1160 Oxford St	38	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
306-1160 Oxford St	39	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
305-1160 Oxford St	40	97	\$ 91.37	\$ 203.06	\$ 8.98	\$ 20.37	\$ 323.77
304-1160 Oxford St	41	54	\$ 50.86	\$ 113.04	\$ 5.00	\$ 11.34	\$ 180.24
403-1160 Oxford St	42	132	\$ 124.34	\$ 276.32	\$ 12.22	\$ 27.72	\$ 440.60
402-1160 Oxford St	43	121	\$ 113.97	\$ 253.30	\$ 11.20	\$ 25.41	\$ 403.88
401-1160 Oxford St	44	127	\$ 119.63	\$ 265.86	\$ 11.75	\$ 26.67	\$ 423.91
408-1160 Oxford St	45	100	\$ 94.19	\$ 209.34	\$ 9.26	\$ 21.00	\$ 333.79
407-1160 Oxford St	46	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
406-1160 Oxford St	47	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
405-1160 Oxford St	48	97	\$ 91.37	\$ 203.06	\$ 8.98	\$ 20.37	\$ 323.77
404-1160 Oxford St	49	54	\$ 50.86	\$ 113.04	\$ 5.00	\$ 11.34	\$ 180.24
1-14820 Buena Vista Ave	50	175	\$ 164.84	\$ 366.34	\$ 16.20	\$ 36.75	\$ 584.13
2-14820 Buena Vista Ave	51	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
3-14820 Buena Vista Ave	52	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
4-14820 Buena Vista Ave	53	168	\$ 158.25	\$ 351.69	\$ 15.55	\$ 35.28	\$ 560.76
7-14820 Buena Vista Ave	54	91	\$ 85.72	\$ 190.50	\$ 8.42	\$ 19.11	\$ 303.75
17-14820 Buena Vista Ave	55	50	\$ 47.10	\$ 104.67	\$ 4.63	\$ 10.50	\$ 166.89
15-14820 Buena Vista Ave	56	49	\$ 46.15	\$ 102.58	\$ 4.54	\$ 10.29	\$ 163.56
12-14820 Buena Vista Ave	57	99	\$ 93.25	\$ 207.24	\$ 9.16	\$ 20.79	\$ 330.45
10-14820 Buena Vista Ave	58	51	\$ 48.04	\$ 106.76	\$ 4.72	\$ 10.71	\$ 170.23
8-14820 Buena Vista Ave	59	46	\$ 43.33	\$ 96.30	\$ 4.26	\$ 9.66	\$ 153.54
5-14820 Buena Vista Ave	60	110	\$ 103.61	\$ 230.27	\$ 10.18	\$ 23.10	\$ 367.17
6-14820 Buena Vista Ave	61	83	\$ 78.18	\$ 173.75	\$ 7.68	\$ 17.43	\$ 277.04
18-14820 Buena Vista Ave	62	125	\$ 117.74	\$ 261.67	\$ 11.57	\$ 26.25	\$ 417.23
16-14820 Buena Vista Ave	63	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
114-14820 Buena Vista Ave	64	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
13-14820 Buena Vista Ave	65	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
11-14820 Buena Vista Ave	66	109	\$ 102.67	\$ 228.18	\$ 10.09	\$ 22.89	\$ 363.83
9-14820 Buena Vista Ave	67	111	\$ 104.55	\$ 232.36	\$ 10.27	\$ 23.31	\$ 370.50
Totals		6668	\$ 6,280.83	\$ 13,958.59	\$ 617.15	\$ 1,400.31	\$ 22,256.89
Residential Specific							
Annual Strata Fees	\$ 75,370						
Annual CRF Contribution	\$ 7,406						
	\$ 82,776						
Strata Corporation Operating Budget							
Annual Strata Fees	184,585						
Annual CRF Contribution	18,517						
	203,102						
Residential To Strata Corporation Operating Budget							
Annual Strata Fees	167,503						
Annual CRF Contribution	16,804						
	184,307						
Total Residential and Commercial UE							
	7348						

Instructions: Fill in all fields then print form and sign. Return signed form, along with a void cheque, to dWell via mail, fax or email.

Authority to Debit Account: I/We hereby authorize RE/MAX dWell Property Management (dWell) on behalf of my/our Strata Corporation and Vancity Savings Credit Union to debit my/our account, on the first of each month, my recurring strata fees and any authorized charges (parking and lockers etc.) as approved by the strata corporation from time to time.

I/We hereby authorize dWell to increase or decrease my monthly debit as required to reflect my/our monthly strata fees as established by the Strata Corporation from time to time, including any one-time retroactive strata fee adjustments as approved by the Strata Corporation from time to time.

Cancellation of Agreement: This authority shall continue until dWell has received written notification from me/us of its change or termination at least ten (10) business days prior to the next scheduled debit date. I/We may obtain a PAD cancellation form from www.dwellproperty.ca. I/We may also obtain a sample PAD cancellation form, or further information on my/our right to cancel a PAD Agreement, at my financial institution or by visiting www.cdnpay.ca.

Assignment of PAD Agreement: dWell may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

Recourse/Reimbursement Statement: I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on my/our recourse rights, I/We may contact my/our financial institution or visit www.cdnpay.ca.

Payor Account and Contact Information: I/We undertake to provide written notice to dWell of any change in the account or address information provided in this authorization as soon as the change occurs. I understand that account information changes must be received by dWell at least ten (10) business days prior to the next scheduled debit date in order to avoid the possibility that my debit is returned by my financial institution.

Delivery: I/We acknowledge that delivery of this authorization to dWell constitutes delivery by me to the above financial institution. I/We acknowledge receipt of a copy of this authorization.

My Information (Please print clearly)

Strata Plan: Strata Lot: Civic Address: -
(unit #) (street address)

Name of Strata Lot Owner(s)

Phone: (Res.) (Bus.) (Mobile)

Commencement Date of this PAD Agreement: 1st of Every Month Commencing (YYYY-MM-DD):

Type of Use (please check one): ☐ Personal ☐ Business

Payment Type: ☐ Strata Fee ☐ Parking (if applicable) ☐ Locker (if applicable) ☐ other (please specify)

Bank Account Information

Please affix a **VOID CHEQUE**
or

You may also attach a bank account document completed/verified by your financial institution.

I/We warrant that all persons whose signatures are required to sign on the account have signed this PAD Agreement below.

x

Signature of Account Holder

Name (Please Print)

Date(YYYY-MM-DD):

x

Signature of Joint Account Holder (if appropriate)

Name (Please Print)

Date(YYYY-MM-DD):

Please submit completed PAD Agreement by mail or fax: (604) 821.1822 or email: ar@dwellproperty.ca



BYLAWS – EPS3957

NEWPORT AT WEST BEACH

PART 1 – Separate Sections

1. Commercial section

The owners of all non-residential strata lots 1 to 7 will form a separate section within the strata corporation consisting of all the non-residential strata lots in the strata plan and bearing the name “Section 1 of The Owners, Strata Plan _EPS3957c_” (the “Commercial Section”).

2. Residential section

The owners of all residential strata lots 8 to 67 will form a separate section within the strata corporation consisting of all the residential strata lots in the strata plan and bearing the name “Section 2 of The Owners, Strata Plan _EPS3957r_” (the “Residential Section”).

3. Administration of sections

- (1) The Residential Section must elect an executive in the manner described in Part 7 of these Bylaws.
- (2) The Commercial Section must elect an executive in the manner described in Part 8 of these Bylaws.
- (3) With respect to matters that relate solely to a separate section, each section is a corporation and has the same powers and duties as the strata corporation to enter into contracts in the name of such section, and to enforce bylaws and rules.
- (4) Each section may make rules governing the use, safety and condition of the limited common property designated for the exclusive use of such section.
- (5) Each of the Commercial Section and the Residential Section may obtain insurance only:
 - (a) against perils that are not insured by the strata corporation; or

- (b) for amounts that are in excess of amounts that are insured by the strata corporation.

These bylaws contain a restriction on pets which limits each strata lot owner to have two pets (either dogs or cats).

Each section has the same insurable interest as the strata corporation has in property contained within such section.

4. Payment and collection of section fees

- (1) Each of the Commercial Section and the Residential Section are entitled to establish its own operating fund and contingency reserve fund for common expenses of the section, including expenses relating to the limited common property designated for the exclusive use of all of the strata lots in such section.
- (2) The executive of each section will prepare an annual budget of section expenses which is to be included as part of the annual budget prepared by the strata corporation for approval at annual general meetings. The strata fees payable by the owners to the strata corporation and to the owner's separate section will be billed separately.
- (3) Only authorized signatories for each of the Commercial Section and the Residential Section will be entitled to withdraw funds from the operating fund and the contingency reserve fund for their respective sections.
- (4) Special levies approved by a separate section will be payable by the owners in such section to the strata corporation which will pay such special levy into the operating fund or the contingency reserve of such section, as requested by such section.
- (5) At the request of a separate section, the strata corporation will register a lien against an owner's strata lot if section fees have not been paid to the strata corporation as part of such owner's strata fees or if a special levy approved by a separate section has not been paid by such owner.

5. Repair and maintenance of property by separate sections

Each of the Commercial Section and the Residential Section must repair and maintain all of the limited common property appurtenant to such section, but the duty to repair and maintain does not include repair and maintenance of the following (which are the responsibility of the strata corporation):

- (1) repair and maintenance that in the ordinary course of events occurs less than once a year;
- (2) the structure of a building;
- (3) the exterior of a building;
- (4) chimneys, stairs, balconies and other things attached to the exterior of a building;

- (5) doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property (including, without limitation, the entrance doors to strata lots); and
- (6) fences, railings and similar structures that enclose patios, balconies and yards.

PART 2 – Duties of Owners of Strata Lots, Tenants, Occupants and Visitors

6. Payment of strata fees

- (1) An owner must pay strata fees to the strata corporation and their section on or before the first day of the month of which the strata fees relate.
- (2) If an owner is late in paying his or her strata fees, the owner must pay to the strata corporation or the applicable section interest on the late payment in the amount of 10% per annum compounded annually, and allocated on a monthly basis commencing the date the payment was due and continuing until the last day of the month in which it is paid.

7. Repair and maintenance of property by owner

- (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation or a section under these bylaws.
- (2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation or a section under these bylaws.

8. Use of property

- (1) An owner, tenant, occupant, employee or visitor must not use a strata lot, the common property or common assets in a way that:
 - (a) causes a nuisance, disturbance or hazard to another person,
 - (b) causes unreasonable or repetitive noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - (d) is illegal, or
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

- (2) An owner, tenant, occupant, employee or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under the Act.
- (3) When the purpose for which a residential strata lot is intended to be used is shown expressly or by necessary implication on or by the registered strata plan, an owner will not use his or her strata lot for any other purpose, or permit it to be so used.
- (4) An Owner is prohibited from installing an external air conditioning unit, appliance or heat pump or penetrating the building envelope for the purpose of installing an internal air conditioner.

8.1 Marijuana

- (1) For the purposes of this bylaw, a reference to “marijuana” shall include “cannabis”.
- (2) Subject to (3) below, the smoking, vaping, cultivation, alteration and processing of marijuana is prohibited within a strata lot and on the common and limited common property.
- (3) An owner, tenant or occupant with a valid and current registration certificate issued under the *Cannabis Regulations* (a “Certificate”) will be permitted (to the extent allowed by law) to:
 - (a) Smoke or vape marijuana in a strata lot only (excluding any balconies, decks or patios which may form part of the strata lot) provided that a medical doctor prescribes smoking or vaping as the only means by which it can be consumed;
 - (b) cultivate marijuana in a strata lot for their own use; or
 - (c) alter or process marijuana within a strata lot for their own use.
- (4) An owner, tenant, or occupant with a Certificate who smokes or vapes marijuana as permitted by (3)(a) within a strata lot must not permit the smoke or odour to escape the strata lot such that it can be smelled by another resident.
- (5) An owner, tenant or occupant with a Certificate who cultivates marijuana or alters the form of marijuana within a strata lot must not permit any fumes or odours created by doing so to escape the strata lot such that it can be smelled by another resident.
- (6) An owner, tenant, occupant or visitor with a Certificate who undertakes any of the activities described in this bylaw, or any other activities related to medical marijuana must:
 - (a) prior to undertaking such activity, provide a copy of their Certificate to the strata corporation;
 - (b) comply with all relevant federal, provincial, and municipal statutes, regulations, bylaws, and rules regarding the production and processing of marijuana;

- (c) allow the strata corporation access to their strata lot in accordance with the strata corporation's bylaws to ensure compliance with such laws;
 - (d) prior to installing any equipment related to the cultivation of marijuana for medical purposes, obtain approval from the strata corporation with respect to the proposed location and method of installation. While the strata corporation may not unreasonably withhold approval, it may require, as part of granting approval, that such things to be done and such steps to be taken as may be necessary to protect the building and limit the impact of the effects of the cultivation on other residents;
 - (e) not alter or process marijuana by a method or in a manner which is unsafe and poses an unreasonable risk to the building(s) including by the use of an organic solvent;
- (7) A non-residential strata lot must not be used for the growing, processing or retail sales of marijuana or related products.

9. Inform strata corporation

- (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

10. Obtain approval before altering a strata lot

- (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, windows or skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building, or that front on the common property (i.e., including, for example, adding security devices to the entrance door to a strata lot or changing window treatment);
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) parts of the strata lot which the strata corporation must insure under the Strata Property Act including, without limitation, fixtures installed by the owner

developer as part of the original construction of a strata lot (e.g. the original wall to wall carpeting).

- (2) The strata corporation must not unreasonably withhold its approval under subsection (1) provided such change(s) do not alter the exterior appearance of the building including window treatment, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) An owner must not do, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to do, any act, nor alter, or permit any occupant of his or her strata lot, in any manner, which in the opinion of the strata council will alter the exterior appearance of the building.

11. Obtaining approval before altering common property

- (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration and to provide, at the request of the strata corporation, evidence of appropriate insurance coverage relating to the alteration.

12. Permit entry to strata lot

- (1) An owner, tenant occupant or visitor must allow a person authorized by the strata corporation or their section to enter the strata lot:
 - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice,
 - (i) to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under the Act, and
 - (ii) to ensure compliance with the *Strata Property Act* and these bylaws.
- (2) The notice referred to in subsection (1)(b) must include the date and approximate time of entry, and the reason for entry.
- (3) In exercising its rights under this bylaw, the strata corporation will not unreasonably interfere with the operation of any occupant of a strata lot.

13. Compliance with bylaws

An owner, tenant, occupant, employee or visitor must comply strictly with these bylaws and with any rules adopted by the strata corporation or either of the separate sections applicable to such owner from time to time.

14. Insurance deductible and damage to property

- (1) The owner of a strata lot shall be obligated to pay to the strata corporation upon demand the amount of any insurance deductible paid by the strata corporation in relation to any claim made under or against the strata corporation's insurance policy, the cause of which claim the owner, a tenant, an occupant of that owner's strata lot or their guest or invitee are responsible for or the source of the damage giving rise to the claim originated in that owner's strata lot.
- (2) If an owner makes an insurance claim under the strata corporation's insurance policy in relation to any portion of that owner's strata lot which the strata corporation is required to insure for which the owner, a tenant, an occupant of that owner's strata lot or their guest or invitee are responsible for the damage which gave rise to the claim, the owner shall pay directly any deductible related to such claim.
- (3) The strata corporation, subject to the terms of the Strata Property Act and these bylaws, shall recover from an owner or tenant (as the case may be) the costs to repair any physical damage to the common property, limited common property or those portions of a strata lot which the strata corporation is required to repair and which is not covered by the strata corporation's insurance policy for which the owner, a tenant, an occupant of the strata lot or their guest or invitee are responsible or the source of which originated in that strata lot. The strata corporation may choose to seek recovery (including suing) from only the owner of a strata lot in relation to damage caused by a tenant or occupant of that strata lot or their guest or invitee. Nothing in this section shall act to restrict the rights of the strata corporation pursuant to s.133 of the Strata Property Act.
- (4) The owner of a strata lot shall be obligated to pay to another owner the costs (including any insurance deductible) to repair any damage to that other owner's strata lot for which the owner, a tenant, an occupant of the strata lot or their guest or invitee are responsible or the source of which originated in the owner's strata lot.

PART 3 – Powers and Duties of Strata Corporation or a Separate Section

15. Repair and maintenance of property by strata corporation

The strata corporation must repair and maintain all of the following:

- (1) common assets of the strata corporation;
- (2) common property that has not been designated as limited common property;

- (3) limited common property (except for repair and maintenance that is the responsibility of a separate section under bylaw 5 but the duty to repair and maintain it is restricted to:
 - (a) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (b) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (i) the structure of a building;
 - (ii) the exterior of a building;
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (iv) doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property (including, without limitation, the entrance doors to strata lots);
 - (v) fences, railings and similar structures that enclose patios, balconies and yards;
- (4) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to:
 - (a) the structure of a building,
 - (b) the exterior of a building,
 - (c) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (d) doors, windows and skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building or that front on the common property, and
 - (e) fences, railings and similar structures that enclose patios, balconies and yards.
- (5) the Residential section must repair and maintain all of the common property designated for the exclusive use of their section.
- (6) the Commercial Section must repair and maintain all of the common property designated for the exclusive use of their section.

16. Council and executive size

The council must have at least 3 and not more than 7 members, and at least one of its members will be a representative of the Commercial Section and at least one of its members will be a representative of the Residential Section.

17. Council members' terms

- (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (2) A person whose term as council member is ending is eligible for re-election.

18. Removing council member

- (1) Unless all the owners are on the council, the Strata Corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.
- (3) No person may stand for council or continue to be on council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under the Act.

19. Replacing council member

- (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

20. Officers

- (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president and a vice president, and may elect a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president:

- (a) while the president is absent or is unwilling or unable to act, or
- (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

21. Calling council meetings

- (1) Any council member may call a council meeting by giving the other council members at least two week's notice of the meeting, specifying the reason for calling the meeting.
- (2) The notice must be in writing and delivered to each council member.
- (3) A council meeting may be held on less than two week's notice if
 - (a) all council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

22. Quorum of council

- (1) A quorum of the council is
 - (a) 1, if the council consists of one member.
 - (b) 2, if the council consists of 2, 3 or 4 members,
 - (c) 3, if the council consists of 5 or 6 members, and
 - (d) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

23. Council meetings

- (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.

- (3) Owners may not attend council meetings as observers unless council, in its sole discretion, agrees to permit members to attend.
- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:
 - (a) bylaw contravention hearings;
 - (b) rental restriction bylaw exemption hearings;
 - (c) any other matters if the presence of observers would, in the council's option, unreasonably interfere with an individual's privacy.

24. Voting at council meetings

- (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

25. Council to inform owners of minutes

The council must inform owners of the minutes of all council meetings with 2 weeks of the meeting, whether or not the minutes have been approved.

26. Delegation of council's powers and duties

- (1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (2) The council may delegate its spending powers or duties, but only by a resolution that
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
 - (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.

- (4) The council may not delegate its powers to determine, based on the facts of a particular case,
 - (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

27. Spending restrictions

- (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

28. Limitation on liability of council member

- (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

29. Consents

- (1) Any consent, approval or permission given under these bylaws by the strata council or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.
- (2) Notwithstanding any provision of the *Strata Property Act*, the strata corporation may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect money owing to the strata corporation, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

PART 4 – Enforcement of Bylaws and Rules

30. Maximum fine

- (1) The strata corporation, and each separate section with respect to any bylaw or rule that relates solely to such section, may fine an owner or tenant a maximum of
 - (a) \$200 for each contravention of a bylaw, and

- (b) \$50 for each contravention of a rule.
- (2) Each owner is responsible for payment, without invoice, of any money (other than strata fees, but including special levies) owing to the strata corporation or its separate section, as the case may be, as provided for in the *Strata Property Act* or these bylaws and if the owner fails to pay any money so owing within 15 days after the date such money becomes due, the owner will, after having been given written notice of the default and been provided with a reasonable opportunity to answer the complaint (including a hearing if requested), be assessed and pay a fine of \$25.00, and if such default continues for a further 15 days, an additional fine of \$25.00 will be levied against and paid by the owner and for each additional month such default continues, an additional fine of \$25.00 will be levied against and paid by the owner.
- (3) Additional assessments, fines authorized by these bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by either the strata corporation or a separate section, as the case may be, to enforce these bylaws, as they may be amended from time to time, or any rule or regulation which may be established from time to time by the strata council or a section executive pursuant to the *Strata Property Act* or these bylaws, will become part of the assessment of the owner responsible and will become due and payable on the first day of the month next following, except that any amount owing in respect of a fine or the cost of remedying the contravention of a bylaw will be calculated as a separate component of such assessment and the strata corporation may not register a lien against such separate component.

31. Continuing contravention

If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

PART 5 – Annual and Special General Meetings

32. Person to chair meeting

- (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

33. Participation by other than eligible voters

- (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.

- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

34. Voting

- (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president may break the tie by casting a second, deciding vote.
- (6) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
- (7) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.
- (8) An owner who is otherwise an eligible voter may not exercise his or her vote for a strata lot, except on matters requiring an unanimous vote, if the strata corporation is entitled to register a lien against that strata lot.

35. Order of business

The order of business at annual and special general meetings is as follows:

- (1) certify proxies and corporate representatives and issue voting cards;
- (2) determine that there is quorum;
- (3) elect a person to chair the meeting, if necessary;
- (4) present to the meeting proof of notice of meeting or waiver of notice;
- (5) approve the agenda;
- (6) approve minutes from the last annual or special general meeting;

- (7) deal with unfinished business;
- (8) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (9) ratify any new rules made by the strata corporation;
- (10) report on insurance coverage, if the meeting is an annual general meeting;
- (11) approve the budget for the coming year, if the meeting is an annual general meeting;
- (12) deal with new business, including any matters about which notice has been given;
- (13) elect a council, if the meeting is an annual general meeting;
- (14) terminate the meeting.

36. Electronic Attendance at Meetings

Attendance by persons at an annual or special general meeting may be by telephone or other electronic method if such method permits all persons participating in the meeting to communicate with each other during the meeting.

PART 6 – Common Expenses

37. Strata fees

The strata lot owners' contributions to the common expenses of the Strata Corporation will be levied in accordance with this bylaw.

38. Section fees

The contribution by any owner of a strata lot within a separate section to the expenses common to that separate section will be levied in accordance with this bylaw.

39. Apportionment of common expenses

Common expenses will be apportioned between the Residential Section and the Commercial Section and to individual strata lots in the following manner:

- (1) common expenses attributable to either separate section will be allocated to that separate section and, subject to bylaw 39, will be borne by the owners of the strata lots within that separate section in the proportion that the unit entitlement of such strata lot bears to the aggregate unit entitlement of all strata lots within that separate section;
- (2) common expenses not attributable to either separate section, will be for the account of the Strata Corporation and will be allocated to all strata lots and will be borne by the

owners in proportion to the unit entitlement of their strata lot or as otherwise set out in the current budget of the strata corporation; and

- (3) common expenses attributable to any one strata lot will be allocated to such strata lot.

40. Allocation between sections

Without limiting the generality of bylaw 37 and unless otherwise determined by the executives of each of the Residential Section and the Commercial Section, acting reasonably, the following common expenses will be allocated between the separate sections as follows:

- (1) expenses relating to areas designated as limited common property for each of the Residential Section and the Commercial Section (such as the recreation room, bicycle storage areas, lobbies, elevators and utility rooms) will be for the account of the owners of strata lots in each respective section;
- (2) the cost of maintaining the exterior of the building (including, without limitation, the roof and all exterior doors, windows and skylights) will be for the account of the Strata Corporation; and
- (3) the cost of maintaining the landscaped and other outdoor areas within the common property will be for the account of the Strata Corporation.

41. Expenses attributable to limited common property

Where the strata plan includes limited common property, expenses attributable to the limited common property which would not have been expended if the area had not been designated as limited common property will be borne equally by the owners of the strata lots entitled to use the limited common property.

42. Apportionment within a section

Common expenses attributable to the strata lots in a separate section will be apportioned by the executive of that separate section in the following manner:

- (1) Common expenses except electricity will be allocated to all strata lots in the separate section and will be borne by the owners in that section in the proportion that the unit entitlement of each such strata lot bears to the aggregate unit entitlement of all strata lots in that section or as otherwise set out in the current budget of that separate section. If a strata lot will require a utility or other service not supplied to all lots the cost will not be a common expense and if this utility is not separately metered or billed so as to measure the use thereof by the strata lot the cost of such utility will be apportioned and charged to the strata lot by the executive of the separate section, on such reasonable basis as it will determine.
- (2) The cost to each owner of a strata lot of the electrical power supplied to it if not separately metered for that strata lot will be borne by the owners in the proportion that the unit entitlement of their strata lot bears to the aggregate unit entitlement of all strata lots in that section.

PART 7 – Bylaws Applicable to Residential Strata Lots

43. Use of property

An owner of a residential strata lot will not:

- (1) use, or permit any occupant of his or her strata lot to use, his or her strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourages loitering by persons in or about the strata lot or common property;
- (2) make, cause or produce or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to make, cause or produce, undue noise, smell, vibration or glare in or about any strata lot or common property or to do anything which will interfere unreasonably with any other owner or occupant;
- (3) use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to use, any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot or, the common property or any limited common property such that it causes a disturbance or interferes with the comfort of any other owner or occupant;
- (4) obstruct or use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to obstruct or use, the sidewalks, walkways, passages and driveways of the common property for any purpose other than ingress or egress from the strata lots or parking areas within the common property of the strata plan;
- (5) leave, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to leave, on the common property or any limited common property, any shopping cart or any other item designated from time to time by the strata council;
- (6) use, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to use, a barbecue, hibachi or other like cooking device on a balcony, deck or patio unless such barbecue, hibachi or cooking device is powered by natural gas or electricity and such natural gas or propane or electricity powered barbecues, hibachis and other light cooking devices will not be used except in accordance with rules and regulations made by the strata corporation from time to time;
- (7) shake, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to shake, any mops or dusters of any kind, nor throw, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to throw, any refuse, out of the windows or doors or from the balcony of a strata lot;

- (8) do, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to do, anything that will increase the risk of fire or the rate of insurance on the building or any part thereof;
- (9) permit a condition to exist within his or her strata lot which will result in the waste or excessive consumption of the building's domestic water supply or heated water;
- (10) allow his or her strata lot to become unsanitary or a source of odour;
- (11) feed, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to feed, pigeons, gulls or other birds, squirrels, rodents or other animals from the strata lot or anywhere on or in close proximity to the common property or any limited common property, but this will not apply to a pet permitted to be kept in his or her strata lot pursuant to these bylaws and the rules and regulations made hereunder, which pet will be fed only in his or her strata lot;
- (12) install, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to install, any window coverings, visible from the exterior of his or her strata lot which are different in size or colour from those of the original building specifications;
- (13) hang or display, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to hang or display, any laundry, washing, clothing, bedding or other articles from windows, balconies or other parts of the building so that they are visible from the outside of the building;
- (14) use or install, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant use of install, in or about the strata lot any shades, awnings, window or balcony guards or screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by the strata council;
- (15) erect on or fasten to, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to erect on or fasten to, the strata lot, the common property or any limited common property any television, satellite dish, radio antenna or similar structure or appurtenance thereto;
- (16) place, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to place, any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of a strata lot;
- (17) place, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to place any indoor-outdoor carpeting on any deck, patio or balcony, or place any items on any deck, patio or the balcony except free-standing, self-contained planter boxes, summer furniture and accessories (subject to bylaw 7.2) nor install, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to install, any a hanging plants or baskets or other hanging items within three feet of a balcony railing line; and

- (18) give, or permit any occupant of his or her strata lot to give, any keys, combinations, security cards or other means of access to the building, the parking garage or common areas to any person other than an employee, contractor, occupant or guest of the strata lot permitted by these bylaws.
- (19) Obstruct the use of limited common property by those persons entitled to use it. (Where an obstruction occurs, the strata corporation shall be permitted to do such acts, including cutting locks, removing materials and towing vehicles, as is necessary to restore proper use of the limited common property).
- (20) Affix or attach, by temporary hooks that do not penetrate the building envelope, decorations, birdfeeders, ornamental or similar items (other than items associated with a particular holiday or celebration for 8 weeks at or around the time of the holiday or celebration) to the exterior of the building.
- (21) Use or install an air conditioner, other than a portable air conditioner that is wholly situate within the strata lot and vented only through a window which has been designated in writing by the Residential executive for that purpose.

44. Use of limited common property

An owner, tenant or occupant of a residential strata lot which does not have an enclosed balcony will not place planters or other such items or equipment within any part of the limited common property designated on the strata plan exclusively for the use of such owner unless, in the opinion of the strata council, such planters, items or equipment are in keeping with the balance of the development in terms of design, quality, proportion and colour. Any such planters, items or equipment will be maintained in good and tidy condition on an ongoing basis and the responsibility for such maintenance will be solely for the account of the owner, tenant or occupant of the strata lot entitled to the use of the limited common property on which they are placed.

44.1 Reserving the Courtyard

- (1) Owners, tenants and occupants may reserve the courtyard and barbecue for their exclusive use by completing a booking form, submitting it to the Residential Section and paying a damage and cleaning deposit in the amount of \$200.
- (2) The courtyard can only be used from 8:00 am to 10:30 pm and must be vacated by end of rental period.
- (3) Users are responsible for cleaning and securing the area during and after use, which must include cleaning all surfaces, including barbeque (if used) so the area is left in original condition.
- (4) No other person may use the courtyard and barbecue when it is reserved for use or otherwise interfere with its use.

44.2 Absence / Unit Inspection

An owner or tenant who leaves their residential strata lot unoccupied for longer than 2 consecutive weeks must:

- (a) have someone enter the strata lot at least every 14 days to inspect the same and immediately report any water or gas leaks or other important issues to the Residential Section;
- (b) during their absence, shut off the main water valve within their strata lot.

44.3 No Smoking

- (1) An owner, tenant, occupant or visitor must not smoke tobacco, marijuana (except as permitted by Bylaw 8.1 or any similar organic substance nor use and e-cigarette or other vaporiser:
 - (a) on the interior common property, such as, but not limited to hallways, lobbies, stairwells, elevators, storage rooms, common room(s) and the parking garage(s);
 - (b) on the limited common property, including balconies, decks and patios;
 - (c) on the exterior common property within 7.5 meters of a door, window or air intake;
 - (d) in a strata lot.

45. Pets

- (1) An owner or occupant of a residential strata lot may keep no more than two pets (either dogs or cats) in his or her strata lot, either permanently or temporarily, those pets will be registered with the strata council by providing to the strata council a written notice, signed by the owner setting out the name, breed and colour of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the licence number of the pet (when the pet is required to be licensed), and will only keep the pet in his or her strata lot in compliance with these bylaws.
- (2) An owner, tenant, occupant, employee 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.
- (3) No owner or occupant of a strata lot will permit his or her pet to urinate or defecate on the common property or on any limited common property, and if any pet does urinate or defecate on the common property or on any limited common property, the owner or occupant will immediately and completely remove all of his or her pet's waste from the common property or limited common property, as the case may be, and dispose of it in a waste container or by some other sanitary means and if, in the reasonable opinion of the strata corporation, any special cleaning is required as a result of the pet urinating or defecating, the owner or occupant will pay all costs of such special cleaning.
- (4) An owner of a strata lot whose guest, employee or invitee brings an animal or pet onto the common property or any limited common property will be responsible to ensure that the guest or invitee complies with all requirements or these bylaws as they relate to pets and will perform all of the duties and obligations with respect to that animal as set

out in these bylaws as if the animal were one kept by the owner or occupant in his or her strata lot.

- (5) The strata corporation may require removal by an owner or occupier of any residential strata lot of any pet or other animal kept by the owner or occupier in a strata lot if such pet or animal, in the opinion of the strata council, constitutes a nuisance to any owner or occupier of a strata lot, or causes danger or damage to any owner or occupier of a strata lot or to any property of the strata corporation or an owner or occupier of a strata lot.

46. Garbage Disposal

- (1) Any articles or material, other than normal household garbage and recyclables being disposed of must be removed by, and at the expense of, the owners, tenants and occupants of the strata lot from which the articles or materials originated.
- (2) All normal household waste must be properly sorted (and where applicable, bagged) and disposed of in the appropriate container.
- (3) An owner, tenant, occupant or visitor must not place anything in the garbage which is prohibited from being disposed of in that manner.

47. Bicycles, storage and parking

- (1) Bicycles are not permitted in elevators, hallways or any other common areas. No bicycles are to be kept on the balconies or patios; instead, they will be stored within the owner's storage locker or such other area as may be prescribed by the strata council. All bicycles must enter or exit the building by way of the vehicle entry to the parking garage only.
- (2) Any owner, tenant, occupant of a strata lot or guest, employee, agent or invitee of any owner or occupant, that leaves any item anywhere on or in the common property or on any limited common property does so at his or her own risk, subject to any claim that may properly be made under any insurance policy maintained by the strata corporation by anyone that is an insured under the policy.
- (3) An owner, tenant or occupant of a residential strata lot must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the strata council.
- (4) An owner of a residential strata lot will not:
 - (a) use, or permit any occupant of his or her strata lot to use, any parking space in the building or on the common property or on any limited common property, except the parking space which has been specifically assigned to his or her strata lot, a parking space leased by the owner or, when specifically agreed with another owner, the parking space assigned to the strata lot of that other owner;

- (b) carry out, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to carry out, any oil changes, major repairs or adjustments to motor vehicles or other mechanical equipment on common property or on any limited common property, except in the case of emergency;
 - (c) rent or lease the parking space assigned by the strata corporation to his or her strata lot or otherwise permit that parking space to be regularly used by anyone that is not a resident of the building;
 - (d) park, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to park any vehicle, in a manner which will reduce the width of the garage roadway or ramp or any roadway on the common property or on any limited common property; and
 - (e) use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to use, any part of the common property (other than established storage rooms or lockers) for storage, without the written consent of the strata council.
 - (f) Bring a vehicle over 6 ft 5 in (or 1.95 meters) into the residential section of the parking garage.
- (5) An owner, tenant or occupant of a residential strata lot must promptly and at its own expense clean up any oil or other substance which spills or leaks onto the common property.
 - (6) Only visitors to a residential strata lot may park in stalls designated for visitor parking. When doing so they must display a Residential Section visitor parking pass. No visitor shall park in visitor parking longer than 48 hours in a 7 day period.
 - (7) Any vehicle in the residential section of the parking garage found to be in violation of any provision of this Bylaw 47 or of a rule pertaining to parking of vehicles may, at the discretion of the Residential Executive, be towed at the expense of the owner of the vehicle.

48. Move in / move out

- (1) The Residential Section may regulate the times and manner in which any moves into or out of residential strata lots may be made and require that such moves be co-ordinated with the strata corporation at least 7 days in advance of such moves, or such lesser period as the strata council may, in its sole discretion, permit, provided that if an owner carries out, or permits any tenant or occupant, or any guest, employee, agent or invitee of the owner or his or her tenant or an occupant of the strata lot, to carry out, any move into or out of his or her strata lot otherwise than in accordance with such prior arrangements made with the manager of the building, the owner will be subject to a fine of \$100.00, such fine to be paid on or before the due date of the next monthly assessment payable by such owner.

- (2) An owner of a residential strata lot must notify the strata corporation 7 days in advance of the date and time that the owner or an occupant of his or her strata lot will be moving into or out of the strata lot.
- (3) A person wishing to move into or out of a residential strata lot or reserve the residential elevator must give the Residential Section 7 days advance notice of the move.
- (4) A person moving into or out of the residential strata lot or reserving the residential elevator shall:
 - (a) Pay a fee of \$200; and
 - (b) Provide a refundable deposit of \$200 as security for the return of the elevator key and damage to the elevator.
- (5) A person using the residential elevator for the purpose of moving must retrieve the elevator blankets from their designated storage place, install them in the elevator at all times during its use by them and return them to storage when finished.

49. Rentals

- (1) Before a tenant may move into any strata lot, the owner will deliver or cause to be delivered to the strata corporation a “Form K – Notice of Tenant’s Responsibilities” in the form set out in the *Strata Property Act*, signed by the tenant.
- (2) An owner will advise the strata council in writing of the time and date that any tenant intends to move in or out of the strata lot, at least (7) days in advance and will make arrangements with the manager of the building to co-ordinate any such move in accordance with bylaw 48.

50. Selling of strata lots

- (1) An owner of a residential strata lot, when selling his or her strata lot, will not permit “For Sale” signs to be placed on or about the common property except on the signage board located adjacent to the entrance to the building which is designated for such purpose.
- (2) An owner of a residential strata lot, when selling his or her strata lot, will not hold or permit to be held, any public open house. Unless the strata council otherwise prescribes, all showings must be appointment only.

50.1 Short Term Accommodations

- (1) An owner, tenant or occupant of a residential strata lot must not:
 - (a) use or allow their strata lot (or any part of it) to be used for the purposes of providing temporary accommodation for the general public including, but not limited to:
 - (i) as a vacation rental or as travel accommodation;
 - (i) as a room rental, home exchange or other similar arrangement.

- (ii) any sort of short term accommodation arrangement (being an occupancy of less than 30 days),

For greater clarity, the hosting of a single foreign student as part of a homestay or exchange program is not prohibited.

- (a) allow, permit, agree or otherwise grant a license, in exchange for money, to a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.
- (2) An owner, tenant or occupant who breaches subsection (1) may be subject to a fine of up to \$1000 per day.

50.2 Long Term Accommodations

- (1) An owner and tenant of a residential strata lot must ensure that the Residential Section has the following information:
- the tenants name and contact details for use on the buildings Enterphone System;
 - the tenants car type and licence plate number using the appropriate parking space designated for use by the owner;
 - whether the tenant will be using the storage locker registered for use by the owner, and
 - that the tenant has read and is familiar with the Bylaws and Rules of the Strata Corporation and Residential Section

51. Residential executive size

- (1) The executive of the Residential Section must have at least 3 and not more than 7 members.
- (2) A member of the section executive is eligible for election to the strata corporation's council. Any member of the executive of the Residential Section must be an owner in the Residential Section

52. Executive members' terms

- (1) The term of office of a member of the executive ends at the end of the annual general meeting at which the new executive is elected.
- (2) A person whose term as member of the executive is ending is eligible for re-election.

53. Removing executive members

- (1) The Residential Section may, by a resolution passed by a majority vote at a meeting of the Residential Section, remove one or more members from the executive.

- (2) After removing a member from the executive, the Residential Section must hold an election at the same meeting to replace the member for the remainder of the term.
- (3) No person may stand for the executive or continue to be on the executive with respect to a strata lot if the strata corporation is entitled to register a lien against the strata lot.

54. Replacing executive members

- (1) If a member of the executive resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the executive may appoint a replacement member for the remainder of the term.
- (2) A replacement member may be appointed from any person eligible to sit on the executive.
- (3) The executive may appoint a member under this section even if the absence of the member being replaced leaves the executive without a quorum.
- (4) If all the members of the executive resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the votes in the Residential Section may hold a meeting to elect a new executive by complying with the provisions of the *Strata Property Act*, the regulations and the bylaws respecting the calling and holding of meetings.

55. Executive officers

- (1) At the first meeting of the executive held after each annual general meeting of the Residential Section, the executive must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
 - (a) while the president is absent or is unwilling or unable to act, or
 - (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the members of the executive may appoint a replacement officer from among themselves for the remainder of the term.

56. Calling executive meetings

- (1) Any member of the executive may call an executive meeting by giving the other executive members at least one week's notice of the meeting, specifying the reason for calling the meeting.

- (2) The notice must be in writing.
- (3) An executive meeting may be held on less than one week's notice if
 - (a) all executive members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all executive members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

57. Quorum of executive

- (1) A quorum of the executive is
 - (a) 1, if the executive consists of one member,
 - (b) 2, if the executive consists of 2, 3 or 4 members,
 - (c) 3, if the executive consists of 5 or 6 members, and
 - (d) 4, if the executive consists of 7 members.
- (2) Executive members must be present in person at the executive meeting to be counted in establishing quorum.

58. Executive meetings

- (1) At the option of the executive, executive meetings may be held by electronic means, so long as all executive members and other participants can communicate with each other.
- (2) If an executive meeting is held by electronic means, executive members are deemed to be present in person.
- (3) Owners may attend executive meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of executive meetings that deal with any of the following:
 - (a) bylaw contravention hearings;
 - (b) rental restriction bylaw exemption hearings;
 - (c) any other matters if the presence of observers would, in the executive's opinion, unreasonably interfere with an individual's privacy.

59. Voting at executive meetings

- (1) At executive meetings, decisions must be made by a majority of executive members present in person at the meeting.
- (2) If there is a tie vote at an executive meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at an executive meeting must be recorded in the executive meeting minutes.

60. Executive to inform owners of minutes

The executive must inform owners of the minutes of all executive meetings with 2 weeks of the meeting, whether or not the minutes have been approved.

61. Delegation of executive's powers and duties

- (1) Subject to subsections (2) to (4), the executive may delegate some or all of its powers and duties to one or more executive members or persons who are not members of the executive, and may revoke the delegation.
- (2) The executive may delegate its spending powers or duties, but only by a resolution that
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
 - (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The executive may not delegate its powers to determine, based on the facts of a particular case,
 - (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

62. Spending restrictions

- (1) A person may not spend the Residential Section's money unless the person has been delegated the power to do so in accordance with these bylaws.

- (2) Despite subsection (1), an executive member may spend the Residential Section's money to repair or replace limited common property which has been designated for the use of the Residential Section if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

63. Limitation on liability of executive member

- (1) An executive member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the executive.
- (2) Subsection (1) does not affect an executive member's liability, as an owner, for a judgment against the strata corporation.
- (3) Any consent, approval or permission given under these bylaws by the strata executive or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.

64. Small claims court

Notwithstanding any provision of the *Strata Property Act*, the Residential Section may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect money owing to the Residential Section, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

PART 8 – Bylaws Applicable to Commercial Strata Lots

65. Garbage disposal

The owner of a non-residential strata lot will remove or cause to be removed all refuse and garbage from their strata lots and deposit it or cause it to be deposited in the containers provided by the Commercial Section for that purpose.

66. Signs and displays

The owner of a non-residential strata lot will be permitted to install signs or notices within a non-residential strata lot so as to be visible from the exterior of such strata lot and on the exterior of such strata lot, on the condition that the size and design of such signs or notices (i) have received the approval of the executive of the Commercial Section, acting reasonably, (ii) have received any approvals required from applicable governmental authorities, and (iii) are in keeping with the overall presentation of the development in terms of quality, design and color. All such signs and notices will be installed and maintained at the sole expense and risk of the owner of a non-residential strata lot and such owner will take out and maintain insurance for such signage as a reasonable owner displaying similar signage would obtain. All allowed signage to be professionally produced. No hand made signage is allowed.

67. Awnings

The owner of a non-residential strata lot will not be permitted to install awnings within and attach the same to the common property around the outside perimeter of a non-residential strata lot which faces the city street.

68. Commercial executive size

- (1) The executive of the Commercial Section must have at least 2 and not more than 5 members.
- (2) A member of the section executive is eligible for election to the strata corporation's council.
- (3) All members of the executive of the Commercial Section must be an owner in the Commercial Section.

69. Executive members' terms

- (1) The term of office of a member of the executive ends at the end of the annual general meeting at which the new executive is elected.
- (2) A person whose term as member of the executive is ending is eligible for re-election.

70. Removing executive members

- (1) The Commercial Section may, by a resolution passed by a majority vote at a meeting of the Commercial Section, remove one or more members from the executive.
- (2) After removing a member from the executive, the Commercial Section must hold an election at the same meeting to replace the member for the remainder of the term.
- (3) No person may stand for the executive or continue to be on the executive with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot.

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- (1) If a member of the executive resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the executive may appoint a replacement member for the remainder of the term.
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- (3) The executive may appoint a member under this section even if the absence of the member being replaced leaves the executive without a quorum.
- (4) If all the members of the executive resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the votes in the Commercial Section may hold a meeting to elect a new executive by complying with the provisions

of the *Strata Property Act*, the regulations and the bylaws respecting the calling and holding of meetings.

72. Executive officers

- (1) At the first meeting of the executive held after each annual general meeting of the Commercial Section, the executive must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
 - (a) while the president is absent or is unwilling or unable to act, or
 - (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the members of the executive may appoint a replacement officer from among themselves for the remainder of the term.

73. Calling executive meetings

- (1) Any member of the executive may call an executive meeting by giving the other executive members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- (2) The notice does not have to be in writing.
- (3) An executive meeting may be held on less than one week's notice if
 - (a) all executive members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all executive members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

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- (d) 4, if the executive consists of 7 members.
- (2) Executive members must be present in person at the executive meeting to be counted in establishing quorum.

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- (3) Owners may attend executive meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of executive meetings that deal with any of the following:
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 - (b) rental restriction bylaw exemption hearings;
 - (c) any other matters if the presence of observers would, in the executive's opinion, unreasonably interfere with an individual's privacy.

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- (2) The executive may delegate its spending powers or duties, but only by a resolution that

- (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
- (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The executive may not delegate its powers to determine, based on the facts of a particular case,
- (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

78. Spending restrictions

- (1) A person may not spend the Commercial Section's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), an executive member may spend the Commercial Section's money to repair or replace limited common property which has been designated for the use of the Commercial Section if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

79. Limitation on liability of executive member

- (1) An executive member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the executive.
- (2) Subsection (1) does not affect an executive member's liability, as an owner, for a judgment against the strata corporation.
- (3) Any consent, approval or permission given under these bylaws by the strata executive or the executive of a separate section, as the case may be, will be revocable at any time upon reasonable notice.

80. Small claims court

Notwithstanding any provision of the *Strata Property Act*, the Commercial Section may proceed under the *Small Claims Act* (British Columbia) against an owner or other person to collect

money owing to the Commercial Section, including money owing as a fine, without requiring authorization by a resolution passed by a 3/4 vote.

81. Bylaw restrictions

- (1) The strata corporation will neither act nor pass any bylaw or rule which would have the effect of prohibiting, preventing or impairing the owner of a non-residential strata lot from fully utilizing a non-residential strata lot for commercial purposes in accordance with the applicable governmental zoning bylaws and rules and regulations in effect from time to time, provided that the activity carried on in a commercial strata lot is not a breach of these bylaws.
- (2) The strata corporation will pass bylaws or rules which restrict the hours of operation of any business carried on within a non-residential strata lot between 7 a.m. to 10 p.m. only.
- (3) The strata corporation will not pass any bylaws or rules which prohibit, prevent or impair the ability of an owner or occupant of a non-residential strata lot from leasing, subleasing, granting a licence, entering into any lease, sublease, or license arrangement with respect to the use of a non-residential strata lot.
- (4) No operation of a restaurant that utilizes deep fryers or produces smoke or odours of cooking. No sale of liquor to be consumed on premises. All liquor sales to be off-site sales and sold only from a provincially licensed vendor. Drycleaners, meat processing and fish market businesses are prohibited.

PART 9 – Voluntary Dispute Resolution

82. Voluntary dispute resolution

- (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
 - (a) all the parties to the dispute consent, and
 - (b) the dispute involves the *Strata Property Act*, the regulations, the bylaws or the rules.
- (2) A dispute resolution committee consists of
 - (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

PART 10 – Marketing Activities by Owner Developer Display Lot

83. Marketing activities

- (1) During the time that the owner developer of the strata corporation is a first owner of any units, it will have the right to maintain any unit or units, whether owned or leased by it, as a display unit or units, and to carry on sales functions, including, without limitation, placing and displaying of signs, the advertising and holding of special promotions and open houses and other marketing events, it considers necessary in order to enable it to sell the units.
- (2) An owner developer may use any strata lots that the owner developer owns or rents as display lots for the sale of other strata lots in the strata plan.



COUNCIL MEETING MINUTES

Tuesday, October 9, 2018

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

5:00 p.m.
Unit 205 – 5577 153A Street
Surrey, BC, V3S 5K7

STRATA COUNCIL 2017-2018

PRESIDENT

Rick Davis

VICE-PRESIDENT

Sean Erdman

TREASURER

Gordon Taschuk

AT LARGE

Arlene Rode
Grant Byers

Commercial Representative

Glenn Duff

Strata Website

Visit: www.dwellproperty.ca
Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service)
then press "0" for emergency
assistance.

PROPERTY MANAGER

Arlet Barolo
Direct Phone: (604) 248-3830
Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES

604-248- 3002

REMAX DWELL PROPERTY MANAGEMENT

4311 Viking Way, Suite 270,
Richmond, BC, V6V 2K9
(604) 821-2999

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

प्रमुख सूचनाएँ बिबुध बरने बिने बेने हिस एा हुमँका बरबाध

ATTENDANCE:

Rick Davis
Sean Erdman
Arlene Rode
Grant Byers
Gordon Taschuk – Conference Call

REGRETS:

Glenn Duff

Guest:

Douglas Rode, Strata Lot 37
Conference Call Participants: Suzey Jiang & Roxanne Van Roijen
(Residential Council Members)

Arlet Barolo, RE/MAX dWell Property Management

(1) CALL TO ORDER

There being a quorum present, the meeting was called to order at 5:00 pm.

(2) APPROVAL OF PREVIOUS MINUTES

The approval of September 17, 2018 council meeting was tabled until the next scheduled meeting.

(3) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

The financial statements for August 2018 were provided to council for review and approval. After discussion, it was Moved, Seconded and Carried to approve the August 2018 financial statements as presented.

B. ACCOUNTS RECEIVABLE

The accounts receivable list for October 2018 showed owners in arrears of their strata fee. More pre-authorized payment applications were received from owners. The accounting department will continue to monitor the accounts during the transition period and send account reminders to owners still in arrears.

Owners are reminded strata fees are due and payable on the first day of each and every month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to



finance its day-to-day activities and assessment payments to finance special projects.

OWNERS ARE REMINDED THAT ANY MONEY OWING AFTER THE DUE DATE WILL BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

(4) BUSINESS ARISING

A. Status of Transition from Crossroad

- **Management Contract**

Council made an inquiry regarding the management contract discrepancies from the proposed version and the signed version. The concern was brought forward to Remax-Dwell's Business Development Manager to address the matter..

- **Strata Website**

Council was informed that the strata website is still being finalized and should be up and running this October 2018. Notices will be circulated once the strata website becomes active.

B. Building Warranty and Related Items

- **Status of Warranty Claims to WBI/LLW**

Council received an update that the warranty claim for 1160 Oxford Street was submitted and WBI sent an acknowledgment that the submission was accepted. The Claim has been assigned to Brett Bernier for review. The warranty claims for the other buildings will be submitted shortly to WBI for their review.

In relation, in light of the recent water leak from a unit in 1160 Oxford Street related to the fire place system, the deputy fire chief was invited and conducted investigation to the affected unit. As a result, a warranty claim was submitted to the developer. A claim will also be submitted to WBI with all the list of units with similar layout for review and corrective action.

- **Building As-builts**

Council was able to obtain copies of construction building drawings from the developer's architect.

C. AGM Preparation

- **Bylaw Review**

Council for the respective Sections (Strata Corporation Section and Residential Section) approved a \$1,000 plus GST expense for both Residential and Common for legal costs for the review of changes to and registration of their respective Bylaws.

- **Presentation of Warranty to UnitHolders**

The strata council will invite Ms. Sylvien Mak at the next AGM to provide updates and information regarding the building warranty.

- **2018-2019 Proposed Budget**

Council was informed that several quotes were received from different contractors which will be reviewed by the budget committee for budget preparation. A subsequent budget meeting will be scheduled to work on the draft budget. The next AGM will be held in late November 2018.

(5) COUNCIL COMPILATION

- **Council Member Resignation**

Council was informed that Mr. Pierre Augereau, representative from the Commercial Section stepped down since he sold his unit and has been replaced by Mr. Glenn Duff for the remainder of his term as the Strata Corporation council executive.

- **Strata Lot 28 & 29 Fireplace Update**

Council was informed that the emergency costs and subsequent repairs in Strata Lot 28 is being handled by the developer. in light of the recent water leak related to the fireplace



system, the deputy fire chief was invited and conducted investigation to the affected unit. As a result, a warranty claim was submitted to the developer. A claim will also be submitted to WBI with all the list of units with similar layout for review and corrective action.

(6) TERMINATION

The meeting was terminated at 6:32 p.m.

NEXT MEETING:
Strata Council Meeting – October 2018

COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via RE/MAX dWell Property Management, at 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or e-mail the Property Manager, Arlet Barolo at arlet.barolo@dwelldwellproperty.ca on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council for consideration.



COUNCIL MEETING MINUTES

Monday, September 17, 2018

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

5:00 p.m.
Unit 205 – 5577 153A Street
Surrey, BC, V3S 5K7

STRATA COUNCIL 2017-2018

PRESIDENT

Rick Davis

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Arlet Barolo

Direct Phone: (604) 248-3830

Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES

604-248- 3002

REMAX DWELL PROPERTY MANAGEMENT

4311 Viking Way, Suite 270,
Richmond, BC, V6V 2K9
(604) 821-2999

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਸ਼ੁਰੂੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

ATTENDANCE:

Rick Davis

Sean Erdman

Arlene Rode

Grant Byers – Conference Call

Gordon Taschuk – Conference Call

REGRETS:

Pierre Augereau

Guest: Douglas Rode, Strata Lot 37

Arlet Barolo, RE/MAX dWell Property Management

(1) CALL TO ORDER

There being a quorum present, the meeting was called to order at 5:00 pm.

(2) APPROVAL OF PREVIOUS MINUTES

Council reviewed the August 16, 2018 meeting minutes. There being no errors or omissions, it was MOVED, SECONDED and CARRIED to approve the council meeting minutes as circulated.

(3) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

The financial statements from April to July 2018 were provided to council for review and approval. After discussion, it was Moved, Seconded and Carried to approve the July 2018 financial statements as presented.

B. ACCOUNTS RECEIVABLE

The accounts receivable list for September 2018 showed owners in arrears of their strata fee. Council was informed that the management only received a few pre-authorize payment application since the property management changed with RE/MAX dWell Property Management. The accounting department will continue to monitor the accounts during the transition period and send account reminders to owners still in arrears.

Owners are reminded strata fees are due and payable on the first day of each and every month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to



finance its day-to-day activities and assessment payments to finance special projects.

OWNERS ARE REMINDED THAT ANY MONEY OWING AFTER THE DUE DATE WILL BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

(4) BUSINESS ARISING

A. Status of Transition from Crossroad

At this time, relevant records, documents and cheques are being prepared and will be couriered to RE/MAX dWell Property Management office.

B. Building Warranty and Related Items

- **Status of Warranty Claims to WBI/LLW**

Council is currently working closely with Ms. Sylvien Mak on the building warranty and compiling the noted deficiency items that is acceptable to WBI format to ensure that warranty claims are accepted before the due date of October 28, 2018.

- **Building As-builts**

Requests were submitted to the developer to provide as-builts drawing but the strata is yet to received updates. Council try to contact the architects who worked in the development and also will proceed to the City in an effort to obtain copies of the building drawings.

- **Storage Rooms – Construction Materials**

The developer was advised to remove the remaining construction materials they left in one of the storage room in the parkade. This item is in progress.

- **Parkade Water Ingress – Leak Injection**

The developer has advised that they will have a crew in October 2018 to continue on addressing the parkade leak and do some wall injections. This work may take at least two weeks to complete. Affected parking stalls will be relocated temporarily while the work is being completed. Relevant notice will be posted for this work.

- **Next Steps and Timelines**

Council is in discussion regarding the next steps and timelines as the strata heads to the next annual general meeting. Subsequent budget meetings will be scheduled to discuss items that needs to be included in the next fiscal period budget. A significant increase in strata fees should be expected since there are a lot of maintenance items to be addressed where some are new contracts required to maintain the quality and care of our property that the first year budget did not allow for.

C. AGM Preparation

- **Bylaw Preparation**

The respective Sections noted what they needed incorporated to the strata bylaws which will be reviewed and drafted by a lawyer at which time will be presented to the owners at the next annual general meeting for consideration.

- **Presentation of Warranty to UnitHolders**

The strata council will invite Ms. Sylvien Mak at the next AGM to provide updates and information regarding the building warranty.

- **2018-2019 Proposed Budget**

Council is working on a draft budget, pending proposals from different contractors on various critical services previously deferred. A significant strata fee increase is expected since the original budget from the developer either not sufficient or does not include a lot of major building components that requires regular maintenance.

- **Reserve Fund Study – Depreciation Report**

The strata will not commission the depreciation report at this time since the building is at its early stage, however will work on putting more money to the contingency reserve fund in the meantime.



(5) COUNCIL COMPILATION

- **Fob Purchase and New Receivers Installation**

Council noted that there are no more fobs in the inventory. The contractor informed council that the original fobs were no longer available in the market, but the new fob type will require new receivers. Following discussion, council approved the purchase of the new fob type, including the receivers.

- **Emterra Dispute – Garbage Room and Parkade Ramp Damages**

A site meeting will be scheduled with the contractor to follow up on the issues regarding the contractor's position on the repairs. A quote was previously provided to the contractor for consideration but has requested for a revised quote for the repairs for further consideration. This item is in progress.

(6) TERMINATION

The meeting was terminated at 6:17 p.m.

NEXT MEETING:

Strata Council Meeting – October 9th, 2018

COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via RE/MAX dWell Property Management, at 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or e-mail the Property Manager, Arlet Barolo at arlet.barolo@dwelldproperty.ca on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council for consideration.

1
NEWPORT AT WEST BEACH EPS 3957

STRATA CORPORATION MEETING MINUTES

Thursday, August 16th, 2018

LOCATION:
Conference Call

PRESIDENT/SECRETARY
Rick Davis

VICE-PRESIDENT/PRIVACY
Sean Erdman

TREASURER
GordTaschuk

COUNCIL
Arlene Rode

COUNCIL
Grant Byers

COMMERCIAL
Pierre Augereau

ATTENDANCE – Conference call:

Rick Davis
Sean Erdman
Gordon Taschuk
Arlene Rode
Grant Byers

Absent:

Pierre Augereau

(1) Call to order

The meeting was called to order at 3:00 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(2) Agreement to contract property management services from REMAX/DWELL effective September 1, 2018.

A motion was made to enter into a contract with REMAX/DWELL Property Management effective September 1, 2018.

It was MOVED/SECONDED to contract with REMAX/DWELL effective September 1, 2018. Welcome packages and information materials will be distributed to owners shortly.

(3) ADJOURNMENT

The meeting was adjourned at 3:15 pm.

1
NEWPORT AT WEST BEACH EPS 3957

RESIDENTIAL SECTION MINUTES

Thursday, August 16th, 2018

LOCATION:
Conference Call

PRESIDENT
Grant Byers

VICE-PRESIDENT
Suzy Jiang

TREASURER
Roxanne van Roijen

ATTENDANCE – email meeting:

Absent:

Grant Byers
Suzy Jiang
Roxanne van Roijen

The email request was sent out on August 15, 2018 to confirm acceptance of changing property managers.

All response were received by Grant Byers on Thursday, August 16, 2018 at which time it was concluded that it was unanimous to contract property management services from REMAX/DWELL effective September 1, 2018.

This conclusion was forwarded to the property manager for posting in on the Newport website.

1
NEWPORT AT WEST BEACH EPS 3957

STRATA CORPORATION MEETING MINUTES

TUESDAY, July 31, 2018

LOCATION:

**4:30 pm – Conference Room
1001-7445 132 Street
Surrey, B.C. V3W 1J8**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY
Rick Davis

VICE-PRESIDENT/PRIVACY
Sean Erdman

TREASURER
GordTaschuk

COUNCIL
Arlene Rode

COUNCIL
Grant Byers

COMMERCIAL
Pierre Augereau

STRATA MANAGER
Brenda Barber
E-Mail: brenda@crpm.ca

**CROSSROADS MANAGEMENT
LTD.
1001, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447**

**EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445**

ATTENDANCE:

Rick Davis
Gord Taschuk- by phone
Grant Byers – by phone
Arlene Rode
Brenda Barber-Strata Manager

REGRETS:

Sean Erdman
Pierre Augereau

(1) CALL TO ORDER

The meeting was called to order at 4:30 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

1.1 FORTIS

Council met with a representative from KTI Ltd which is the company working with Fortis on the monitoring project at Newport. Newport is the first new Strata in White Rock to have separate meters for each strata lot. The readings from the meters are being documented and compared in order to determine the project's success ratio. The main office is having trouble reading the meters and so has requested approval to install an antenna at Newport to improve reception. The meeting created more questions than answers and so more information will need to be provided before a final decision can be made.

(2) ADOPTION OF PREVIOUS MINUTES

Council discussed the minutes of the June 12th and June 26th meetings. It was MOVED/SECONDED to adopt these minutes as previously circulated. **CARRIED**

Please note, all minutes & notices will be posted on the website and an email notification will be sent when a new posting takes place. To register and view your minutes and/or notices on your website go to: <http://newport.mybuildingonline.com> enter code KLGT34 and follow the directions to set up your own account.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements through to June 2018 were reviewed including the amendments made to the April 2018 financials. It was MOVED/SECONDED to approve the financials to the end of June 2018. **CARRIED**

3.2 ARREARS

All of the strata fees are up to date. Fines for units 17-20 and 105-60 are still outstanding.

3.3 INSURANCE

Council compared the various brokers offering insurance coverage and it was MOVED/SECONDED to transfer the insurance coverage to BFL Canada as they offered a better package. The policy was then renewed on July 28, 2018 for 12 months with the Earthquake deductible buy down to 5% option included. A copy of the summary of coverages can be obtained by contacting the strata manager.

CARRIED

(4) BUSINESS ARISING FROM PREVIOUS MEETING

4.1 UNAUTHORIZED ALTERATIONS – REVIEW

Council are still waiting for the required insurance documents for the two Owners that installed trex decks on their roof top patios and one of the commercial units. Council directed the Strata Manager to follow up with the Owners.

4.2 COMMERCIAL UNITS 14815/14819 ALTERATION REQUEST

The alteration request made by unit 14819 has been approved by Council and the new business is now in operation as an Art Gallery. Other Commercial units requiring approval must forward their request to the strata manager.

4.3 BYLAW AMENDMENTS

Council have reviewed the bylaws and made the necessary changes so that the bylaws better reflect what the Owners want at Newport. These will be presented to the Owners at the AGM in October and will be voted on at that time.

4.4 RDH REPORT

The report for the 15 month warranty review of the common area deficiencies has been completed and reviewed by Council and it was MOVED/SECONDED to approve this report. It will be posted on the website for anyone wishing to read it.

CARRIED

4.5 PARKADE RAMP DAMAGE

Quotes have been obtained from the original company, and will be presented to Emterra.

4.6 RIDE SHARE PARKING

Work continues on this but due to time constraints this matter has been tabled until next year.

4.7 FIREPLAN MAP

Contact with the company that prepared the fire plan map has proven to be difficult at best. The strata manager contacted the City of White Rock fire department and was told that the firemen/firewomen go by their own map of the building when arriving for an emergency, they do not use the map posted at the front of the building or by the elevators. The mistakes made on the map will be reported to LLW Holdings and/or WBI for follow up and correction.

4.8 COMMON AREA DEFICIENCIES

Any Owners with Common Area deficiencies (deficiencies outside of their strata lot) should be listed and reported to Council so that it can be followed up by either LLW Holdings or WBI.

4.9 EMERGENCY EVACUATION

Work continues on this but due to time constraints this matter has been tabled until next year.

4.10 IRRIGATION UPDATE

The irrigation system is now running smoothly however if anyone notices anything that does not look right please report it to a member of council or the strata manager.

COMMITTEE REPORTS

Covered above

(5) CORRESPONDENCE

Council deals with the correspondence received and where deemed necessary, the Strata Manager is directed to correspond with the various unitholders.

(6) NEW BUSINESS

7.1 Preparation for the Annual General Meeting

The 2018/2019 Budget and Bylaw changes are under review by the Strata Council and will be presented for approval at the Annual General Meeting which is scheduled for October 25, 2018.

Please be advised that the new budget presented to the Owners at the Annual General Meeting will show a big increase in strata fees for next year.

7.2 PROPANE HEATERS /BBQ'S

As some Owners have requested approval for propane heaters on their decks, Council discussed the matter in detail and have decided against the request for safety and esthetic reasons.

7.3 SOCIAL BBQ AUGUST 18, 2018

All Owners and their tenants are invited to a barbeque on August 18, 2018. This will take place in the common area courtyard and will start at 4:00 pm and end at 7:30 pm. Hot Dogs and snacks will be available at no cost, but please bring your own beverages.

(8) ADJOURNMENT

The meeting was adjourned at 6:15 pm. The next meeting date is TBA.

Brenda Barber,
Strata Manager,
CrossRoads Management Ltd.

Email; brenda@crpm.ca

Phone: 778-578-4445 ext 228

1
NEWPORT AT WEST BEACH EPS 3957

STRATA CORPORATION MEETING MINUTES

TUESDAY, JUNE 26, 2018

LOCATION:
Conference Call

PRESIDENT/SECRETARY
Rick Davis

VICE-PRESIDENT/PRIVACY
Sean Erdman

TREASURER
GordTaschuk

COUNCIL
Arlene Rode

COUNCIL
Grant Byers

COMMERCIAL
Pierre Augereau

ATTENDANCE – Conference call:

Rick Davis
Sean Erdman
Gordon Taschuk
Arlene Rode
Pierre Augereau

Absent:

Grant Byers

(1) CALL TO ORDER

The meeting was called to order at 2:30 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(2) Termination of CrossRoads Management Ltd. contract (“CrossRoads”) and commencement of a request for proposal (“RFP”) process.

A motion was made to termination the Strata Corporation’s management contract with CrossRoads effective September 1, 2018 and proceed with request for proposal(s) from various qualified property managers, including CrossRoads, for the next fiscal year.

Council discussed the issue at length and it was MOVED/SECONDED to terminate the CrossRoads management contract effective September 1, 2018 and proceed with the RFP process immediately.

(3) ADJOURNMENT

The meeting was adjourned at 3:15 pm. The next scheduled meeting will be on July 31, 2018 at 4:30 pm.

LOCATION:

CrossRoads Office
3:30 pm

RESIDENTIAL EXECUTIVE
2017/2018

PRESIDENT
Grant Byers

VICE-PRESIDENT
Suzey Jiang

TREASURER
Roxanne van Roijen

STRATA MANAGER
Brenda Barber
E-Mail: brenda@crpm.ca

CROSSROADS MANAGEMENT
LTD.

1001, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447

EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445

ATTENDANCE:

Grant Byers-by phone
Suzey Jiang

Brenda Barber-Strata Manager

GUEST

Rick Davis

REGRETS:

Roxanne van Roijen

(1) CALL TO ORDER

The meeting was called to order at 3:36 p.m. by the Strata Manager, Brenda Barber and Brenda chaired the meeting.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to adopt the minutes from the meeting held on April 10, 2018. **CARRIED**

Please note, minutes and notices will be posted online and Owners will receive an email notification when a new posting takes place. To view your minutes online go to: <http://newport.mybuildingonline.com> and enter code KLGT34. Once you enter that code, you then set up your own account.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for March and April 2018 were reviewed by the Treasurer. After a brief discussion it was MOVED/SECONDED to approve the financials to April 30, 2018. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BULLETIN BOARD

The purchase of a bulletin board has been tabled to the New Year due to cash flow restrictions. Notices and minutes will continue to be posted on your website and important matters requiring immediate notice to Owners will be emailed in a group email as has been done in the past.

4.2 GARBAGE CANS

The purchase of garbage cans to be placed around the complex has been tabled to the New Year due to cash flow restrictions.

4.3 GARBAGE/DEBRIS AROUND COMMON PROPERTY

Council will be working with the developer to assist in cleaning out the common areas and storage areas around the complex.

4.4 VISITOR PARKING ISSUES

For the most part, Owners are following the Rules that council put in place for the visiting parking area however there was an aggressive incident between a tenant and a Council member that resulted in the police being called in to speak to the tenant. The tenant's interpretation of the visitor parking Rules was incorrect. As a reminder, The Rules for the visitor parking area and common areas are as follows;

Newport Rules

(as per Council meetings Dec 12/17 & Jan 16/18)

- 1) Smoking of any substance and/or vaping of any substance is not permitted in any Common or Limited Common Property.

Visitor Parking Rules

1. Parking Permit only valid in designated Residential Visitor Stalls.
2. Residents may not use this Visitor Permit for personal use parking, only Visitor usage allowed.
3. Any vehicle using a pass is only permitted to park in a visitor stall for 48 hours in any seven (7) day period.
4. Vehicles over 6 feet 5 inches or 1.95 meters are not permitted in the parkade and will be removed if found.

(5) **CORRESPONDENCE**

5.1 Correspondence was received from an Owner regarding their gas fireplace getting too hot and switching off on its own. If any Owners have an issue with their fireplace, they are to contact Gilbert or WBI, the warranty company. The Strata Manager and the Strata Council do not get involved in issues that take place within a strata lot.

5.2 Correspondence was received from two different Owners on two different occasions over the past weeks regarding a tenant smoking on his patios. As smoking is prohibited on common property and limited common property and the patios, balconies and decks are all limited common property it was MOVED/SECONDED to send a letter with a fine to the Owners. **CARRIED**

5.3 Correspondence was received from two different Owners regarding dogs barking continuously in one of the strata lots. A warning letter will be sent to the Owners.

5.4 Correspondence was received from an Owner requesting signage be placed around the complex stating no littering. Due to cost restrictions in the budget, this will be tabled to the New Year.

5.5 Correspondence was received from two new Owners asking if anyone has a storage locker that they want to rent. At this time there are no extra lockers for rent, and all the empty lockers are allocated to the unsold units.

5.6 Correspondence was received from an Owner requesting approval to install a Phantom Screen door. Executive reviewed the request and it was MOVED/SECONDED to allow the installation of the Phantom Screen brand of screen door only, Legacy Retractable screen door, Exterior mount, Coast Grey. **CARRIED**

If any other Owners are interested in installing this type of door, the information is as follows:
 Phantom Screens - Legacy retractable screen door
 Exterior mount, Coastal Grey

Phantom Screen contact
 1-888-742-6866, 1-888-(phantom)

5.7 Correspondence was received from an Owner requesting an area be provided for Owners to store their paddle boards and/or canoes. At this time there aren't any areas available to store such items, but a further review of the common storage areas will take place once the cleanup is completed.

5.8 Correspondence was received from an Owner complaining about dog feces being left in the mailbox lobby. It has also been noted that dog or cat feces is being left in the parkade areas on an ongoing basis and this is completely unacceptable behaviour. Owners need to be aware that the Executive is implementing increased surveillance of the common areas in order to identify the offenders. Owners of dogs and cats must take full responsibility for their behaviour at all times and leaving a mess for others to clean up is not acceptable at any level. If an owner of a pet is identified on the surveillance equipment, fines will be automatically applied to their accounts without warning.

5.9 Correspondence was received from an Owner requesting approval for a portable A/C unit in their strata lot. Executive reviewed the equipment and it was MOVED/SECONDED to approve this request based on the type of this A/C unit. **CARRIED**

5.10 Correspondence was received from an Owner requesting approval to install hardwood flooring in their bedrooms. Council reviewed the request and it was MOVED/SECONDED to approve this alteration. An Assumption of liability agreement will be sent to the Owner to sign. **CARRIED**

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

(6) NEW BUSINESS

6.1 COMMON AREA RULES

The common area courtyard and barbeque are available to Owners to reserve for their own personal use on a first come, first service basis. A refundable damage deposit of \$200.00 and a sign in registration form must be completed and be provided to the Strata Manager prior to any usage in order to ensure that another Owner hasn't already reserved the space.

6.2 GARBAGE/RECYCLING BYLAW

It was noted that someone disposed of a living room chair and dining room table in the garbage room and this is not permitted. The bylaws specifically state what is permitted to be disposed of in the garbage room and if this is not adhere to on an ongoing basis, then cameras may be placed in the garbage room to identify who is not following the bylaws. The garbage disposal bylaws are as follows:

Garbage disposal Bylaw;

An owner, tenant or occupant of a residential strata lot will remove ordinary household refuse and garbage from his or her strata lot and deposit it in the containers provided by the strata corporation for that purpose; all garbage will be bagged and tied before so depositing and the owner, **tenant or occupant will remove any materials other than ordinary household refuse and garbage from the strata plan property at his or her expense.**

6.3 MOVE IN/OUT PROTOCOL

Any move in or move out requests require 7 days' notice prior to the move date. The key to lock the elevator in place is available to those requiring the elevator. A deposit of \$100 cash must be provided and will be refunded when the key is returned. Elevator pads must be installed by the person moving in or moving out and they are located in locker room B. Once the move is completed the elevator pads must be put back into locker room B. Please contact your Strata Manager to book your move in/move out and to obtain the elevator key and provide the deposit. The contact information is located on the first page of these minutes.

(7) ADJOURNED

There being no further business, the meeting was adjourned at 4:30 p.m. The next meeting of the Executive is on Tuesday, July 31, 2018 at 3:30 pm.

Brenda Barber,
Strata Manager,

CrossRoads Management Ltd.
1001-7445 132nd Street,
Surrey, BC, V3W 1J8

Phone 778-578-4445
Fax 778-578-4447
Email brenda@crpm.ca

1
NEWPORT AT WEST BEACH EPS 3957

STRATA CORPORATION MEETING MINUTES

TUESDAY, JUNE 12, 2018

LOCATION:

**4:30 pm – Conference Room
1001-7445 132 Street
Surrey, B.C. V3W 1J8**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY
Rick Davis

VICE-PRESIDENT/PRIVACY
Sean Erdman

TREASURER
Gord Taschuk

COUNCIL
Arlene Rode

COUNCIL
Grant Byers

COMMERCIAL
Pierre Augereau

STRATA MANAGER
Brenda Barber
E-Mail: brenda@crpm.ca

**CROSSROADS MANAGEMENT
LTD.
1001, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447**

**EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445**

ATTENDANCE:

Rick Davis
Sean Erdman
Gord Taschuk
Grant Byers – by phone
Arlene Rode
Pierre Augereau

Brenda Barber-Strata Manager

REGRETS:

(1) CALL TO ORDER

The meeting was called to order at 4:30 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(1a) RDH presentation of a building enclosure/common area review of Newport to identify items of relevance for the 15 month warranty – A brief summary of the first draft of the RDH report was presented to Council. Council had numerous questions and comments to improve the report which will be incorporated in the final version. When it is finalized, the report will be posted to Newport's website.

(1b) Hearing with Strata Lot # 18: An Owner requested a hearing regarding the unauthorized alterations to their roof top deck. Council reviewed and it was MOVED/SECONDED to send a letter to the Owners detailing the remaining insurance items outstanding. **CARRIED**

(1c) Hearing with Strata Lot # 17: An Owner requested a hearing regarding the unauthorized alterations to their roof top deck. It was agreed that the Strata Lot owner would provide additional insurance information as originally requested. Council agreed to review the materials when provided.

(2) ADOPTION OF PREVIOUS MINUTES

Council discussed the minutes of the April 10th and April 30th meetings. It was MOVED/SECONDED to adopt these minutes. **CARRIED**

Please note, all minutes & notices will be posted on the website and an email notification will be sent when a new posting takes place.

To register and view your minutes and/or notices on your website go to: <http://newport.mybuildingonline.com> enter code KLGT34 and follow the directions to set up your own account.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for April 2018 were reviewed. A few items required adjusting and then financials would be revised. Approval will be documented in the next Council meeting minutes.

3.2 ARREARS

All accounts are up to date

(4) BUSINESS ARISING FROM PREVIOUS MEETING

4.1 UNAUTHORIZED ALTERATIONS – REVIEW

See above in 1(b) and 1(c).

4.2 WARRANTIES, MANUALS, DOCUMENTS FROM DEVELOPER

Council continues to work with the developer to compile the necessary documents, manuals, warranties and drawings necessary to maintain the building(s) adequately.

4.3 FIREPLAN MAP

Work continues on this issue but due to time constraints this matter has been tabled until the next meeting.

4.4 PARKADE RAMP DAMAGE

Work continues on this issue but due to time constraints this matter has been tabled until the next meeting.

4.5 EMERGENCY EVACUATION PROCEDURES

Work continues on this issue but due to time constraints this matter has been tabled until the next meeting.

4.6 RIDE SHARE PARKING

Work continues on this issue but due to time constraints this matter has been tabled until the next meeting.

COMMITTEE REPORTS

Covered above

(5) CORRESPONDENCE

Council deals with the correspondence received and where deemed necessary, the Strata Manager is directed to correspond with the various unitholders.

(6) **NEW BUSINESS**

7.1 Preparation for the Annual General Meeting

The 2018/2019 Budget and Bylaw changes are under review by the Strata Council for approval at the Annual General Meeting.

****Please be advised that the new budget presented to the Owners at the Annual General Meeting will show an increase in strata fees as noted in the April 30th, 2018 meeting minutes.**

(8) **ADJOURNMENT**

The meeting was adjourned at 7:20 pm. The next scheduled meeting will be on July 31, 2018 at 4:30 pm at the CrossRoads Management office.

Brenda Barber,
Strata Manager,
CrossRoads Management Ltd.

Email; brenda@crpm.ca
Phone: 778-578-4445 ext 228
Fax: 778-578-4447

Please note that the Emergency 24 Hour Service Phone # is 778-578-4445. Please follow the voice prompts.

1
NEWPORT AT WEST BEACH EPS 3957

STRATA CORPORATION MINUTES

MONDAY, APRIL 30, 2018

LOCATION:

**3:00 pm –
306-1150 Oxford St
White Rock, BC, V4B 0B3**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY
Rick Davis

VICE-PRESIDENT/PRIVACY
Sean Erdman

TREASURER
GordTaschuk

COUNCIL
Arlene Rode

COUNCIL
Grant Byers

COMMERCIAL
Pierre Augereau

STRATA MANAGER
Brenda Barber
E-Mail: brenda@crpm.ca

**CROSSROADS MANAGEMENT
LTD.
1001, 7445 132ND STREET,
SURREY, B.C. V3W 1J8
Phone: (778) 578-4445
Fax: (778) 578-4447**

**EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445**

ATTENDANCE:

Rick Davis
Sean Erdman
Gord Taschuk
Grant Byers – by phone
Arlene Rode

REGRETS:

Pierre Augereau
Brenda Barber

(1) CALL TO ORDER

The meeting was called to order at 4:00 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(2) FINANCIAL FORECAST

2.1 CASH FLOW PROJECTION

Council reviewed the cash flow projections to the end of the fiscal year end which is September 30th. After a lengthy discussion it was determined that with close monitoring and strict adherence to only the necessary budget expenditures, the Strata Corporation should be able to cover expenses through to the Fiscal year end.

2.2 COST ALLOCATION BETWEEN SECTIONS

Council further discussed what the division of expenses between the Strata Corporation and the "Residential Section" for the janitorial, landscaping and snow removal budget items should be. It was MOVED/SECONDED to share the costs of janitorial and landscape budget items with the Residential Section as follows:

Janitorial Contract to be split 80-20 with the Strata Corporation paying 20% of all invoices.

Landscape Contract to be split 60-40 with the Strata Corporation paying 40% of all invoices which would include snow removal. **CARRIED**

2.3 BUDGET FOR 2018-2019

In preparation for the Annual General Meeting this coming September 2018, Council will be preparing a new budget. The new budget is expected to be considerably higher than 2017-2018, which was severely underfunded. The increased budget will result in increased strata fees for all Owners.

(4) ADJOURNMENT

The meeting was adjourned at 5:00 pm. The next Strata Council meeting will be on June 12, 2018 at 5:00 pm.

1
NEWPORT AT WEST BEACH EPS 3957

STRATA CORPORATION MINUTES

TUESDAY, APRIL 10, 2018

LOCATION:

**4:30 pm – Conference Room
1001-7445 132 Street
Surrey, B.C. V3W 1J8**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY

Rick Davis

VICE-PRESIDENT/PRIVACY

Sean Erdman

TREASURER

GordTaschuk

COUNCIL

Arlene Rode

COUNCIL

Grant Byers

COMMERCIAL

Pierre Augereau

STRATA MANAGER

Brenda Barber

E-Mail: brenda@crpm.ca

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Phone: (778) 578-4445
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**EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445**

ATTENDANCE:

Rick Davis
Sean Erdman
Gord Taschuk
Grant Byers
Arlene Rode - by phone

Brenda Barber-Strata Manager

REGRETS:

Pierre Augereau

(1) CALL TO ORDER

The meeting was called to order at 4:30 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(2) ADOPTION OF PREVIOUS MINUTES

Council discussed the minutes of the February 13/18 meeting. It was MOVED/SECONDED to adopt these minutes. **CARRIED**

Please note, all minutes & notices will be posted on the website and an email notification will be sent when a new posting takes place.

To register and view your minutes and/or notices on your website go to: <http://newport.mybuildingonline.com> enter code KLGT34 and follow the directions to set up your own account.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for January and February 2018 were reviewed. It was MOVED/SECONDED by to approve the financial statements to February 28, 2018. **CARRIED**

3.2 ARREARS

All accounts are up to date

3.3 COST ALLOCATION BETWEEN SECTIONS

Council discussed what the division of expenses between the Strata Corporation and the "Residential Section" for the janitorial, landscaping and snow removal budget items should be. Further discussion is required and will be shared with Owners once finalized.

3.4 BUDGET FOR 2018-2019

Tabled until next meeting.

(4) BUSINESS APPROVED BY EMAIL

4.1 E-COMM CONTRACT

After reviewing the quotes obtained it was MOVED/SECONDED to approve the E-Comm (Emergency communication system) monitoring contract as presented by Positron electronics for one year.
CARRIED

(5) IMPORTANT ITEMS OF DISCUSSION

5.1 RDH STATUS

RDH have finished their physical evaluation of the property and will be spending the next few weeks writing a detailed and comprehensive report. The first draft should be ready for Council to review sometime in May.

5.2 UNAPPROVED ALTERATIONS

The Owners in strata lots 3, 4, 17 and 18 that undertook renovations prior to requesting approval from Council have been sent letters by the Strata Corporation's lawyers requesting documents necessary to allow the Strata Council to consider approval. To date there are still some outstanding items that Council is waiting for and so it was MOVED/SECONDED to send another letter to these Owners from CrossRoads Management.
CARRIED

5.3 LETTER TO LLW REGARDING DOCUMENTS REQUIRED BY THE ACT

A letter was sent to LLW Holdings from the Strata Corporations legal Counsel requesting that they provide the contracts, warranties, manuals and drawings for the Newport property as is required under the Strata Property Act. To date we have had little to no feedback from the developer. It was therefore MOVED/SECONDED to follow up with another letter from CrossRoads Management.
CARRIED

5.4 SPRINKLER ISSUE IN RESIDENTIAL UNIT

This unit experience water ingress issues due to a faulty sprinkler head located behind wood paneling by their fireplace. The developer will be handling this matter and will be covering all costs associated with the restoration and repair of the unit and sprinkler head.

5.5 ALTERATION REQUEST OF STRATA LOT #6

An alteration request was received from one of the Commercial units and they have complied with all of Council's requests regarding permits, reports and the like. Therefore it was MOVED/SECONDED to approve this alteration and the assumption of liability agreement subject to additional requests being satisfactorily received.
CARRIED

5.6 INCOME & CASH FLOW FORECAST

The Council are working on an income and cash flow projection to the fiscal year end and will review the final version at the next scheduled Council meeting.

(6) COMMITTEE REPORTS

6.1 BYLAW/RULE COMMITTEE – Chaired by Rick Davis

Tabled until next meeting

6.2 DEFICIENCIES/CONTRACTS – Chaired by Grant Byers

Water ingress issues continue to occur in the parkade.

6.3 FINANCE COMMITTEE – Chaired by Gordon Taschuk

An updated appraisal of Newport, which is completed every year for insurance purposes, shows the new value at \$21,380,000. This has increased the annual premium by \$718.00. This amount gets added on to the premiums that have been financed through your broker, CMW.

6.4 OPERATIONS – Chaired by Sean Erdman

Nothing new to report

6.5 UNIFICATION – Chaired by Pierre Augereau

N/A as Pierre was absent

6.6 LEGAL – Chaired by Rick Davis

See above under business arising.

(7) CORRESPONDENCE

Council deals with the correspondence received and where deemed necessary, the Strata Manager is directed to correspond with the various unitholders.

(8) BUSINESS ARISING

8.1 FIREPLAN MAP

This matter is being followed closely by the Strata Manager and new maps will be posted as soon as they are ready.

8.2 PARKADE RAMP DAMAGE

Owners/tenants will be notified when the repairs are going to start as the parkade ramp will be sectioned off while repairs are underway.

8.3 EMERGENCY EVACUATION PROCEDURES

Council will be researching evacuation routes and procedures in the event of a natural disaster. Once a solid plan is in place, it will be shared with the Owners and tenants of Newport.

8.4 RIDE SHARE PARKING SPACE

Tabled until next meeting.

(9) NEW BUSINESS**9.1 CHECKLIST FOR NEW TRADES**

Tabled until next meeting

9.2 SIGNAGE FOR PARKADE HEIGHT

The signage at the entrance to the main parkade has been changed and now reads that the maximum height allowable is 6' 5" or 1.96 meters. If your vehicle is higher than the posted height, then it is not permitted to enter the underground parkade.

9.3 GARAGE GATE MAINTENANCE QUOTES

Tabled to next meeting

(10) ADJOURNMENT

The meeting was adjourned at 7:20 pm. There will be a budget meeting on April 30, 2018.

The next scheduled meeting will be on June 12, 2018 at 5:00 pm.

Brenda Barber,
Strata Manager,
CrossRoads Management Ltd.

Email; brenda@crpm.ca
Phone: 778-578-4445 ext 228
Fax: 778-578-4447

Emergency 24 hour service phone # 778-578-4445 and follow the voice prompts.

LOCATION:

CrossRoads Office
3:30 pm

RESIDENTIAL EXECUTIVE
2017/2018

PRESIDENT
Grant Byers

VICE-PRESIDENT
Suzey Jiang

TREASURER
Roxanne van Roijen

STRATA MANAGER
Brenda Barber
E-Mail: brenda@crpm.ca

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ATTENDANCE:

Grant Byers
Roxanne van Roijen
Suzey Jiang
Brenda Barber-Strata Manager

REGRETS:

GUEST

Rick Davis

(1) CALL TO ORDER

The meeting was called to order at 3:30 p.m. by the Council President, Grant Byers, a quorum being present. Grant chaired the meeting.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to adopt the minutes from the meeting held on January 16, 2018. **CARRIED**

Please note, minutes and notices will be posted online and Owners will receive an email notification when a new posting takes place. To view your minutes online go to: <http://newport.mybuildingonline.com> and enter code KLGT34. Once you enter that code, you then set up your own account.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for January and February 2018 were reviewed by the Treasurer. After a brief discussion concerning the invoice from Taylor cleaning it was MOVED/SECONDED to approve the financials to February 2018. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 JANITOR

It was MOVED/SECONDED to terminate the contract with Taylor cleaning effective March 31/18 and hire Red Cedar to complete all and cleaning. **CARRIED**

4.2 TOWING ILLEGALLY PARKED VEHICLES

If a vehicle has parked in the visitor parking area without the required parking pass, a warning notice will be placed on the windshield. If the same vehicle parks in visitor parking for a second time, a fine of \$200 may be charged to their account. If the same vehicle parks in visitor parking for a third time, their vehicle may be towed away. The

cost of towing is the responsibility of the Owner of the vehicle. The information regarding the towing company is clearly marked on the signage in the parkade.

(5) CORRESPONDENCE

Correspondence was received from an Owner regarding another noise complaint. Owners and tenants need to be aware of the fact that if you have anyone living below you, any sounds you make on the hardwood flooring echoes below and is very annoying to your neighbours. These sounds would include dragging furniture, wearing shoes inside and/or dropping things on the floor. Any effort made to reduce the sound transfer beyond your unit is appreciated.

Correspondence was received regarding the visitor parking area. A visitor had parked their vehicle in the proper place however they proceeded to plug their electric vehicle charging cord into the building's electrical outlet. This is strictly prohibited and if identified again, the vehicle will be unplugged.

Correspondence was received regarding some unsightly objects on someone's balcony. Please note that the only items allowed on your balconies are your barbeque, patio furniture and potted plants.

Correspondence was received regarding a request to rent a parking stall. See new business regarding this matter.

Correspondence was received regarding someone smoking on their patio/balcony. Please note that smoking is prohibited on any Common or Limited Common Property at Newport. Common property and Limited Common Property includes balconies and patios.

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

(6) NEW BUSINESS

6.1 BYLAWS/RULES

All Owners and tenants should have a copy of the bylaws and rules that govern EPS 3957 Newport. If you do not have a copy, please contact your strata manager and she will email you a copy. If you are an Owner with a tenant, it is your responsibility to ensure that your tenant has a copy of the bylaws and rules, and understands them. Any violations committed by tenants are charged back to the Owner of the strata lot. If a bylaw or rule are violated the Owner will receive a written warning. If the bylaw or rule continues to be violated, the Owner will receive a fine of \$200 (bylaw) or \$50 (rule) and the fine can continue to be charged every 7 seven days until the violation discontinues.

31. Continuing contravention

If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

6.2 ENVELOPE OF BUILDING

It was noted that some Owners or tenants have been nailing things into the building envelope to hang various items outside. Please be aware that no one is permitted to breach the envelope of the building without first consulting the Council. If you want to hang a plant or put something outside please contact your strata manager and she will forward your request to council for approval.

6.3 WATER INGRESS

There have been two separate water ingress issues in the past few weeks. The first issue occurred in one of the units located in the 1160 building and was the result of a faulty sprinkler head. All costs associated with this matter will be charged to LLW Holdings. The second issue occurred in one of the townhomes and was caused by water escaping from the master ensuite shower due to a missing part called a “spleen”. Owners are encouraged to check their shower doors and ensure that excess water isn’t escaping while they are having a shower. They may contact Gilbert for assistance if concerned.

6.4 WINDOW WASHING

Now that the dryer weather is in the forecast, arrangements will be made to have the windows washed at some time in May or June 2018. Notices will be posted when the date is finalized so that Owners & tenants can remove their screens from their windows. If the screen is not removed, the window will not be washed. Please note that LLW will be covering this cost.

Parkade cleaning will take place after LLW has finished. We predict that this could be sometime in June or July 2018.

6.5 PARKING STALLS FOR RENT

Any Owners that are interested in renting out a parking stall please contact Gilbert Wong at email: Gilbert@benecanada.com or phone 778-859-8617. The cost for an Owner to rent a stall from LLW is \$10 per day or \$300 per month. The rental of parking stalls is only available to Owners of units. Anyone living outside of Newport are strictly prohibited from parking in the underground parkade.

(7) ADJOURNED

There being no further business, the meeting was adjourned at 4:30 p.m. The next meeting of the Executive is on Tuesday, June 12th at 3:30 pm.

Brenda Barber,
Strata Manager,

CrossRoads Management Ltd.

1
NEWPORT AT WEST BEACH EPS 3957

STRATA COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 13, 2018

LOCATION:

**4:30 pm – Conference Room
1001-7445 132 Street
Surrey, B.C. V3W 1J8**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY

Rick Davis

VICE-PRESIDENT/PRIVACY

Sean Erdman

TREASURER

GordTaschuk

COUNCIL

Arlene Rode

COUNCIL

Grant Byers

COMMERCIAL

Pierre Augereau

STRATA MANAGER

Brenda Barber

E-Mail: brenda@crpm.ca

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LTD.**

**1001, 7445 132ND STREET,
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Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE

(778) 578-4445

ATTENDANCE:

Rick Davis
Gord Taschuk
Grant Byers - by phone
Pierre Augereau - by phone
Arlene Rode - by phone

Brenda Barber-Strata Manager

REGRETS:

Sean Erdman

(1) CALL TO ORDER

The meeting was called to order at 4:30 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(2) ADOPTION OF PREVIOUS MINUTES

Council discussed the minutes of the December 12/17 and January 8/18 meetings. A spelling mistake was noted and will be corrected and the January 8/18 minutes will be reposted on the website. It was MOVED/SECONDED to adopt these minutes. **CARRIED**

Please note, all minutes & notices will be posted on the website and an email notification will be sent when a new posting takes place.

To register and view your minutes and/or notices on your website go to: <http://newport.mybuildingonline.com> enter code KLGT34 and follow the directions to set up your own account.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for December 2017 were reviewed. It was MOVED/SECONDED by to approve the financial statements to December 31, 2017. **CARRIED**

3.2 ARREARS

One Owner is in arrears for their strata fees and a reminder letter will be sent to them.

(4) BUSINESS APPROVED BY EMAIL

Nothing to report

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 EMERGENCY COMMUNICATION SYSTEM

A few months ago Council was informed that there was an E-Comm system (Emergency Communication system) installed in the parkade of Newport and that it needed to be activated and monitored on a monthly basis. As the developer did not inform the Owners or the Management Company of this system's existence, both Council and the Strata Manager have been investigating the system and its requirements under the City of White Rock's bylaws.

The manager, Brenda Barber, is currently addressing questions asked by the Strata Council and obtaining quotes for monitoring the equipment monthly and maintaining the equipment annually.

5.2 PARKADE RAMP DAMAGE

It was noted that the parkade ramp had sustained some damage and it continued to be ongoing. After careful review of the video footage, it was determined that the garbage bins were gouging out the epoxy when they were being hauled up the ramp each time by Emterra. We met onsite with Emterra on January 16/18 and they agreed to change out the castors on their bins and potentially cover any cost for the repair of the parkade ramp. Owners will be notified when this occurs as access to the parkade may be restricted for a certain time while the epoxy is drying.

(6) COMMITTEES REPORTS

6.1 BYLAW/RULE COMMITTEE – Chaired by Rick Davis

Council has installed new signage by the Oxford Street entrance that informs the public that there are units for sale within Newport. This will avoid the need for Owners to post their own for sale signs, which are a violation of the bylaws. Owners please also take note that open houses are not permitted at Newport as per the Strata bylaws.

6.2 DEFICIENCIES/CONTRACTS – Chaired by Grant Byers

Ongoing water ingress issues in the parkade are being managed by LLW Holdings with their consultant(s). They are to provide Council with an update of their schedule as repairs will be necessary and owners will have to remove their vehicles from the parkade.

RDH has been retained by the strata to complete the building envelope study. Owners are encouraged to complete the online questionnaire to ensure all deficiencies are noted. Any other "Common Area" deficiencies may be brought to the attention of the manager.

6.3 FINANCE COMMITTEE – Chaired by Gordon Taschuk

The most recent BC Hydro invoice is showing that the actual amount of the monthly billings may be double of the original budgeted amount. That being said all of the electric baseboard heaters have been turned down in the common areas.

6.4 OPERATIONS – Chaired by Sean Erdman

Nothing new to report

6.5 UNIFICATION – Chaired by Pierre Augereau

Ongoing-Nothing new to report

6.6 LEGAL – Chaired by Rick Davis

Council discussed the matter of the unauthorized alterations of units 302-1150, 303-1150 and commercial units 14807 and 14811. The response to the correspondence sent on January 2, 2018 has been unsatisfactory and therefore it was **MOVED/SECONDED** to spend up to \$500.00 plus GST for additional services of our legal Council. **CARRIED**

(7) CORRESPONDENCE

Email received from Owner of unit #7-14820 asking Council to sign off on the restoration and renovation of their unit after it sustained a serious water ingress issue last fall. At this time neither Council nor the Strata Manager feels confident enough to sign off on this unit with the information provided. WBI Warranty will be sending a technical analyst to evaluate the condition of the unit and thus provide Council and Brenda with more information.

Council deals with the correspondence received and where deemed necessary, the Strata Manager is directed to correspond with the various unitholders.

(8) NEW BUSINESS

8.1 MAIN PARKADE GATE DAMAGE

The main parkade gate and surrounding fixtures such as lighting and electrical box continues to sustain damage by the numerous oversized trucks and SUVs that enter the parkade in violation of the height requirement and the bylaws and rules. Therefore it was **MOVED/SECONDED** for Brenda to contact vendors and obtain a solution to this problem which may include the addition of a solid steel bar over the entrance to the parkade instead of the flexible one that is there now. **CARRIED**

8.2 EMERGENCY EVACUATION PROCEDURE

In light of the recent earthquakes and resulting Tsunami warnings, and taking the location of Newport into consideration, it was determined that an emergency evacuation procedure would be a very good plan. Council will investigate this in more detail and report back to the Owners.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 5:50 p.m. The next meeting of Council will be Tuesday, April 10th 2018 at 4:30 pm.

Brenda Barber, Strata Manager, CrossRoads Management Ltd.

1
NEWPORT AT WEST BEACH EPS 3957

STRATA COUNCIL MEETING MINUTES

MONDAY, JANUARY 8, 2018

LOCATION:

4:30 pm – N/A

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY
Rick Davis

VICE-PRESIDENT/PRIVACY
Sean Erdman

TREASURER
GordTaschuk

COUNCIL
Arlene Rode

COUNCIL
Grant Byers

COMMERCIAL
Pierre Augereau

STRATA MANAGER
Brenda Barber
E-Mail: brenda@crpm.ca

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Phone: (778) 578-4445
Fax: (778) 578-4447

EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445

ATTENDANCE: ALL BY PHONE

Rick Davis
Sean Erdman
Gord Taschuk
Grant Byers
Arlene Rode
Pierre Augereau

Brenda Barber-Strata Manager

REGRETS:

(1) CALL TO ORDER

The meeting was called to order at 4:37 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting. This meeting was specifically called to review proposals from various engineering firms to perform a Building Envelope Assessment and a 15 Month Warranty Review.

(2) APPROVAL OF ENGINEERING FIRM

Council discussed the relevant information provided for the purposes of completing a Building Envelope Assessment Report and a 15 Month Warranty Review. Various council members addressed questions on the need for the work, qualifications of alternative firms and budget implications. It was noted during the discussions that the existing budget could sustain the proposed engineer costs and that it may be necessary to propose a levy if additional unbudgeted costs are required in the future.

After careful consideration it was MOVED/SECONDED to approve the quote of RDH Building Science Inc.

5 In favour 1 Opposed 0 Abstentions

CARRIED

(3) ADJOURNMENT

There being no further business, the meeting was adjourned at 4:52 p.m. The next meeting of Council will be Tuesday, February 13th 2018 at 4:30 pm.

Brenda Barber, Strata Manager, CrossRoads Management Ltd.

1
NEWPORT AT WEST BEACH EPS 3957

STRATA COUNCIL MEETING MINUTES

TUESDAY, DECEMBER 12, 2017

LOCATION:

**4:30 pm – Conference Room
1011-7445 132 Street
Surrey, B.C. V3W 1J8**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY

Rick Davis

VICE-PRESIDENT/PRIVACY

Sean Erdman

TREASURER

GordTaschuk

COUNCIL

Arlene Rode

COUNCIL

Grant Byers

COMMERCIAL

Pierre Augereau

STRATA MANAGER

Brenda Barber

E-Mail: brenda@crpm.ca

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**1011, 7445 132ND STREET,
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Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE

(778) 578-4445

ATTENDANCE:

Rick Davis
Sean Erdman (by phone)
Gord Taschuk
Grant Byers
Pierre Augereau

Brenda Barber-Strata Manager

REGRETS:

Arlene Rode

(1) CALL TO ORDER

The meeting was called to order at 4:30 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(2) ADOPTION OF PREVIOUS MINUTES

Council discussed the minutes of the October 28th meeting. it was MOVED/SECONDED to approve these minutes. **CARRIED**

Please note, minutes and notices will be posted online and Owners will receive an email notification when a new posting takes place. To view your minutes online go to: <http://newport.mybuildingonline.com> and enter code KLGT34. Once you enter that code, you then set up your own account. If you require any assistance please contact your Strata Manager.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for October 2017 were reviewed by Gord Taschuk, Treasurer. It was MOVED/SECONDED by to approve the financial statements to October 31, 2017. **CARRIED**

3.2 ARREARS

Some owners are in arrears for strata fees and letters have been sent requesting payment.

(4) BUSINESS APPROVED BY EMAIL

4.1 LEGAL ADVISORY

It was MOVED/SECONDED to retain the services of CLEVELAND DOAN LLP, Barristers & Solicitors as legal advisor on various issues at an estimated cost of \$2,000. **CARRIED**

4.2 COMMERCIAL SIGNAGE

A Commercial Unit Owner emailed Council requesting approval for his signage. As the signage met the bylaw requirements it was MOVED/SECONDED to approve this request. **CARRIED**

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 FIREPLAN MAP

A few minor changes are required on the fireplan map located at the entrances to the building. This map is used specifically by the Fire Department for ingress and egress to the building.

5.2 UNIT 101 SALES OFFICE

Council negotiated with the developer to move the real estate signage so it wasn't so pronounced.

5.3 UNAPPROVED ALTERATIONS

Council would like to stress the importance of all unit holders seeking written approval in accordance with the Bylaws. This is an important issue for us all as alterations have the possibility of costing the unitholder and/or the Strata Corporation additional operating, repair, insurance and other costs.

5.4 PARKADE EXIT METHOD

Requests have been received to investigate methods to exit the parkade other than using a Fob, Council contacted the company that installed the gate to obtain a quote. Council decided not to proceed with the changes because the costs were high and there were security or access concerns associated with this change.

(6) COMMITTEES REPORTS

6.1 BYLAW/RULE COMMITTEE – Chaired by Rick Davis

The Bylaw/Rules Committee provided an update on various matters that the joint bylaw/rule committee worked on since the last meeting. The most important being:

- Residential Parking Passes (passes and letters to be issued by Residential Segment shortly).
- Installation of a generic signage board so that all exterior real estate signs can be removed (in progress).
- Reminder to all Commercial Unitholders, through the Commercial Segment President:
 - To ensure that all exterior signage and common area alterations are pre-approved by the Strata Council.
 - To notify, two (2) days in advance, of any disruptions in services to residential and commercial unitholders.
 - Other items.

6.2 DEFICIENCIES/CONTRACTS – Chaired by Grant Byers

The committee reported that regular meetings have been held the developers representatives and that a number of issues has been addressed since the last Strata Council meeting including, most importantly, building envelope/water ingress issues in Buildings #2 and #3. As well, it was reported that there will likely be a number of additional issues which will require professional advice from third parties in the future.

6.3 FINANCE COMMITTEE – Chaired by Gordon Taschuk

The Finance Committee recommended to increase the liability coverage for the Directors and Officers from \$2MM to \$5MM at a minimal cost. It was MOVED/SECONDED to approve this recommendation.

CARRIED

The committee also recommended that an additional 10 fobs be purchased before they become unavailable.

CARRIED

Other insurance issues will be addressed in the 2018 renewal.

6.4 OPERATIONS – Chaired by Sean Erdman

The Operations committee will be looking into covering the bottom 3 feet of the main parkade gate in order to ward off any rodents from getting through the bars. As well, the committee will be looking at ways to better secure the gates by locking the emergency pull cords.

6.5 UNIFICATION – Chaired by Pierre Augereau

This will be ongoing and there is nothing new report at this time.

6.6 LEGAL – Chaired by Rick Davis

The Legal Committee has worked with the Strata Council's legal advisors to review various issues including possible unapproved alterations. A number of recommendations were made to Council at the meeting to address these issues and it was MOVED/SECONDED to approve these recommendations.

CARRIED

(7) CORRESPONDENCE

Correspondence was received from various unitholders regarding deficiencies in their units. Please be advised that if you have deficiencies within your strata lot, you are advised to contact the developers representatives (James and Gilbert) during regular business hours (8AM – 4PM Monday to Friday). If you have any issues with your appliances all of the information that you need should have been provided to you by the developer when you did your walk through. At the very least you should register your appliances with Trail Appliances and possibly Fireplaces Unlimited to ensure your warranty's are in place. If there are deficiencies with the Common Property, then you need to contact our property Manager (Brenda).

Council deals with the correspondence received and where deemed necessary, the Strata Manager is directed to correspond with the various unitholders.

(8) NEW BUSINESS

8.1 FOBS

The price of Fobs has increased to \$80.00 in order to recover the costs that are being charged to the Strata Corporation. Any Owner requiring another fob, please email Brenda at brenda@crpm.ca and include your unit number and address in your email.

8.2 WINTERIZING of RESIDENTIAL AND COMMERCIAL UNITS

With the cold weather approaching, it is important that all residents take appropriate measures to ensure that water and other damage to their units or to the common property of the complex does not occur. It is recommended that all owners who have outside water taps install “water tap bibs or covers” and that for those units that are unoccupied for extended periods of time that the owners have regular inspections, shut off main water valves and have heaters on at a reasonable temperature to avoid frozen pipes.

8.3 ALTERATION REQUEST FOR AIR CONDITIONING

Council sought legal advice and decided that because of potential noise, impact on appearance of the premises and the need to be fair to all residents council was advised to seek approval from strata members at the next AGM.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 6.45 p.m. The next meeting of Council will be Tuesday, February 13th 2018 at 4:30 pm.

Brenda Barber, Strata Manager, CrossRoads Management Ltd.

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NEWPORT AT WEST BEACH EPS 3957

STRATA COUNCIL MEETING MINUTES

WEDNESDAY, OCTOBER 18, 2017

LOCATION:

**4:00 pm – Conference Room
1011-7445 132 Street
Surrey, B.C. V3W 1J8**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY

Rick Davis

VICE-PRESIDENT/PRIVACY

Sean Erdman

TREASURER

GordTaschuk

COUNCIL

Arlene Rode

COUNCIL

Grant Byers

COUNCIL

Martin van Roijen

COMMERCIAL

Pierre Augereau

STRATA MANAGER

Brenda Barber

E-Mail: brenda@crpm.ca

**CROSSROADS MANAGEMENT
LTD.**

**1011, 7445 132ND STREET,
SURREY, B.C. V3W 1J8**

Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE

(778) 578-4445

ATTENDANCE:

Rick Davis
Arlene Rode
Gord Taschuk
Sean Erdman
Grant Byers
Martin van Roijen
Pierre Augereau

REGRETS:

GUEST

Doug Rode
Jane Davis

CROSSROADS MANAGEMENT LTD.

Brenda Barber-Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 4:06 p.m. by the President, Rick Davis, a quorum being present. Rick chaired the meeting.

(2) ADOPTION OF PREVIOUS MINUTES

Council discussed the minutes of the September 29th meeting. After a few minor corrections it was MOVED/SECONDED to approve the minutes of September 29, 2017. **CARRIED**

Please note, minutes and notices will be posted online and Owners will receive an email notification when a new posting takes place. To view your minutes online go to: <http://newport.mybuildingonline.com> and enter code (refer to Crossroads for the code). Once you enter that code, you then set up your own account. If you require any assistance please contact your Strata Manager.

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 SALES OFFICE at NEWPORT

Council is waiting for a response from the builder regarding the signage.

3.2 WATER INGRESS ISSUES

A review of various items is ongoing and will be addressed by the committees established at this meeting (see below).

3.3 ALTERATIONS REMINDER

Please review the following bylaws prior to undertaking any alterations to your strata lot or common property;

10. Obtain approval before altering a strata lot

- (1) *An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:*
 - (a) *the structure of a building;*
 - (b) *the exterior of a building;*
 - (c) *chimneys, stairs, balconies or other things attached to the exterior of a building;*
 - (d) *doors, windows or skylights (including the casings, the frames and the sills of such doors, windows and skylights) on the exterior of a building, or that front on the common property (i.e., including, for example, adding security devices to the entrance door to a strata lot or changing window treatment);*
 - (e) *fences, railings or similar structures that enclose a patio, balcony or yard;*
 - (f) *common property located within the boundaries of a strata lot;*
 - (g) *parts of the strata lot which the strata corporation must insure under the Strata Property Act including, without limitation, fixtures installed by the owner developer as part of the original construction of a strata lot (e.g. the original wall to wall carpeting).*
- (2) *The strata corporation must not unreasonably withhold its approval under subsection (1) provided such change(s) do not alter the exterior appearance of the building including window treatment, but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.*
- (3) *An owner must not do, or permit any occupant of his or her strata lot or any guest, employee, agent or invitee of the owner or occupant to do, any act, nor alter, or permit any occupant of his or her strata lot, in any manner, which in the opinion of the strata council will alter the exterior appearance of the building.*

11. Obtaining approval before altering common property

- (1) *An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.*
- (2) *The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration and to provide, at the request of the strata corporation, evidence of appropriate insurance coverage relating to the alteration.*

3.4 AGENCY AGREEMENT

After some discussion and adjustments it was Resolved by Rick and Sean to sign the agency agreement with CrossRoads Management Ltd. This contract will run until the second AGM.

(4) COMMITTEES

A motion was made by Rick Davis, Council President, to establish several committees. The motion was seconded by Sean Erdman, Vice President. After a vote was taken the results were;

6 in favour 1 opposed 0 abstained

CARRIED

The following committees and Council Leaders were established;

- i) Bylaw/Rules - Rick
- ii) Deficiencies/Contracts - Grant
- iii) Finance/Audit/Insurance – Gord (Arlene is volunteering to assist)
- iv) Operations/Security - Sean
- v) Unification – Pierre (Commercial Leader) & Martin (Residential Leader)
- vi) Legal/Communication – TBA

Each committee will meet separately and report back to the Strata Council.

(5) FINANCIAL REPORT

The interim budget has now been closed off and the outstanding balance will be credited to each owner based on their unit entitlement. The cheques will be mailed to Owners in the next couple of weeks.

(6) CORRESPONDENCE

Correspondence was received from an Owner regarding the parkade exit method of requiring a fob. Council will be looking into alternate methods of automatically exiting the parkade.

Correspondence was received from an Owner requesting alterations to their strata lot. More information is required before Council can make a decision.

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

(7) NEW BUSINESS

7.1 CONTRACTS

Council members are currently working within the appropriate committees to retain services of a janitor, landscaper, and snow removal company to name a few.

7.2 FIRE MAP

The operations committee will work with the builder to update the fire map.

(8) ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m. The next meeting of Council will be Tuesday, December 12, 2017 at 4:30 pm.

Brenda Barber, Strata Manager, CrossRoads Management Ltd.

NEWPORT AT WEST BEACH EPS 3957

STRATA COUNCIL MEETING MINUTES

FRIDAY, SEPTEMBER 29, 2017

LOCATION:

**4:00 pm – Conference Room
1011-7445 132 Street
Surrey, B.C.**

**STRATA COUNCIL
2017/2018**

PRESIDENT/SECRETARY
Rick Davis

VICE-PRESIDENT/PRIVACY
Sean Erdman

TREASURER
GordTaschuk

COUNCIL
Arlene Rode

COUNCIL
Grant Byers

COUNCIL
Martin van Roijen

COMMERCIAL
Pierre Augereau

STRATA MANAGER
Brenda Barber
E-Mail: brenda@crpm.ca

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EMERGENCY CONTACT
24 HOUR SERVICE
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Owners are advised that they should retain their printed copies of the minutes for future use. Should an owner decide to sell, most prospective buyers will usually request two years worth of minutes and, if you do not have them, there is a charge of .25 per page from CrossRoads for this service.

****Council Members motions are considered unanimous unless otherwise indicated****

ATTENDANCE:

Rick Davis
Arlene Rode
Gord Taschuk
Sean Erdman
Grant Byers
Pierre Augereau

REGRETS:

Martin van Roijen

GUEST

Doug Rode

CROSSROADS MANAGEMENT LTD.

Brenda Barber-Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 4:03 p.m. by the Strata Manager Brenda Barber, a quorum being present. It was decided that Brenda would chair this first meeting. The first item discussed under new business was the election of Council's positions of which some were nominated and accepted via email prior to the meeting. The positions discussed via email are as follows;

President	Rick Davis
Vice President	Sean Erdman
Treasurer	Gord Taschuk

It was MOVED/SECONDED to approve the above Council positions for the 2017-2018 term. **CARRIED**

Further discussion ensued and the following positions were decided as follows;

Secretary	Rick Davis
Privacy Officer	Sean Erdman
Council at Large	Arlene Rode
Council at Large	Grant Byers
Council at Large	Marin van Roijen
Commercial Section	Pierre Augereau

It was MOVED/SECONDED to approve the Council positions listed above for the 2017-2018 term. **CARRIED**

(2) FINANCIAL REPORT

2.1 APPROVAL PROCESS

Brenda explained the processes that are in place at Crossroads for invoice approvals and cheque writing. A motion was made by Council President Rick Davis that the following be in place:

- a) All contracts approved by majority of Council.
- b) All commitments in excess of \$1,000 or not included in budget approved by the majority of Council
- c) Any expenditures less than \$1,000 and included in the budget approved by the majority of the Strata Executive.

Motion Seconded by Gord Taschuk. A vote of all members in attendance followed with results;

4 in favour 2 against 0 abstentions

CARRIED

(3) NEW BUSINESS

3.1 WEBSITE FOR NEWPORT

Council discussed various options of distributing minutes and it was MOVED/SECONDED to set up a website with mybuildingonline.ca at a cost of \$67.00 (plus tax) per year.

CARRIED

To view your minutes online, go to: <http://newport.mybuildingonline.com> and enter code KLGT34. Once you enter that code, you then set up an account for yourself and you're ready to go. If you require any assistance please contact Crossroads and ask for Brenda Barber.

3.2 SALES OFFICE at NEWPORT

The developer has set up an office in unit 101 in order to sell the remaining units. Council is looking into this in order to ensure that Newport is safe and secure from any liability issues.

3.3 ALTERATIONS TO UNITS

Owners wishing to undertake any alterations to their strata lot are required to forward a request in writing to CrossRoads Management detailing the alterations. This request goes to Council for approval and once the request is approved, an "Alteration Agreement" will be forwarded to the Owner to sign and return to Crossroads. This agreement will stay with this strata lot so that any future owners will be aware of any changes made to the original strata lot. Once the alterations have completed Owners should inform their insurance companies. If this isn't done and a unit is destroyed in a fire or flood, for example, the insurance company will only restore the unit to its original condition.

3.4 PARKADE

Council has identified a potential problem when exiting the parkade and will be asking the developer to install mirrors on each side of the parkade door. In the interim, when exiting the parkade please do so with great caution and keep a look out for any pedestrians walking past.

(4) ADJOURNMENT

There being no further business, the meeting was adjourned at 5:45 p.m. The next meeting of Council will be Wednesday, October 18, 2017 at 4:00 pm.

Brenda Barber, Strata Manager, CrossRoads Management Ltd.