

ANNUAL GENERAL MEETING MINUTES
October 31, 2018
Evergreen Pointe – EPS 859

ATTENDANCE:

3 Owners present in person.
2 Owners present by proxy.

(1) CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Ted Lumsden, Strata Manager. The hosts for this meeting were Paul and Pat Smith (unit 3).

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

The roll was called by Ted in accordance with the requirements of the Strata Property Act. The Act requires that a quorum consisting of one-third of the Owners be present in person or by proxy in order for the meeting to proceed.

(3) ELECTING A CHAIR

Ted Lumsden, Strata Manager with CrossRoads Managements Ltd. chaired the meeting.

(4) PROOF OF NOTICE OF MEETING

It was verified that sufficient notice was given to the owners in accordance with the Strata Property Act.

(5) APPROVAL OF THE MINUTES

It was MOVED/SECONDED to adopt the minutes of the AGM held on February 05, 2018. **CARRIED**

(6) BUSINESS ARISING FROM PREVIOUS AGM

As recently reported by Rob Parker (deck specialist), it was suggested that the owners arrange to have the tile cleaned and sealed and that the black flashing be painted with a colour that blends in with the leaching of the mortar. To this end, the Strata Manager will request a quote from Rob Parker to undertake the required remedial work next spring.

(7) REPORT ON INSURANCE

The Strata Manager discussed the highlights of the insurance coverages (and deductibles) provided by CMW Capri (please refer to the summary of coverages in the attachments). The existing policy expires on January 15, 2019. The Strata Manager agreed to obtain property insurance proposals (3) from certified condo insurance providers in order to select the preferred insurance provider by mid-December 2018. The Strata Manager will request quotes that include 130% replacement cost, 5% buy-down deductible for earthquake insurance and the legal services retainer option. The Strata Manager stressed the importance of having a condo insurance "package" in place that includes contents and liability insurance, coverage for betterments (i.e. upgrades), contents coverage for earthquake damage within the unit. The owners should

also consider having personal insurance for covering the 10% or 5% earthquake deductible that they would be responsible for in case of an earthquake.

(8) RESOLUTION 'A' – DEPRECIATION REPORT

It was MOVED/SECONDED to waive the requirement for a Depreciation Report for the next 18 months as allowed under the Strata Property Act. Please refer to Resolution "A" in the attachments.

Voting results: All owners were in favour of the Motion.

CARRIED

(9) RESOLUTION 'B' – PROPOSED OPEARATING BUDGET FOR Y2018-Y2019

Be it Resolved by a simple Majority Vote to Approve the Proposed Operating Budget and Fee Structure for Fiscal Year 2018 – 2019

Comments:

The Strata Manager reviewed the financial results for the previous fiscal year (9 months) and reported that the strata corporation realized a positive net income (i.e. surplus) of \$3,114. Please refer to the August 2018 balance sheet and budget comparison sheet in the attachments.

The Strata Manager presented the highlights of the proposed operating budget and fee structure for the Y2018-Y2019 fiscal year (September 1st 2018 to August 31st 2019). New line item added to reflect the services provided by an arborist (Bartlett Tree Experts); grounds maintenance will be provided by a new landscaper (Green Team – recommended by Wendy) from March 1st to December 21st 2019; gutter modifications provided by Precision Gutters and will be funded from last year's surplus; dryer vent cleaning will be performed by a small local contractor that can thoroughly clean the pipes and vents in both directions. With minor changes to the proposed budget, there will be no strata fee increase for the Y2018/Y2019 fiscal year.

It was MOVED/SECONDED to approve the Operating Budget and Fee Structure for Y2018/Y2019.

Voting results: All owners were in favour of the Motion.

CARRIED

Please refer to the approved budget and fee structure in the attachments.

(10) GENERAL DISCUSSION

Discussion ensued regarding the replacement of the downspouts with larger diameter downspouts, new configuration of downspouts that extend directly to the ground and the removal of the small foot-long gutters that serve no useful purpose. The Strata Manager will invite Precision Gutters to re-visit the site to better accommodate the owners' drainage requirements

The Strata Manager will provide council with a large bag of "Ice-Melt".

(11) ELECTION OF COUNCIL

Following is the assignment of the owners elected to Council:

President – Wendy Merrell

Vice- President – Paul Smith

Treasurer – Dorothy Bower

At-Large – Sandra Pearce & Donna Hutton

(12) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8.40 p.m. The next owners' meeting is planned for Wednesday, January 9th 2019 at 4:30 pm (TBC)

Ted Lumsden
Senior Strata Manager
CrossRoads Management Ltd.

Attachments

Insured	The Owners of Strata Plan EPS859, Evergreen Point		
	Crossroads Management Ltd., Attn: Hans Arends		
Policy Period	From: January 15, 2018	To: January 15, 2019	Effective March 15, 2018
Location(s)	1434 Everall Street, White Rock, BC V4B 3S8		

Description of Coverages	Limits of Liability	Deductibles
Property of Every Description – Per Occurrence, Form CMWM-JANUARY-01-2017, Appraisal: Mar 5, 2018, Year of Cycle: 1	\$ 1,900,000.	See Below
Business Interruption	Not Covered	
Earthquake – Annual Aggregate – Extended Replacement Cost Applies	\$ 1,900,000.	
Flood – Annual Aggregate – Extended Replacement Cost Applies	\$ 1,900,000.	
Blanket Glass	Included	
Equipment Breakdown - By-laws Included	\$ 1,900,000.	\$500.
Business Interruption (Time Element)	Not Covered	
\$1,000,000 Debris Removal, \$100,000 Ammonia Contamination, \$100,000 Contamination Expense (Annual), \$100,000 Expediting Expense, \$100,000. Extra Expense, \$250,000 Water Damage, \$50,000 Service Interruption	Included	
General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$ 10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$ 10,000,000.	
Non-Owned Automobile	\$ 10,000,000.	
Advertising Injury Liability	\$ 10,000,000.	
Medical Payments – Each Person	\$ 10,000.	
Tenants' Legal Liability – Any One Accident	\$ 250,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage (Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)	\$ 50,000.	
Strata Corporation Directors & Officers Liability – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation	\$ 5,000,000.	Nil
Professional Liability Extension for Property Manager per Wrongful Act – Annual Aggregate – Claims Made	Included	Nil
Discrimination Defense Costs	Included	
Employment Practices Liability	Included	
Broad Form Money & Securities - Loss Inside & Outside Premises, Depositors Forgery	Not Covered	
Employee Dishonesty, Coverage – Form A	Not Covered	
Pollution Liability – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs	\$ 1,000,000.	\$10,000.
Aggregate (Master) Policy Limit	\$ 5,000,000.	
Terrorism and Sabotage Coverage	Not Covered	\$2,500
Volunteer Accident Coverage	Not Covered	7 Day Waiting Period
Intellect Privacy & Data Breach		Nil.
Liability	\$ 50,000.	
Expense	\$ 10,000.	

Deductibles – Property

- | | |
|---|---|
| <ul style="list-style-type: none"> All Losses \$1,000 except: ▪ Water Damage \$5,000 ▪ Sewer Back-up \$5,000 ▪ Flood \$10,000 | <ul style="list-style-type: none"> ▪ Earthquake 10%, minimum \$100,000 ▪ Residential Glass Breakage \$100 ▪ Master Key Coverage \$250 ▪ Lock and Key Coverage \$250 |
|---|---|

Conditions – Property

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws.
- Co-insurance Basis – Stated Amount.
- Extended Replacement Cost –30% Subject to an appraisal being filed with the insurers and dated within 12 months prior to the effective date of the policy.
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – General Liability

- Property Manager is an Additional Named Insured for their management of the Strata Plan.
- *\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

E&OE

This document does not form part of the policy. For more specific details, please refer to the actual policy wordings.

RESOLUTION "A" Depreciation Report

Be it Resolved by the owners of Strata Plan EPS 859 in compliance with the Strata Property Act (the Act) Section 94 subsection 3(a) waive the requirement of a deprecation report for the next 18 months as allowed under the Act.

Depreciation report

94 (3) *A strata corporation need not comply with the requirement under subsection (2) to obtain a depreciation report on or before a certain date if:*

(a) the strata corporation, by a resolution passed by a 3/4 vote at an annual or special general meeting within the prescribed period, waives that requirement

NOTE: Resolution "A" approved by the owners at the Annual General Meeting held on October 31, 2018

EVERGREEN POINTE - EPS 859
APPROVED OPERATING BUDGET
SEPTEMBER 1, 2018 TO August 31, 2019

	PREVIOUS BUDGET 2017 - 2018	ACTUAL 2017 - 2018	APPROVED BUDGET 2018 - 2019	BUDGET NOTES			
INCOME:							
Owners' Contributions	18,207	18,207	24,276	no fee increase			
Interest Income	50	94	100				
Prior Years Surplus (- Deficit)			-				
TOTAL INCOME	18,257	18,301	24,376				
OPERATING EXPENSES:							
LANDSCAPING							
Grounds Maintenance	1,150	1,143	1,650				
Grounds Improvements			2,000				
Snow Removal		-	-				
TOTAL LANDSCAPING	1,150	1,143	3,650				
BUILDINGS EXPENSES							
Repairs and Maintenance	582	3,402	1,500				
Dryer Vent	131	-	300				
Fire System Service	650	792	900				
Fire System Monitoring	760	567	760				
Gutter Cleaning	1,000	2,476	1,500				
Window Cleaning	675	548	750				
TOTAL BUILDINGS	3,798	981	5,710				
UTILITIES EXPENSES							
Electricity	450	368	500				
Water and Sewer	800	715	900				
Telecommunications	649	722	970				
TOTAL UTILITIES	1,899	1,805	2,370				
ADMINISTRATION EXPENSES							
Office Expense	110	139	200				
Insurance Premium	3,450	3,357	4,076				
Professional Fees (Appraisal)	850	840	-				
Management Fees	3,735	3,733	5,000				
Bank Charges	90	90	120				
Miscellaneous	75	-	100				
Financial Review	100	99	150				
TOTAL ADMINISTRATION	8,410	8,258	9,646				
OPERATING EXPENSES	15,257	12,187	21,376				
Contingency Contributions	3,000	3,000	3,000				
TOTAL EXPENSES	18,257	15,187	24,376				
					PROPOSED STRATA FEES		
Surplus/Deficit		3,114	-	See Note 1	S/L	U/E	STRATA FEES
		Surplus			1	152	\$ 367.38
					2	143	\$ 345.63
					3	140	\$ 338.38
Note 1: Transfer to gutter modifications					4	201	\$ 485.81
					5	201	\$ 485.81
						837	\$ 2,023.00
						12 X	\$ 24,276.00
ERL/31Oct2018							

Balance Sheet (Accrual)
STRATA EPS 859 - 08 - (eps859)
August 2018

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9/19/2018
10:31 AM

AS OF THE 12TH MONTH ENDING August 31, 2018

ASSETS	
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	3,656.16
1025-0000 Bank - Westminster - Contingency	22,341.58
1200-0000 Prepaid Insurance	1,435.00
TOTAL ASSETS	<u><u>27,437.74</u></u>
LIABILITIES	
2010-0000 Accounts Payable	846.29
TOTAL LIABILITIES	<u>846.29</u>
OWNERS' EQUITY	
RESERVES	
3300-0000 Contingency Fund	22,341.58
TOTAL RESERVES	<u>22,341.58</u>
3500-0000 Net Income - Prior Years	1,135.88
3510-0000 Net Income - Current Year	3,113.99
TOTAL OWNERS' EQUITY	<u><u>26,591.45</u></u>
TOTAL LIABILITIES AND EQUITY	<u><u>27,437.74</u></u>

Date: 09/19/18
Accountant:
Property Manager:

AS OF THE 12TH MONTH ENDING August 31, 2018

INCOME									
4010-0000 Strata Fees	2,023.01	2,023.00	0.01	0.00	18,207.09	18,207.00	0.09	0.00	18,207.00
4016-0000 Bank Interest Income	11.55	5.52	6.03	109.24	93.59	50.00	43.59	87.18	50.00
TOTAL	2,034.56	2,028.52	6.04	0.30	18,300.68	18,257.00	43.68	0.24	18,257.00
TOTAL INCOME	2,034.56	2,028.52	6.04	0.30	18,300.68	18,257.00	43.68	0.24	18,257.00

6415-0000 Landscape Contract	210.00	127.76	-82.24	-64.37	1,143.19	1,150.00	6.81	0.59	1,150.00
TOTAL LANDS. & GROUNDS	210.00	127.76	-82.24	-64.37	1,143.19	1,150.00	6.81	0.59	1,150.00

6510-0000 Repair & Maintenance	0.00	64.64	64.64	100.00	-3,401.98	582.00	3,983.98	684.53	582.00
6510-4005 Dryer Vent Cleaning	0.00	14.61	14.61	100.00	0.00	131.25	131.25	100.00	131.25
6521-0000 Fire System Service	615.42	72.24	-543.18	-751.9	792.10	650.00	-142.10	-21.86	650.00
6521-0525 Fire System Monitoring	63.00	84.48	21.48	25.43	567.00	760.00	193.00	25.39	760.00
6527-0000 Gutter Cleaning	1,572.90	111.12	-1,461.78	-1,315	2,475.90	1,000.00	-1,475.90	-147.5	1,000.00
6563-0000 Window Cleaning	548.10	75.00	-473.10	-630.8	548.10	675.00	126.90	18.80	675.00
TOTAL REPAIR & MAINT.	2,799.42	422.09	-2,377.33	-563.2	981.12	3,798.25	2,817.13	74.17	3,798.25

6576-0000 Electricity - Common	0.00	50.00	50.00	100.00	368.36	450.00	81.64	18.14	450.00
6578-0000 Water & Sewer	0.00	88.88	88.88	100.00	714.81	800.00	85.19	10.65	800.00
6595-0005 Telecommunications	80.74	72.11	-8.63	-11.97	721.62	648.75	-72.87	-11.23	648.75
TOTAL UTILITIES	80.74	210.99	130.25	61.73	1,804.79	1,898.75	93.96	4.95	1,898.75

384-0000 Postage and Printing	20.87	12.24	-8.63	-70.51	139.17	110.00	-29.17	-26.52	110.00
5990-0000 Insurance Premiums	358.75	383.36	24.61	6.42	3,357.00	3,450.00	93.00	2.70	3,450.00
6993-0000 Professional Fees	0.00	94.48	94.48	100.00	840.00	850.00	10.00	1.18	850.00
7000-0000 Management Fees	414.75	415.00	0.25	0.06	3,732.75	3,735.00	2.25	0.06	3,735.00
7025-0000 Bank Charges	10.00	10.00	0.00	0.00	90.00	90.00	0.00	0.00	90.00
7050-0000 Miscellaneous	0.00	8.36	8.36	100.00	0.00	75.00	75.00	100.00	75.00
7051-0000 Statutory Financial Revie	0.00	11.12	11.12	100.00	98.70	100.00	1.30	1.30	100.00
7051-0500 Contingency Transfer	333.33	333.36	0.03	0.01	2,999.97	3,000.00	0.03	0.00	3,000.00
TOTAL ADMINISTRATION EXPENSE	1,137.70	1,267.92	130.22	10.27	11,257.59	11,410.00	152.41	1.34	11,410.00

TOTAL COMMON EXPENSES	4,227.86	2,028.76	-2,199.10	-108.4	15,186.69	18,257.00	3,070.31	16.82	18,257.00
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TOTAL EXPENSES	4,227.86	2,028.76	-2,199.10	-108.4	15,186.69	18,257.00	3,070.31	16.82	18,257.00
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NET INCOME (LOSS)	-2,193.30	-0.24	-2,193.06	-913,7	3,113.99	0.00	3,113.99	0	0.00
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UTILITY EXPENSES

EVERGREEN POINTE – EPS 859

*** Unless otherwise indicated all motions carried are unanimous. ***

ATTENDANCE:

Sandra Pearce
Patricia Smith
Wendy Merrell
Dorothy Bower

REGRETS:

Donna Hutton

STRATA MANAGER:

Ted Lumsden, Strata Manager, CrossRoads Management Ltd.

VENUE: Wendy Merrell

(1) CALL TO ORDER

The Strata Manager called the Meeting to order at 4:35 pm.

(2) FINANCIAL REPORT – TREASURER**2.1 FINANCIAL STATEMENTS**

The Owners reviewed the Financial Statements for May, June and July 2018. As of July 31st, there was \$6,511.35 in the Operating Account and \$20,890.33 in the Contingency Reserve Fund. Net income for the month was -\$319.14 (deficit) and the YTD net income was \$5,307.29 (surplus). Accounts receivable were zero at month-end.

(3) BUSINESS**3.1 LANDSCAPING**

YBS (Yard Beautification Services) will continue to look after the grounds maintenance until November 30th 2018. The Strata Manager will ask YBS for a quote to clean up the grounds in November. YBS will also be asked to provide their monthly rate for grounds maintenance for Y2019 and their quote to clean up the grounds in the spring and fall next year. The Strata Manager will contact the property manager for the neighbouring complex to discuss having their arborist trim the branches that are encroaching on their property.

3.2 GUTTER CLEANING & WINDOW WASHING

ServiceMaster will be asked to re-visit the site to clean the debris off the flat roofs and to clean the outside balcony glass (both of these items were missed during the July site visit by the contractor). The Strata Manager will ask ServiceMaster to schedule 3 site visits (spring, summer and fall) for the 2019 annual maintenance plan. Note: The cleaning of the windows and exterior balcony glass for Y2019 will be carried out during the spring site visit.

3.3 ANNUAL FIRE EQUIPMENT INSPECTION

The annual fire equipment inspection and testing tasks were conducted by Voltech technicians on August 9th. Several deficiencies were reported by the contractor and will be rectified on the 2nd visit from the contractor (date to be announced). Voltech also inspected and tested the backflow preventer devices (2) and sent the test results (both devices passed) to the City of White Rock.

3.4 DECKS

The Strata Manager will send a deck construction and maintenance specialist (Rob Parker) next week to investigate and report on the condition and remedial work required on the decks on units 1, 2 and 3.

3.5 MID-LEVEL GUTTER REMOVAL & DOWNPIPE REPLACEMENT

The Strata Manager will meet on site next week with a representative from Precision Gutters to obtain a quote to remove the mid-level gutters on all the t/h units and to reconfigure the downpipe configuration. This project must be undertaken this fall before the heavy rains arrive.

3.6 STREET SIGNAGE

Council will further discuss the need for a standalone street sign and is considering the installation of ceramic signs (street number only) on the front of each townhouse unit.

3.7 FIRE ALARM MONITORING

Contract renewed (for 1 year at \$63.00 per month) with Price Alarm Systems. Contract expires in April 2019.

3.8 Y2018 ANNUAL GENERAL MEETING

The Y2018 AGM will be convened on Wednesday, October 10th 2018 at 6:30 pm. Venue: Unit #3. The Strata Manager will prepare a preliminary budget and fee structure (from September 1st 2018 to July 31st 2019) and the Notice of AGM. The documents will be discussed on line and will be mailed (via Canada Post) to all owners 20 days prior to the AGM.

(4) ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 pm.

**Ted Lumsden
Strata Manager
CrossRoads Management Ltd.**

General Notice on Fire Safety Monitoring

1 - Monitoring Dual Path Fire:

There are 2 means of protection on site for your ULC fire system: the dedicated phone line and the cellular back up module. If the phone line fails, the cell backup is there to ensure you are protected.

2 - Airtime GSM:

This is the cellular back up module that is in place as a back up to the phone line.

3 - Warranty FSP - This is the Fire Transmitter Maintenance Plan; this gives you an annual transmitter check at no charge.

The fire monitoring of your site is for the signals only. Price Alarm Systems Ltd. does not service the pull stations, the sprinkler systems or the smoke detectors.

IN A CASE OF FIRE, RESIDENTS MUST CALL 911

EVERGREEN POINTE – EPS 859

*** Unless otherwise indicated all motions carried are unanimous. ***

ATTENDANCE:

Sandra Pearce
Paul & Patricia Smith
Wendy Merrell
Dorothy Bower

REGRETS:

Donna Hutton

STRATA MANAGER:

Ted Lumsden, Strata Manager, CrossRoads Management Ltd.

VENUE: Dorothy Bower

(1) CALL TO ORDER

The Strata Manager called the Meeting to order at 4:35 pm and provided the Owners with a brief summary of his background and property management experience.

(2) FINANCIAL REPORT – TREASURER

2.1 FINANCIAL STATEMENTS

The Owners reviewed the Financial Statements for March and April 2018 (unofficial), As of April 30th, there was \$6,294.28 in the Operating Account and \$17,966.61 in the Contingency Reserve Fund. Net income for the month was \$365.13 and the YTD net income was \$4,847.52. Accounts receivable were zero at month-end.

(3) BUSINESS

3.1 LANDSCAPING

Council approved the quotes obtained from YBS (Yard Beautification Services) to provide weekly lawn cutting service from May 1st to November 30th 2018 (for \$160.00 + GST per month) and to remove the invasive ivy from the back of the units this month (for one-time fee \$650.00 + GST). Site contact: Wendy.

3.2 GUTTER CLEANING

ServiceMaster will be asked to provide a quote and schedule to clean the gutters. The Strata Manager will discuss the annual maintenance plan that was in place for Y2017 to confirm that the contractor owes the strata for the unfinished service for last fall. Note: The gutters will be cleaned before the windows are washed.

3.3 WINDOW WASHING

ServiceMaster will be asked to provide a quote and schedule to clean the windows using the hand washing/squeegee method (vs. via tuckerpole method).

3.4 ANNUAL FIRE EQUIPMENT INSPECTION

The Strata Manager will schedule this mandatory requirement with the service provider.

3.5 DECKS

The Strata Manager will send the report to the owners with the bottom line/recommendation. Note: This action only applies to the 3 units in front of the complex.

3.6 MID-LEVEL GUTTER REMOVAL & DOWNPIPE REPLACEMENT

Council discussed the “skimpy” cost estimate (for \$3,600 + GST) received from Titan Home Services. The Strata Manager will request more details from Titan and will obtain additional quotes from other contractors (2). Maximum expenditure: \$5K.

3.7 STREET SIGNAGE

Hans has received the black metal sign post (with arm). Council has reviewed the sign proof (metal; white lettering on black background) from MD Signs Ltd. and has requested that the sign contain colours that represent the townhouse complex.

3.8 Y2017 AGM MINUTES – ACTION ITEMS

Please refer to the AGM minutes dated February 5th 2018.

The Y2018 AGM will be convened in October 2018 (date to be selected in the first or second week of October).

(4) ADJOURNMENT

There being no further business, the meeting was adjourned at 6:00 pm. The next Meeting has been tentatively scheduled for Thursday, June 7th at 4:30 pm (to be confirmed; venue TBD).

Ted Lumsden
Strata Manager
CrossRoads Management Ltd.

General Notice on Fire Safety Monitoring

1 - Monitoring Dual Path Fire:

There are 2 means of protection on site for your ULC fire system: the dedicated phone line and the cellular back up module. If the phone line fails, the cell backup is there to ensure you are protected.

2 - Airtime GSM:

This is the cellular back up module that is in place as a back up to the phone line.

3 - Warranty FSP - This is the Fire Transmitter Maintenance Plan; this gives you an annual transmitter check at no charge.

The fire monitoring of your site is for the signals only. Price Alarm Systems Ltd. does not service the pull stations, the sprinkler systems or the smoke detectors.

IN A CASE OF FIRE, RESIDENTS MUST CALL 911

ANNUAL GENERAL MEETING MINUTES
February 5, 2018
Evergreen Pointe – EPS 859

ATTENDANCE:

4 Owners present in person.
1 Owner present by proxy.

(1) CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Hans Arends, Strata Manager. The host of this meeting was Wendy Merrell (unit 4).

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

The roll was called by Hans in accordance with the requirements of the Strata Property Act. The Act requires that a quorum consisting of one-third of the Owners be present in person or by proxy in order for the meeting to proceed.

(3) ELECTING A CHAIR

Hans Arends, Strata Manager with CrossRoads Managements Ltd. chaired the meeting.

(4) NOTICE OF MEETING

It was verified that after several attempts to meet the final meeting was scheduled by email January 30, 2018.

(5) APPROVAL OF THE MINUTES

It was MOVED/SECONDED to adopt the minutes of the AGM of December 13, 2016.

CARRIED

(6) REPORT ON INSURANCE

The owners verified the insurance policy with CMW that was renewed and is effective until January 15, 2019. To be paid out of the CRF and to be paid back in installments before year end.

NOTE: Owners are responsible for their content as well as in most cases for the deductible. It is therefore strongly recommended that owners ensure that they have the correct coverage. Owners should take the strata policy with them to their insurance provider and ensure that not only their content, but also the deductibles, that the strata corporation will assess to them, are adequately covered. E.g. if your bathtub overflows causing damage to floors below and perhaps the unit beside you, you as owner will be held responsible for the Strata Corporation's Insurance Policy deductible and this should be part of the owners' own insurance to cover the deductible. If there are any questions, owners can always contact Hans Arends for clarification.

(7) RESOLUTION 'A'

The owners discussed the need to obtain a Depreciation Report. It was noted that the cost to obtain a report is over \$4,000 and at this moment this means a full annual Contingency Fund contribution. It was noted that there are items on the 'need to do' list and that they have priority. Therefore the owners consented to waive the Depreciation Report and the following resolution was introduced:

Let it be resolved by the owners of Strata Plan EPS 859 in compliance with the Strata Property Act (the Act) Section 94 subsection 3(a) waive the requirement of a deprecation report for the next 18 month as allowed under the Act.

With all owners in favour the resolution was

CARRIED

(8) RESOLUTION 'B'

The owners discussed the need to have the surface of the six balconies at building 1 (units 1, 2 & 3) replaced. It was also noted that there is some issues with the flat room membrane on building 2 (units 4 & 4). Hans was requested to obtain advice and quotes and this resolution was tabled for a meeting sometime in March or April when the information is available. It was noted that to do both projects the owners will need to raise funding through a levy.

(9) RESOLUTION 'C'

The owners discussed to change the date of their fiscal year. It seems that the current year end will not allow all owners to attend this meeting. It was proposed to end this fiscal year on August 31 and have the next AGM either in September or beginning October. Therefore the following resolution was proposed;

Let it be resolved by the owners of EPS Strata Plan EPS 859 to change the fiscal year, as allowed under the Act Section 102, to end this fiscal year on August 31st, 2018 and start the new fiscal year September 1st 2018 and each following year.

With all owners in favour this resolution was

CARRIED

Hans will redo the budget for a 9 month period to reflect the passing of this budget.

GENERAL DISCUSSION

The owners discussed various issues pertaining to the Strata:

Landscaping – In the review and of the budget Donna expressed a request to review the \$500 gratitude she receives for doing most of the landscaping around the complex. After the discussion it was agreed to double to gratitude to \$1000 annually.

Gutter Cleaning – The owners requested that Hans contact Service Master and see if a service program can be made with Service Master that include Gutter Cleaning; Window Washing (hand wash). The owners also asked Hans to look into the current contract with Service Master. It should be on an annual basis and with the work not completed last December, how will this reflect on the invoice? Hans will contact Service Master to get the work completed and report back to the owners regarding the invoice.

Road Number Signage – The owners discussed again the need to install a road sign. Hans will again provide the owners with an updated quote.

(8) PROPOSED 2016/2017 BUDGET & FINANCIAL REVIEW

The proposed budget starting from December 1, 2017 to November 30, 2018 was presented. The owners discussed the budget some minor changes were made and Hans was requested to redo the budget for the new fiscal year ending August 31st.

The financials were also discussed and it was noted that there may be large surplus due to the invoice of the remediation of a water leak in unit 1. This is an insurance claim and although no invoices were pay through the strata funds until the insurance claim monies were received it shows up on the financial records as an expense. (Note: the claim was over \$8500 with \$5000 deductible paid by the owners of unit 1 and their insurance.)

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9.12 p.m. The next owners' meeting is planned for sometime in March or early April when the information on the balconies and the roofs are available.

Hans Arends
Strata Manager
CrossRoads Management Ltd.

EVERGREEN POINTE - EPS 859
PROPOSED OPERATING BUDGET
DECEMBER 1, 2017 TO August 31, 2018

	PREVIOUS BUDGET	ACTUAL	PROPOSED BUDGET			
	2016 - 2017	2016 - 2017	2017 - 2018			
INCOME:						
Owners' Contributions	22,380.00	22,380.12	18,207.00			
Interest Income	50.00	67.03	50.00			
Prior Years Surplus (- Deficit)	500.00	1,392.54	-			
TOTAL INCOME	22,930.00	23,839.69	18,257.00			
OPERATING EXPENSES:						
LANDSCAPING						
Grounds Maintenance	790.00	500.00	1,150.00			
Snow Removal	450.00	-	-			
TOTAL LANDSCAPING	1,240.00	500.00	1,150.00			
BUILDINGS EXPENSES						
Repairs and Maintenance	775.00	3,755.89	582.00			
Dryer Vent	-	131.25	131.25			
Fire System Service	650.00	530.65	650.00			
Fire System Monitoring	760.00	756.00	760.00			
Gutter Cleaning	1,300.00	1,522.50	1,000.00			
Window Cleaning	675.00	656.25	675.00			
TOTAL BUILDINGS	4,160.00	7,352.54	3,798.25			
UTILITIES EXPENSES						
Electricity	600.00	535.79	450.00			
Water and Sewer	1,000.00	1,205.74	800.00			
Telecommunications	780.00	863.04	648.75			
TOTAL UTILITIES	2,380.00	2,604.57	1,898.75			
ADMINISTRATION EXPENSES						
Office Expense	150.00	108.32	110.00			
Insurance Premium	5,500.00	4,185.25	3,450.00			
Professional Fees (Appraisal)	200.00	-	850.00			
Management Fees	4,980.00	4,977.00	3,735.00			
Bank Charges	120.00	120.00	90.00			
Miscellaneous	100.00	-	75.00			
Audit Review	100.00	98.70	100.00			
TOTAL ADMINISTRATION	11,150.00	9,489.27	8,410.00			
OPERATING EXPENSES	18,930.00	19,946.38	15,257.00			
Contingency Contributions	4,000.00	3,999.96	3,000.00			
TOTAL EXPENSES	22,930.00	23,946.34	18,257.00	PROPOSED STRATA FEES		
Surplus/Deficit		- 106.65	-	S/L	U/E	STRATA FEES
GARBAGE: Included in taxes				1	152	\$ 367.38
as per City of White Rock Operations				2	143	\$ 345.63
2 cans per unit - Tuesday Service				3	140	\$ 338.38
Re-cycling bin from City				4	201	\$ 485.81
				5	201	\$ 485.81
					837	\$ 2,023.00
					9 X	\$ 18,207.00

ANNUAL GENERAL MEETING MINUTES
December 13, 2016
Evergreen Pointe – EPS 859

ATTENDANCE:

5 Owners present in person.

(1) CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Hans Arends, Strata Manager.

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

The roll was called by Hans in accordance with the requirements of the Strata Property Act. The Act requires that a quorum consisting of one-third of the Owners be present in person or by proxy in order for the meeting to proceed.

(3) ELECTING A CHAIR

Hans Arends, Strata Manager with CrossRoads Managements Ltd. chaired the meeting.

(4) NOTICE OF MEETING

It was verified that a request for a meeting was given to all owners by email November 23, 2016.

(5) APPROVAL OF THE MINUTES

It was MOVED/SECONDED to adopt the minutes of the AGM of November 27, 2015.

CARRIED

(6) REPORT ON INSURANCE

The Strata Manager informed the Owners that because the current policy is still running until January 15th, 2017 a renewal has not been received. As soon as the renewal policy arrives it will be forwarded to the owners for final approval. The coverage and deductible are expected to be the same. The owners agreed there are enough funds in the Contingency Reserve (CRF), it was MOVED/ SECONDED to take a loan out of the CRF to fund the insurance premium.

CARRIED

NOTE: Owners are responsible for their content as well as in most cases for the deductible. It is therefore strongly recommended that owners ensure that they have the correct coverage. Owners should take the strata policy with them to their insurance provider and ensure that not only their content, but also the deductibles, that the strata corporation will assess to them, are adequately covered. E.g. if your bathtub overflows causing damage to floors below and perhaps the unit beside you, you as owner will be held responsible for the Strata Corporation's Insurance Policy deductible and this should be part of the owners' own insurance to cover the deductible. If there are any questions, owners can always contact Hans Arends for clarification.

(7) GENERAL DISCUSSION

The owners discussed various issues pertaining to the Strata:

Landscaping – It was decided to follow the status quo, it seems that there is enough participation of all owners to keep landscaping under control in particular because Donna does a lot of the common area.

The owners also decided to issue Donna a cheque of \$500 as a token of appreciation for the work she does around the complex.

Gutter Cleaning – The owners requested that Hans contact Service Master and see if a service program can be made with Service Master that include Gutter Cleaning; Window Washing (hand wash) as well as the inside and outside of dryer vent duct cleaning.

Gutter Down Spouts - It was noted that the gutters at the Westside of unit 4 and 5 were often overflowing. Hans was requested to look into this and see if it was possible to add a downspout on that side to accommodate more water flow.

Road Number Signage – The owners discussed the need to install a road number sign that is visible from both side. The current road numbers are on the boundary fence with 1444 Everall Street. It can only be seen when you travel from the south. Hans was requested to look into possibilities and submit them to the owners for review. The signage should also indicate that unit 4 and 5 are located in behind 1-3.

5 – Year Warranty Review and Depreciation Report – The owners discussed the need to have a warranty review and the depreciation report done. Hans explained that although the reports address different issues there is an over lapping investigation if both reports are done at the some time. Quotes will be obtained and submitted to the owners. The cost for the report will be funded out of the Contingency Reserve Fund (CRF).

(8) PROPOSED 2016/2017 BUDGET & FINANCIAL REVIEW

The proposed budget starting from December 1, 2016 to November 30, 2017 was presented. The owners discussed the budget some minor changes were made and about \$500 will be used from the surplus to off set the increased cost. It was then MOVED/SECONDED to adopt the Budget as presented. **CARRIED**

The financial statements were reviewed. It was noted that there was no invoice for gutter cleaning, there was also a surplus recorded of \$3,388. The owners discussed the surplus and it was MOVED/SECONDED to move the remainder of the surplus into the CRF. **CARRIED**

(9) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:25 p.m. The next owners' meeting is planned for the summer if needed.

Hans Arends
Strata Manager
CrossRoads Management Ltd.