

# MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS STRATA CORPORATION EPS2205 – THE ROYCE

14855 Thrift Avenue, White Rock, BC

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**HELD:** February 28, 2019 @ 6:30pm at The Amenity Room, 14855 Thrift Avenue, White Rock, BC  
**AGENT:** Michael Flader, RE/MAX dWell Property Management  
**QUORUM:** 64 / 80 Members Present at 6:35pm

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## **FILING OF PROOF OF NOTICE OF MEETING**

The Notice Mailed date was February 6, 2019.

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## **APPROVAL OF PREVIOUS MINUTES**

It was moved, seconded and CARRIED to approve the minutes from the previous Annual General Meeting (AGM) held on 2018-09-27. (64) In Favour, (0) Opposed, (0) Abstentions

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## **REPORT ON INSURANCE**

The current certificate of insurance was provided in the AGM agenda. There are copies available on the Strata's website and may also be obtained from the Property Manager. It was highly recommended that each resident obtains their own home owners insurance policy.

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## **RESOLUTION 1 – Wood Post Refinishing & Painting Project**

Resolution 1 was moved and seconded; It was then motioned and seconded to amend the resolution by reducing the total expenditure to \$80,000 and splitting the payment into \$40,000 from CRF and \$40,000 from prior year operating surplus. The motion was CARRIED. (62) In Favour (0) Opposed (2) Abstention.

The final resolution reads:

Be it resolved by a ¾ vote, in accordance with section 96 of the Strata Property Act, The Owners, Strata Corporation EPS2205, hereby approve to expend an amount not to exceed \$80,000 for refinishing all wood columns & repainting the facias as identified on the "Exterior Log Restoration & Re-Painting Specifications" (attached to resolution).

The expenditure shall be funded by way of a \$40,000 expenditure from the Contingency Reserve Fund and a \$40,000 expenditure from the prior year operating fund surplus.

Any unused funds will remain in the Contingency Reserve Fund.

\*NOTE – Inspec Consulting Services Inc. has withdrawn their service proposal and will not be the inspector for the project; Master Painter's Institute (MPI) will be contracted instead.

End of Resolution

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It was moved, seconded and CARRIED to approve the resolution. (64) In Favour (0) Opposed (0) Abstention.

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## RESOLUTION 2 – Bylaw Amendment

Resolution 2 was moved and seconded; It was then motioned and seconded to table the resolution. A vote was called and the amendment FAILED. (23) In Favour (39) Opposed (2) Abstention.

It was then moved and seconded to amend section 3. (3) (d) to read:

(d) up to two dogs or two cats or one of each.

A vote was called and the amendment CARRIED. (58) In Favour (4) Opposed (3) Abstention.

The final resolution reads:

WHEREAS pursuant to sections 126 and 128 of the *Strata Property Act*, S.B.C. 1998, c. 43, (the “Act”) a strata corporation may amend its bylaws;

BE IT RESOLVED by a  $\frac{3}{4}$  vote of the owners that all previously registered bylaws of THE OWNERS, STRATA PLAN EPS 2205 (the “strata corporation”), be repealed and replaced with the bylaws that follow, and an Amendment to Bylaws be filed in the land title office: *See attached*.

It was moved, seconded and CARRIED to approve the resolution. (57) In Favour (5) Opposed (2) Abstention.

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## RESOLUTION 3 – Rule Amendment

The Rule Amendment was moved and seconded; it was then motioned and seconded to amend the rules. The amendment was read aloud in it's entirety and a hard copy was made available. A vote was called and the amendment was CARRIED. (63) In Favour (0) Opposed (1) Abstention.

The final resolution reads:

### Rules for the Use of Patio Heaters & Fire Tables

1. Owners must apply in writing to the Strata Corporation for permission to locate a Patio Heater or Fire Table on limited common property or common property.
2. Only Patio Heaters or Fire Tables (herein after referred to as “the appliances”) fueled by electricity or natural gas are acceptable.
3. The appliance must be CSA approved.
4. The appliance must be installed by a licensed technician according to the manufacturer's instructions, and with minimum clearances stipulated for that model.
5. Gas appliances should have a factory installed shut-off valve.
6. Ceiling mounted electrical heaters should be black.
7. The appliances can only be operated outdoors and not in the strata lot.
8. Before an appliance is used, whether it is a first installation or a replacement installation, it must be approved in writing by the Strata Corporation. Requests for approval must include the following:
  1. The make and model of the appliance
  2. A signed copy of these Rules
  3. A signed copy of the Assumption of Liability Agreement
9. Owners, occupants, and tenants must:

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1. Not leave the appliance unattended when in use.
  2. Supervise children and not leave them unattended when the appliance is in use.
  3. Use the appliance in accordance with the manufacture's instruction for the safe use of the appliance.
  4. Have a minimum 5 lb ABC fire extinguisher conveniently located at all times.
10. The appliance must be operated according to the manufacturer's instructions for that model.
11. Owners, occupants, and tenants are responsible for any heat damage to the common property, including siding and the building envelope.

End of Resolution

It was moved, seconded and CARRIED to approve the resolution. (63) In Favour (0) Opposed (1) Abstention.

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## PROPOSED OPERATING BUDGET

The proposed operating budget was moved and seconded; An amendment was then moved and seconded to move \$20,000 from budget line 26 to line 53. A vote was taken and the amendment was CARRIED (64) In Favour, (0) Opposed, (0) Abstention.

The operating budget, including the approved amendment, was moved, seconded and CARRIED.

(64) In Favour (0) Opposed (0) Abstention. A copy of the approved budget and Strata Fee schedule is attached.

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## ELECTION OF STRATA COUNCIL

The Strata Council members were nominated for the new fiscal year. It was motioned, seconded and CARRIED (51) In Favour (0) Opposed (1) Abstention to approve the new strata council members as follows:

Peter Gallagher (SL30), Debbie Lawrance (SL11), Robert Surridge (SL09), Diane Scott (SL75), Jeff Tait (SL46), Mario Rodi (SL08), Robin Yeager (SL47)

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## NEW BUSINESS

The floor was opened to general questions and discussion.

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## ADJOURNMENT

There being no further business, the meeting was terminated at 9:18 PM

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End of Resolution

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STRATA CORPORATION EPS 2205 - ROYCE  
OPERATING BUDGET 2019  
YEAR END - December 31st

	Prior Year Operating Budget	YTD Actual Budget	Proposed Operating Budget
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**REVENUE**

1	Strata Fees	\$ 362,039.00	\$ 150,849.85	\$ 362,039.00
2	Recreation Room Rental	\$ -	\$ 300.00	\$ -
3	Storage/Bike/Golf Club Rental	\$ 7,000.00	\$ 40.00	\$ 7,000.00
4	Parking Income	\$ 1,800.00	\$ 40.00	\$ 1,800.00
5	Keys, Fobs, Access Cards	\$ -	\$ 50.00	\$ -
6	Move In/Out Charges	\$ 1,000.00	\$ 700.00	\$ 1,000.00
7	Late Fees	\$ -	\$ -	\$ -
8	Bylaw Fines	\$ -	\$ -	\$ -
9	Interest Income	\$ 600.00	\$ 801.04	\$ 600.00
10	Miscellaneous Income	\$ -	\$ 10.00	\$ -
11	Prior Year Surplus/Deficit	\$ 30,000.00	\$ 12,500.00	\$ 33,056.68
12	<b>TOTAL REVENUE</b>	\$ 402,439.00	\$ 165,290.89	\$ 405,495.68

**EXPENSES**

**ADMINISTRATIVE EXPENSES**

13	Property Management	\$ 31,437.00	\$ 13,098.75	\$ 31,437.00
14	Bank Charges	\$ 540.00	\$ 169.75	\$ 540.00
15	Sundry, Postage & Copies	\$ 2,500.00	\$ 1,237.64	\$ 2,500.00
16	Professional - Audit	\$ 368.00	\$ 367.50	\$ 368.00
17	Professional - Legal	\$ 5,000.00	\$ 2,337.62	\$ 5,000.00
18	Professional Fees	\$ 6,000.00	\$ -	\$ 6,000.00
19	Insurance	\$ 53,000.00	\$ 23,610.25	\$ 53,000.00
20	Insurance Claims/Deductibles	\$ -	\$ -	\$ -
21	Insurance Appraisal	\$ 900.00	\$ -	\$ 900.00
22	Dues & Subscriptions	\$ 440.00	\$ 440.00	\$ 440.00
23	Telephone	\$ 3,200.00	\$ 1,253.80	\$ 3,200.00
24	Enterphone	\$ 500.00	\$ -	\$ 500.00
25	Misc. Administration	\$ -	\$ -	\$ -
26	Contingency Mediation & Insurance	\$ 25,000.00	\$ -	\$ 5,000.00
27	<b>TOTAL ADMIN. EXPENSES</b>	\$ 128,885.00	\$ 42,515.31	\$ 108,885.00

**UTILITIES**

28	Utilities - Electricity	\$ 22,000.00	\$ 12,522.68	\$ 22,000.00
29	Utilities - Natural Gas	\$ 21,000.00	\$ 7,062.89	\$ 21,000.00
30	Utilities - Water & Sewer Charges	\$ 18,000.00	\$ 5,907.20	\$ 18,000.00
31	<b>TOTAL UTILITIES</b>	\$ 61,000.00	\$ 25,492.77	\$ 61,000.00

**BUILDING MAINTENANCE**

32	Garbage Disposal & Recycling	\$ 12,000.00	\$ 4,529.88	\$ 12,000.00
33	Janitorial Services	\$ 30,000.00	\$ 10,548.01	\$ 30,000.00
34	Supplies	\$ 1,000.00	\$ -	\$ 1,000.00
35	Pest Control	\$ 1,500.00	\$ 670.95	\$ 1,500.00
36	General Repairs & Maintenance	\$ 18,000.00	\$ 2,605.74	\$ 15,056.68
37	Elevator Maintenance	\$ 9,000.00	\$ 3,009.05	\$ 9,000.00
38	Electrical Repairs	\$ -	\$ -	\$ -
39	Mechanical Maintenance	\$ 5,000.00	\$ 798.00	\$ 5,000.00
40	Garage Door Maintenance	\$ 3,500.00	\$ 807.02	\$ 3,500.00

STRATA CORPORATION EPS 2205 - ROYCE  
OPERATING BUDGET 2019  
YEAR END - December 31st

41	Fire & Alarm Maintenance	\$ 5,000.00	\$ 942.63	\$ 5,000.00
42	Fire & Alarm Monitoring	\$ 700.00	\$ -	\$ 700.00
43	Security Services & Cameras	\$ 500.00	\$ 806.00	\$ 500.00
44	Plumbing	\$ 1,000.00	\$ -	\$ 1,000.00
45	Lights & Ballast	\$ 10,020.00	\$ 4,178.00	\$ 10,020.00
46	Carpet Cleaning	\$ 2,000.00	\$ -	\$ 2,000.00
47	Painting & Decorating	\$ -	\$ -	\$ -
48	Dryer Vent Cleaning	\$ 3,454.00	\$ -	\$ 3,454.00
49	Full Building Clean	\$ 4,000.00	\$ -	\$ 4,000.00
50	Window Cleaning	\$ 6,000.00	\$ -	\$ 6,000.00

51	<b>TOTAL BUILDING MAINTENANCE</b>	\$ 112,674.00	\$ 22,877.18	\$ 109,730.68
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**GROUNDS MAINTENANCE**

52	Landscaping Services	\$ 35,380.00	\$ 14,742.00	\$ 35,380.00
53	Landscaping Upgrades	\$ -	\$ 2,446.50	\$ 20,000.00
54	Irrigation	\$ 1,000.00	\$ 1,067.85	\$ 1,000.00
55	Road & Sewer Maintenance	\$ -	\$ -	\$ -
56	Parking Lot Maintenance	\$ 4,000.00		\$ 4,000.00
57	Snow Removal	\$ 8,000.00	\$ 1,979.25	\$ 8,000.00

58	<b>TOTAL GROUNDS &amp; GARDENS</b>	\$ 48,380.00	\$ 20,235.60	\$ 68,380.00
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**RECREATION CENTRE**

59	Rec. Centre R & M	\$ 1,500.00	\$ 280.00	\$ 1,500.00
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60	<b>TOTAL RECREATION CENTRE</b>	\$ 1,500.00	\$ 280.00	\$ 1,500.00
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61	<b>TOTAL OPERATING EXPENSES</b>	\$ 352,939.00	\$ 112,206.86	\$ 349,995.68
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62	Transfer to Contingency Fund	\$ 50,000.00	\$ 20,833.35	\$ 56,000.00
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63	<b>NET SURPLUS (DEFICIT)</b>	\$ -	\$ 33,056.68	\$ -
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**MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS**  
**STRATA COPORATION EPS 2205 – THE ROYCE**  
14855 THRIFT AVENUE, WHITE ROCK, BC

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**HELD:** January 31<sup>st</sup>, 2018  
The Royce Lounge at 14855 Thrift Avenue, White Rock, BC

**AGENT:** Michael Flader, *Property Manager, RE/MAX dWell Property Management*

**GUEST:** Numerous owners attended as observers.

**QUORUM:** 6 / 7 Members Present at 3:04pm

**PRESENT:** Debbie Lawrance – President, Robert Surridge – Vice President, Bruce Higgs – Treasurer,  
Lynn Chase – Privacy Officer, Janice Larsen – Secretary, Glenn Daft

**REGRETS:** Peter Gallagher

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**PREVIOUS MEETING MINUTES:**

A motion to approve the minutes from the previous strata council meeting on November 29, 2018 seconded and CARRIED.

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**FINANCIAL REPORT:**

A motion was made to approve the financial statements from June 2018, the motion was seconded and CARRIED. The financial statements from October – December 2018 were TABLED.

**ACCOUNTS RECEIVABLE:**

Discussion was tabled until the end of the meeting. Once all owners in observance had left, the report was discussed. It was noted that there is only one unit left who has not setup a payment schedule. The owner will be contacted directly.

Strata fees are due on the first of each month. All accounts owing more than \$10 will receive a statement of account in the mail. All accounts owing 30 – 60 days will receive a bylaw infraction fine of \$50 per month. All accounts owing \$1000 or more will be sent a lien warning notification letter. Once a lien is registered, the owner is required to pay the cost of the lien. The final step is force of sale.

**For pre-authorized payment forms, visit the Strata's website, [www.rpmstrata.ca](http://www.rpmstrata.ca) Login "EPS2205".**

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# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### BUSINESS ARISING

#### 1. Warranty & Deficiencies

- Wooden Posts, quotes, MPI

It was decided to use \$85,000 as the budget to propose to the owners at the AGM.

Contract amounts & monitor MPI amount & taxes; An email letter of intent will be issued to the successful contractor based on the strata council decision on MPI contractor recommendations. Owner units will be affected as painters need access the decks through select suites for up to 5 days including 4 foot clearance for access to the posts (May have to temporarily relocate furniture).

- 502 water ingress

The strata council is pursuing Travelers Insurance to replace window system as owner and council not happy with existing repair.

- 201 window seal

The strata council is pursuing Travelers Insurance as this is a warranty (envelope) issue -

#### 2. Painting Project 2019

It was decided to proceed with painting the exterior. The proposal will be included in the AGM package.

It was decided to TABLE the interior painting and revisit in the Summer at a possible SGM.

#### 3. Janitorial Contract

The janitorial contract with Spectrum began January 7<sup>th</sup> 2019.

#### 4. Mechanical Contract

The hot water tank fittings should be replaced with brass through the warranty. The drain pipe in the parking garage with the failed fire stopping was reported as a warranty item.

#### 5. Lounge Committee

Draft rules to be resubmitted. No decision made regarding the use of the hot plate.

#### 6. Legal Review of Bylaws

The legal review of the bylaws is complete. The Strata Council made a few amendments to the final draft. It was decided to include a change to the pet bylaw. It was decided to increase the move fee to \$200 per each move-in and move-out. The new proposed bylaws will be provided to the owners to vote on by  $\frac{3}{4}$  vote at the Annual General Meeting.

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# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### NEW BUSINESS

#### 1. Annual General Meeting – February 28<sup>th</sup>

The strata council approved the proposed Operating Budget (full building cleaning is included in the operating budget); no change to budget or fees, it will be presented to the owners to vote on by majority vote and the upcoming AGM.

Resolution for Wood posts & exterior painting. The strata council decided to include the  $\frac{3}{4}$  vote in the AGM agenda. The proposal is to spend up to \$85,000 from the CRF. The idea that was discussed is to increase the contribution to the CRF by \$6,000 per year for the next 20 years in order to replenish the fund.

Resolution for interior painting was TABLED and will not be included in the AGM agenda.

Resolution for landscape improvements was CARRIED and will be included in the AGM agenda. Use the quote received and presented to the owners at the Town Hall meeting BH quote of \$115,000.00 for AGM budget purposes. Take off water feature for all 3 quotes required. Define irrigation and electrical are part / not part of quote. If proposal is rejected, then need to go to SGM for what would be needed for Plan D for maintenance/fixing existing garden. It was decided to propose that the project be funded 50% from CRF and 50% by special levy. **The decision to proceed with the landscaping project was later overturned by the strata council via email and will be TABLED until an SGM later this year.**

Resolution for bylaw amendments; It was decided to include a change to the pet bylaw. The new proposed bylaws will be provided to the owners to vote on by  $\frac{3}{4}$  vote at the Annual General Meeting.

#### 2. Re-keying Common Room Doors

It was approved to proceed with re-keying the common doors with a master key system.

#### 3. Storage Locker, parking stall, golf and bike annual fees

A letter will be mailed to all owners within the next few weeks. Owners may renew their current rentals or request new ones. A waitlist will be held for requests that cannot be accommodated.

#### 4. Fantom, Broken Windows, Building Clean, Worksafe, Geotech

Forge Properties has agreed to reimburse the strata corporation for the replacement of the glass that was damaged by the concrete overspray.

#### 5. Elliptical Trainer

Existing m/c being repaired. Add \$3000 into "Recreation Centre" line item 59 = total \$4500.

#### 6. Emergency Generator

No discussion. The cost of the garage door battery backup openers is \$4500 each. No decision was made.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

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### 7. Expense reimbursements process

The strata council was provided with an expense reimbursement form that is to be completed and submitted to the property manager along with the copies of all related receipts.

### 8. Council and Committee Meetings

The strata council will have 5 meetings a year with the property manager and 5 meetings without. All strata council meetings will be called, conducted and minuted in accordance with the strata property act and the bylaws.

### 9. Rules Amendment

It was decided to change the patio heater rule. Peter will modify the Patio heater Rule to cover the heaters that would be installed on ceiling and sent to Council by February 4 in order to get this included in AGM package for Owner vote.

Peter will write an Information note to inform Owners about an opportunity for a group purchase with discount, but will explain in that info, it will be dependent on the modification to the Rules being passed.

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**CORRESPONDENCE:** The Strata Council will discuss the following correspondence received by the property manager; copies of all correspondence will be available upon request of the Council.

SL67 RE: Blocked common property drain line, the strata council decided to reimburse the owner for the cost of the plumber who cleared the blockage

**TERMINATION:** 8:20pm

**NEXT SCHEDULED MEETING(s):** February 28<sup>th</sup> 2019 Annual General Meeting, then May 2<sup>nd</sup> 2019 Council Meeting.

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**NOTES:**

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA COPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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**HELD:** November 29, 2018  
The Royce Lounge at 14855 Thrift Avenue, White Rock, BC

**AGENT:** Michael Flader, *Property Manager, RE/MAX dWell Property Management*

**GUEST:** 6 Owners attended as observers.

**QUORUM:** 6/6 Members Present at 3:00pm

**PRESENT:** Debbie Lawrance – President, Robert Surridge – Vice President, Bruce Higgs – Treasurer,  
Lynn Chase – Privacy Officer, Janice Larsen – Secretary, Peter Gallagher

**REGRETS:** Glenn Daft, Michael Flader, Property Manager

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### PREVIOUS MEETING MINUTES:

**Motion:** approve previous strata council meeting on October 11<sup>th</sup>, 2018. M/S/C.

November 18<sup>th</sup>, council meeting defined as a discussion meeting only, as intended. Process was not put in place for calling an (official) council meeting. Royce strata by-law #14 Calling Council meetings: 14 (4) The council must inform owners about a council meeting as soon as feasible after a meeting has been called.

- ) Motion: November 18, 2018 council meeting defined as a discussion meeting only. M/S/C.
- ) Lynn Opposed, Bruce Opposed, Janice abstain. Peter, Robert and Debbie in favour. Motion carried.

Vote: 3 Yes 2 Opposed 1 Abstain

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### FINANCIAL REPORT:

BE IT RESOLVED the September 2018 Financial Statements be accepted. M/S/C

The Council reviewed the report from our Auditors RHN. Following discussion IT WAS RESOLVED (or BE IT RESOLVED) to accept the report of the auditors. M/S/C

Vote: 6 Yes 0 Opposed 0 Abstain

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### ACCOUNTS RECEIVABLE:

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**FINANCIAL AUDIT:** The financial audit, conducted by RHN, is complete. The Strata Council has received the report. Audit finds no significant matters requiring any further action. Motion: move receipt of report. M/S/C.

2<sup>nd</sup> letter: Management representation letter states that there are no subsequent events for concern.

Motion by Debbie made for Treasurer to be authorized to sign the Representation Agreement on behalf of Council. M/S/C.

**Next Audit quotes:**

Bruce will investigate cost options and needs for upcoming subsequent Audits.

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**BUSINESS ARISING:**

**1. Building Caretaker Report**

Report reviewed by council. Motion: to receive Stratapro Solution's monthly report. M/S/C.

Votes 6 Yes 0 No 0 Abstain

**2. Warranty & Deficiencies.**

*Ongoing council discussions for best options to continue to pursue deficiencies with developer.*

*November 18, 2018 meeting discussion notes (in part), as follows were discussed further and ratified at November 29th council meeting:*

- Warranty committee submitted updated warranty Claims list to council.
- Warranty committee submitted updated warranty list to Royce Property Management company.
- Meeting with Forge Properties, Travelers Insurance, Peak construction and Royce Warranty Committee (Peter Gallagher and Glenn Daft) to be scheduled asap.
- Council and PM have received the original Forge Properties GeoTech survey document for the Royce, from the City of White Rock for our reference.
- Council and PM have also received a Survey and GeoTech report from the City of White Rock on Forge Properties Fantom property located at 14825/35 Thrift Avenue.
- Warranty committee has asked for quotes from GeoPacific and Horizon Consultants for a new report required for Royce to ensure our building is not being affected by construction of the building next door.

**Direct communication to our Property Manager regarding urgent, warranty, maintenance and any other Strata related business or issues.**

Reminder: The process is to always contact our Property Manager, Michael Flader as first point of contact for any Strata related issues, especially in the event of something needing prompt attention. Phone: (604) 248-0752. Michael's voicemail message also provides further direction for emergent after hours contact information (604) 821-2999, extension #5. Non-urgent and less important items can be emailed to: michael.flader@dwelldwellproperty.ca

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### **Patio Trex Deck Drains**

Motion: Property Manager to arrange an inspection and cleaning of all patio Trex deck drains; focussing on open deck drains, to be completed as soon as possible, preferably by December 15, 2018. MSC

VOTES 6 Yes 0 Opposed, 0 Abstain

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### **3. Painting Project 2019**

#### Exterior

Inspec contract is in place and is conducting a product research and preparing specification of work. Best quote and company will be voted on at the AGM in February 2019. Topic will also be included in an Owner's information meeting January 15, 2019 at 7:00 p.m.

#### Interior

Council has received 3 quotes for interior hallway painting. Also, included in the quotes was a separate add on option of consideration of installing corner guard protectors.

Topic will be included in an Owner's information meeting January 15, 2019 at 7:00 p.m.

### **New Janitorial Services**

Motion: to accept schedule from Spectrum Building services. M/S/C.

Council will review the Spectrum Building maintenance contract, effective January 2, 2019.

VOTES 6 YES 0 Opposed 0 Abstain

### **4. Mechanical Contract**

Gateway Mechanical contract was received and signed by our Property Manager. They will begin initial service on Ener-save contract has finished (November 30, 2018).

### **5. Lounge**

The Strata Council will discuss possible changes in lounge rules. If changes are made they will be presented at the upcoming February AGM.

### **6. Legal Review of Bylaws**

A draft has been completed. Bylaw review committee will meet to review. The final draft should be completed for the budget meeting prior to presentation to owners at February AGM.

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### **NEW BUSINESS:**

#### **1. Shelving Purchase**

Motion: \$600.00 maximum approved for storage room shelving in Royce common property areas. Locations to be decided once new Janitorial company is on site and their needs established. M/S/C.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA COPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 2. Dryer Vent Cleaning

This is scheduled with Alpha Carpet Cleaning for January 9, 10, 11 and 12<sup>th</sup>. A schedule will be posted shortly. The common hallway vent ducting will be cleaned at the same time.

### 3. Re-keying Common Room Doors

Strata Council is currently conducting a review of building common property keys. Consideration is being given of a master key system. Quotes will be obtained by the Property Manager.

### 4. Landscape Committee Report & Recommendations

- a. Utilize all or part of the \$2500.00 tree trimming budget for Arborist work, appropriate to the current season. Paraspace will trim trees up to 15 feet as per their contract. Gardening committee to put forward their plant pruning recommendation to Council for final approval before forwarding to Paraspace via the Property Manager.

### 5. ParaSpace Contract Renewal

- a. Quote does not include irrigation maintenance.
- b. A 30-day cancellation clause must be included. M/S/C.

Vote: 5 Yes 0 Opposed 0 Abstain

### 6. Social Committee requests

- a. Requests will be discussed at next Council meeting.

### 7. Security Issues

- a. Motion: Purchase and install lock on the 2<sup>nd</sup> floor exit hallway door. M/S/C.

### 8. StrataPro request for December (final tasks):

- a. Complete paint touch ups
- b. Roof cleaning and roof top drain cleaning.
- c. Deck drain inspection and cleaning on all Trex decks.
- d. Prepare and clean Stratapro's handyman and janitorial storage rooms for transition to new company.

### 9. Request Fire extinguisher purchase for Royce Lounge.

Moved: Council to purchase a 5 pound ABC fire extinguisher for permanent placement in the Royce Lounge. M/S/C.

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**CORRESPONDENCE:** There is no correspondence at this time.

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### ADJOURNMENT:

There being no further business, the meeting was terminated at 6:25pm.

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**MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS**  
**STRATA CORPORATION EPS 2205 – THE ROYCE**  
14855 THRIFT AVENUE, WHITE ROCK, BC

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**NEXT MEETING:**

Town Hall information meeting re: Depreciation Report and financial planning Tuesday January 15, 2019 7:00 pm  
Property Manager to submit 2019 Strata meeting schedule by end of December.

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Meeting Minutes and other correspondence are posted on the Strata Corporation website, **[www.rpmstrata.ca](http://www.rpmstrata.ca)**; Login name is "EPS2205". Subscribe using your e-mail address to receive automatic updates of new postings. Bylaw infractions, maintenance requests, renovation requests should be done through the Strata Corporation website.



# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA COPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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**HELD:** October 11<sup>th</sup>, 2018  
The Royce Lounge at 14855 Thrift Avenue, White Rock, BC

**AGENT:** Michael Flader, *Property Manager, RE/MAX dWell Property Management*

**GUEST:** Numerous owners attended as observers.

**QUORUM:** 7 / 7 Members Present at 3:00pm

**PRESENT:** Debbie Lawrance – President, Robert Surridge – Vice President, Bruce Higgs – Treasurer,  
Lynn Chase – Privacy Officer, Janice Larsen – Secretary, Glenn Daft, Peter Gallagher

**REGRETS:** None

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### PREVIOUS MEETING MINUTES:

A motion to approve the minutes from the previous strata council meeting on September 6<sup>th</sup>, 2018 seconded and CARRIED.

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### FINANCIAL REPORT:

A motion was made to approve the financial statements from June 2018, the motion was seconded and CARRIED. The financial statements from August 2018 were CARRIED.

The Strata Council requested that copies of all invoices be included in the monthly financial statement.

### ACCOUNTS RECEIVABLE:

Discussion was tabled until the end of the meeting. Once all owners in observance had left, the report was discussed. It was noted that there is only one unit left who has not setup a payment schedule. The owner will be contacted directly.

Strata fees are due on the first of each month. All accounts owing more than \$10 will receive a statement of account in the mail. All accounts owing 30 – 60 days will receive a bylaw infraction fine of \$50 per month. All accounts owing \$1000 or more will be sent a lien warning notification letter. Once a lien is registered, the owner is required to pay the cost of the lien. The final step is force of sale.

**For pre-authorized payment forms, visit the Strata's website, [www.rpmstrata.ca](http://www.rpmstrata.ca) Login "EPS2205".**

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**FINANCIAL AUDIT:** The financial audit, conducted by RHN, is underway. The Strata Council has set a target completion date for October 31<sup>st</sup>.



# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 3. Janitorial Contract

Two quotes for janitorial services have been obtained and provided to the Strata Council. It was motioned, seconded and CARRIED to provide 30-days written notice of contract termination to StrataPro effective December 31<sup>st</sup> 2018. It was motioned, seconded and CARRIED to approve hiring Spectrum Building Maintenance effective January 1<sup>st</sup> 2019.

Several changes will be made to Spectrum's contract proposal prior to signing. GD and DL will work with the PM on the contract details. The new contract rate with Spectrum is slightly less than the increase proposed by StrataPro.

### 4. Mechanical Contract

Last month an inspection of the building's mechanical equipment was performed by a third-party contractor. They discovered a lack of preventative maintenance being performed which will directly affect the lifespan of the equipment. Ener-save is currently on a quarterly contract to maintain the equipment. It was accepted that there is substandard level of maintenance and attention being provided.

The Strata Council reviewed & discussed a proposal from Gateway Mechanical. It was motioned, seconded and CARRIED to terminate the contract with Ener-save. It was motioned, seconded and CARRIED to approve the new contract with Gateway Mechanical.

### 5. Snow Removal

The Strata Council was not happy with the snow clearing and ice melt application services that the strata received last year. In past years, the PM has compared and worked with many different companies. A spreadsheet was compiled with the rates of 6 companies. Most rates are very comparable, it was suggested that it's the subtle variances that make the difference, like being able to trust the company, common-sense and reliability. Therefore, it was recommended to contract with Sandpoint Strata Maintenance to perform the snow clearing and salting service for this winter season. Their price sheet for 2018/2019 was provided. It was motioned, seconded and CARRIED to approve to contract with Sandpoint Strata Maintenance.

### 6. Lounge

The Strata Council discussed a proposed rule change. It was motioned, seconded and CARRIED to remove the 60 day advance booking rule and change it to 1 year. The new rules is:

5. Bookings will only be accepted up to 1 year in advance of the function date on a first come first served basis. Royce Social Lounge events receive priority booking.

The Strata Council reviewed and discussed a quotation to install a cupboard (with shelves and a door) in the empty space where the mini-fridge used to be. It was decided to leave it and insert a trash bin.

### 7. Water Ingress 418

Water ingress was reported in suite 418 on Tuesday, September 11<sup>th</sup> 2018. It was discovered that the leak was a result of a failed roof drain on the deck above. Travellers Insurance and Forge was made aware and a formal warranty claim was filed. The repair to the roof drain was been completed by Forge. The repairs to the interior of 418 is underway by Forge. The complete documentation, including photographs, of the incident have been requested for the strata's records. The interior damage to the strata lot was minimal. Any related repairs to the strata lot that are not repaired by Forge will be the responsibility of the strata lot owner.

All residents should be aware of the locations of all water and gas shut-offs. Contact the Strata Corporation for assistance.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 8. Water Leak 102

A water leak was reported in suite 102 on Saturday, September 29<sup>th</sup> 2018. It was discovered that the leak was a result of a failed plumbing fitting attached to the hose bib. The incident was reported to Travellers Insurance; however, it was stated by Travellers that the item was no longer under warranty; therefore, the claim was denied. The repairs to the plumbing fitting and to the strata lot will be the responsibility of the strata lot owner.

### 9. Legal Review of Bylaws

The Strata Council approved a quotation from Wilson McCormack to perform a review/update of the strata corporation's bylaws. The privacy policy is complete and will be posted to the strata's website.

### 10. Sanitary Sewer Construction Request

The strata was contacted (at the last minutes) regarding the sanitary tie-in for the new City of White Rock's Oxford Water Treatment Facility that NAC is currently constructing. They will be completing the 200mm sanitary connection and piping October 8 – 12 at the North West corner of 14855 Thrift Ave. It was stated that all concrete, trees or landscaping that may be removed will be put back to it's original condition upon project completion.

### 11. Landscaping

The landscaping committee requested funding for a \$200 site review to be performed by a prospective design firm. If approved by the committee, the strata council approved the expenditure and a \$3500 expenditure from the operating budget to obtain a design plan.

### 12. Various Maintenance

The Strata Council requested a quote to install plastic corner guards and door kick plates for high traffic areas.

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**CORRESPONDENCE:** The Strata Council will discuss the following correspondence received by the property manager; copies of all correspondence will be available upon request of the Council.

SL47 RE: Social Fund. After a discussion, it was agreed that the social fund is not a strata corporation directive and therefore, is not responsible for the accounting of the Social Committee. The information was turned over to the members of the Social Committee.

SL25 RE: Advance booking for amenity lounge. The Strata Council approved a request to book the lounge for an event in December 2018.

### ADJOURNMENT:

There being no further business, the meeting was terminated at 6:35pm.

### NEXT MEETING:

November 29<sup>th</sup>

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Meeting Minutes and other correspondence are posted on the Strata Corporation website, **[www.rpmstrata.ca](http://www.rpmstrata.ca)**; Login name is "EPS2205". Subscribe using your e-mail address to receive automatic updates of new postings. Bylaw infractions, maintenance requests, renovation requests should be done through the Strata Corporation website.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### NOTES:

Council was informed that the City Hall ByLaw Parking Infractions Department will respond to residents' complaints of the Forge Fantom contractors blocking Royce P2 garage entrance if they receive calls. Residents should call (604) 541-2148 immediately so that these parking infractions can be "caught in the act". The City Hall Engineer will call Forge to remind them to instruct their contractors to refrain from parking in front of Royce garage and the fire hydrant or using the Royce driveway when making turns on the street.

# MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS STRATA CORPORATION EPS2205 – THE ROYCE

14855 Thrift Avenue, White Rock, BC

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**HELD:** September 27<sup>th</sup>, 2018 @ 7:00pm  
Amenity Room, 14555 68<sup>th</sup> Avenue, Surrey, BC

**AGENT:** Michael Flader, RE/MAX dWell Property Management

**QUORUM:** 52 / 80 Members Present at 7:00pm

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## FILING OF PROOF OF NOTICE OF MEETING

The Notice Mailed date was September 7<sup>th</sup>, 2018.

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## APPROVAL OF PREVIOUS MINUTES

It was motioned, seconded and CARRIED to approve the minutes from the previous Annual General Meeting (AGM) held on 2017-09-19. (52) In Favour, (0) Opposed, (0) Abstentions

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## REPORT ON INSURANCE

The current certificate of insurance was provided in the AGM agenda. There are copies available on the Strata's website and may also be obtained from the Property Manager.

It was highly recommended that each resident obtains their own home owners insurance policy.

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## RESOLUTION 1 – Change of Fiscal Year-End

BE IT RESOLVED THAT by a  $\frac{3}{4}$  vote of The Owners, Strata Plan EPS 2205, in compliance with section 102 of the Strata Property Act, the Strata Corporation hereby changes the fiscal year-end to December 31<sup>st</sup>.

It was motioned, seconded and CARRIED to approve the resolution. (52) In Favour (0) Opposed (0) Abstention.

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## RESOLUTION 2 – Bylaw Amendment

WHEREAS a strata corporation pursuant to section 128 of the Strata Property Act, S.B.C. 1998, c. 43 may amend its bylaws by a resolution passed by a  $\frac{3}{4}$  vote;

AND WHEREAS THE OWNERS, STRATA PLAN EPS2205 wishes to amend their bylaws;

BE IT RESOLVED, by a  $\frac{3}{4}$  vote of THE OWNERS, STRATA CORPORATION EPS2205 (the "Strata Corporation") at this Annual General Meeting, that the bylaws of the Strata Corporation be and are hereby amended as follows:

It was motioned, seconded and CARRIED to amend 39 (1) (a) by changing the "90 consecutive days" to "30 consecutive days". (52) In Favour, (0) Opposed, (0) Abstentions.

The following bylaw(s) be removed, amended, and/or added therefore;

# MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS STRATA CORPORATION EPS2205 – THE ROYCE

14855 Thrift Avenue, White Rock, BC

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## ➤ REMOVE

### Use of property

3 (9) An owner, tenant or occupant must not permit any strata lot to be used or occupied as short-term accommodation by anyone who, directly or indirectly, pays or gives the owner, tenant or occupant any fee, compensation or other remuneration. Without restarting the generality of the foregoing, an owner, tenant or occupant must not:

(i) enter into a license for the use of all or part of the strata lot;

(ii) permit any strata lot to be used or occupied as a hotel, bed and breakfast, lodging house, home stay, home exchange, time share, or vacation or travel accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time; or

(iii) directly or indirectly advertise, market, promote, or license for use any strata lot as a hotel, bed and breakfast, lodging house, home stay, home exchange, time share, or vacation or travel accommodation (such as Airbnb or Vacation Rental by Owner) for any period of time. CA6349782

### Rentals

39 (1) (a) the term of such rental is not less than 1 month in duration

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## ➤ AMEND

### Rentals

39 (2) If an owner fails to comply with bylaw 39 (1) (b), 39 (1) (c) and/or 39 (1) (d), the strata corporation may impose a fine of \$500 for each contravention of the bylaws. If the contravention continues the strata corporation may impose a \$500 fine every 7 days.

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## ➤ ADD

### Rentals

39 (1) (a) In this bylaw, "Short-Term Use" means the use of all or part of a strata lot, in exchange for remuneration, as a vacation, travel or temporary accommodation lasting less than 30 consecutive days.

(a) (i) An owner, tenant or occupant shall not allow his or her strata lot to be utilized for Short-Term Use.

(a) (ii) The council, on behalf of the strata corporation, may fine an owner or tenant that contravenes bylaw 39 (1) (a) and/or 39 (1) (a) (i) the maximum amount and, in the case of a continuing contravention, at the maximum frequency set out in the *Strata Property Act* and the Regulation in force at the time of the contravention. As of November 30, 2018, the maximum fine will be \$1,000.00 per contravention and the maximum frequency for imposing this fine in case of a continuing contravention will be daily.

# MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS STRATA CORPORATION EPS2205 – THE ROYCE

14855 Thrift Avenue, White Rock, BC

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## Hazards

33 (1) (i) owners with barbecues, fire tables, heating devices or similar devices that create a flame or heat, must have, at least, a fully operational 5 lb Fire Extinguisher permanently located outside, within reach of the device.

It was motioned, seconded and CARRIED to approve the resolution. (52) In Favour (0) Opposed (0) Abstention.

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## RESOLUTION 3 – Rule Amendment

WHEREAS a strata corporation pursuant to section 125 of the Strata Property Act, S.B.C. 1998, c. 43 may create a rule by a resolution passed by a majority vote;

AND WHEREAS THE OWNERS, STRATA PLAN EPS2205 wishes to amend their rules;

BE IT RESOLVED, by a majority vote of THE OWNERS, STRATA CORPORATION EPS2205 (the “Strata Corporation”) at this Annual General Meeting, that the rules of the Strata Corporation be and are hereby amended as follows:

The following rule(s) be removed, amended, and/or added therefore;

➤ REMOVE

- 1) Key and Fob Programming Rule: There will be a \$50.00 charge for each key or fob programming requested by an owner.

➤ ADD

- 1) Fob Programming Rule: There will be a \$75 charge for each new fob.

It was motioned, seconded and CARRIED to approve the resolution. (51) In Favour (0) Opposed (1) Abstention.

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## PROPOSED OPERATING BUDGET

An amendment was motioned and seconded to move \$6,000 from budget line 26 to line 53. A vote was taken and the amendment was CARRIED (46) In Favour, (6) Opposed, (0) Abstention.

The operating budget, including the approved amendment, was motioned, seconded and CARRIED.

(52) In Favour (0) Opposed (0) Abstention. A copy of the approved budget and Strata Fee schedule is attached.

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## ELECTION OF STRATA COUNCIL

The Strata Council members were nominated for the new fiscal year. It was motioned, seconded and CARRIED (51) In Favour (0) Opposed (1) Abstention to approve the new strata council members as follows:

Lynn Chase (SL45), Glenn Daft (SL77), Peter Gallagher (SL30), Bruce Higgs (SL72), Janice Larsen (SL22), Debbie Lawrance (SL11), Robert Surridge (SL9)



# MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS STRATA CORPORATION EPS2205 – THE ROYCE

14855 Thrift Avenue, White Rock, BC

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## NEW BUSINESS

There was a general discussion regarding a proposed idea to remove the two arbors adjacent to the parking garage driveways. Opinions were expressed regarding the maintenance and upkeep of the arbors as well as their design and appearance. Little interest was shown in removing them, therefore the matter was TABLED. Should the matter be brought up in the future, a formal resolution would have to be voted on and approved by a  $\frac{3}{4}$  vote of the owners at a general meeting.

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## ADJOURNMENT

There being no further business, the meeting was terminated at 8:26 PM

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Subscribe using your e-mail address to receive automatic updates of new postings. Bylaw infractions, maintenance requests, renovation requests and enterphone update requests must be done through the Strata Corporation website.

<b>Insured</b>	<b>The Owners of Strata Plan EPS2205, Royce RE/MAX dWell Property Management</b>	<b>Property Policy Number: CMWM2036</b>
<b>Policy Period</b>	<b>From: May 19, 2018</b>	<b>To: April 1, 2019</b>
<b>Location(s)</b>	<b>14855 Thrift Avenue, White Rock, BC V3W 1A4</b>	<b>Effective May 19, 2018</b>

Description of Coverages	Limits of Liability	Deductibles
<b>Property of Every Description</b> – Per Occurrence, Form CMWM-JANUARY-01-2017, Appraisal: May 19, 2018, Year of Cycle: 3	\$ 29,285,000.	See Below
Business Interruption	Not Covered	
Earthquake – Annual Aggregate – Extended Replacement Cost Applies	\$ 29,285,000.	
Flood – Annual Aggregate – Extended Replacement Cost Applies	\$ 29,285,000.	
Blanket Glass	Included	
<b>Equipment Breakdown</b> – Bylaws included	\$ 29,285,000.	\$1,000.
Business Interruption - Loss of Profits (Gross Rentals)	Not Covered	
Included - Debris Removal, \$500,000. Ammonia Contamination, \$500,000. Hazardous Substances, \$1,000,000. Expediting Expense, \$500,000. Water Damage, \$250,000. Extra Expense, \$100,000. Service Interruption	Included	
<b>General Liability</b> – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$ 15,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$ 15,000,000.	
Non-Owned Automobile	\$ 15,000,000.	
Advertising Injury Liability	\$ 15,000,000.	
Medical Payments – Each Person	\$ 10,000.	
Tenants' Legal Liability – Any One Accident	\$ 250,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage	\$ 50,000.	
(Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)		
<b>Strata Corporation Directors &amp; Officers Liability</b> – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation	\$ 10,000,000.	Nil
<b>Professional Liability Extension for Property Manager</b> per Wrongful Act – Annual Aggregate – Claims Made	Included	Nil
Discrimination Defense Costs	Included	
Employment Practices Liability	Included	
<b>Broad Form Money &amp; Securities</b> - Loss Inside & Outside Premises, Depositors Forgery	Not Covered	
Employee Dishonesty, Coverage – Form A	Not Covered	
<b>Pollution Liability</b> – 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.	
<b>Terrorism and Sabotage Coverage</b>	\$ 500,000.	\$2,500
<b>Volunteer Accident Coverage</b>	\$ 250,000.	7 Day Waiting Period
Principal Sum - \$250,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.		
<b>Intellect Privacy &amp; Data Breach</b>		Nil.
Liability	\$ 50,000.	
Expense	\$ 10,000.	
<b>Earthquake Deductible Buy-Down Coverage</b> – Annual Aggregate	Not Covered	
<b>Legal Expense Insurance Coverage - DAS Legal Protection Insurance Company Limited</b>		
Legal Defence - Per Claim	\$ 200,000.	Nil
Annual Aggregate	\$ 1,000,000.	

### Deductibles – Property

- |                            |                                     |
|----------------------------|-------------------------------------|
| All Losses \$2,500 except: | ▪ Earthquake 10%, minimum \$100,000 |
| ▪ Water Damage \$5,000     | ▪ Residential Glass Breakage \$100  |
| ▪ Sewer Back-up \$5,000    | ▪ Master Key Coverage \$250         |
| ▪ Flood \$10,000           | ▪ 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%
- 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.**



## THE IMPORTANCE OF RESIDENTIAL STRATA LOT OWNER'S PERSONAL INSURANCE

Unit owners, whether living in the unit or as an investor, should always make sure their personal assets and liabilities are adequately protected by their own personal insurance policy.

A typical unit owner's policy provides a variety of coverage:

- ) **Personal Property:** in general terms, this coverage includes all the content items a unit owner brings into the unit or keeps in a storage locker on premises, such as furniture, electronics, clothing, etc. Most policies will also cover the personal property while it is temporarily off premises, on vacation for example.
- ) **Additional Living Expenses:** this coverage helps unit owners and their families deal with the extra expenses which can often result if the home is made unfit for occupancy due to an insured loss or damage, whether it is a fire or significant water damage due to no fault of their own, unit owners may have to move out while their unit is being repaired. In the case of an investment unit, this coverage helps pay the owner's rental income loss due to the tenant moving out.
- ) **Betterments & Improvements:** many unit owners spend considerable money making the unit their own; old carpet is replaced with hardwood flooring, cabinets and counter tops are updated and fixtures modernized to the 21st century. The unit owner's personal insurance policy provides coverage for these items, which are specifically excluded from coverage under all Strata Corporations' insurance policies.
- ) **Strata Deductible Assessment:** more and more Strata Corporations have by-laws in place to facilitate charging back the Strata deductible to the unit owner responsible for a loss or damage, in many cases the mere fact the damage originates in the unit is sufficient to make the assessment valid. Strata deductibles can be as low as \$1,000 and as high as \$500,000. Unit owners' personal policies cover this risk to a specific limit; owners need to make sure they are fully insured.
- ) **Personal Liability:** at home or pretty much anywhere in the world, unit owners' policies also provide comprehensive protection for claims against them for property damage and bodily injury.

**NOTE:** each unit owner has specific insurance requirements which should be discussed with an insurance broker to ensure the right protection is in place.

Resolution #1 – Change Fiscal Year-End

BE IT RESOLVED THAT by a  $\frac{3}{4}$  vote of The Owners, Strata Plan EPS 2205, in compliance with section 102 of the Strata Property Act, the Strata Corporation hereby changes the fiscal year-end to December 31<sup>st</sup>.

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End of Resolution

## Resolution #2 – Bylaw Amendment

WHEREAS a strata corporation pursuant to section 128 of the Strata Property Act, S.B.C. 1998, c. 43 may amend its bylaws by a resolution passed by a  $\frac{3}{4}$  vote;

AND WHEREAS THE OWNERS, STRATA PLAN EPS2205 wishes to amend their bylaws;

BE IT RESOLVED, by a  $\frac{3}{4}$  vote of THE OWNERS, STRATA CORPORATION EPS2205 (the “Strata Corporation”) at this Annual General Meeting, that the bylaws of the Strata Corporation be and are hereby amended as follows:

The following bylaw(s) be removed, amended, and/or added therefore;

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### ➤ REMOVE

#### **Use of property**

3 (9) An owner, tenant or occupant must not permit any strata lot to be used or occupied as short-term accommodation by anyone who, directly or indirectly, pays or gives the owner, tenant or occupant any fee, compensation or other remuneration. Without restarting the generality of the foregoing, an owner, tenant or occupant must not:

(i) enter into a license for the use of all or part of the strata lot;

(ii) permit any strata lot to be used or occupied as a hotel, bed and breakfast, lodging house, home stay, home exchange, time share, or vacation or travel accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time; or

(iii) directly or indirectly advertise, market, promote, or license for use any strata lot as a hotel, bed and breakfast, lodging house, home stay, home exchange, time share, or vacation or travel accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time. CA6349782

#### **Rentals**

39 (1) (a) the term of such rental is not less than 1 month in duration

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### ➤ AMEND

#### **Rentals**

39 (2) If an owner fails to comply with bylaw 39 (1) (b), 39 (1) (c) and/or 39 (1) (d), the strata corporation may impose a fine of \$500 for each contravention of the bylaws. If the contravention continues the strata corporation may impose a \$500 fine every 7 days.

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### ➤ ADD

#### **Rentals**

39 (1) (a) In this bylaw, “Short-Term Use” means the use of all or part of a strata lot, in exchange for remuneration, as a vacation, travel or temporary accommodation lasting less than 30 consecutive days.

(a) (i) An owner, tenant or occupant shall not allow his or her strata lot to be utilized for Short-Term Use.

(a) (ii) The council, on behalf of the strata corporation, may fine an owner or tenant that contravenes bylaw 39 (1) (a) and/or 39 (1) (a) (i) the maximum amount and, in the case of a continuing contravention, at the maximum frequency set out in the Strata Property Act and the Regulation in force at the time of the contravention. As of November 30, 2018, the maximum fine will be \$1,000.00 per contravention and the maximum frequency for imposing this fine in case of a continuing contravention will be daily.

### **Hazards**

33 (1) (i) owners with barbecues, fire tables, heating devices or similar devices that create a flame or heat, must have, at least, a fully operational 5 lb Fire Extinguisher permanently located outside, within reach of the device.

### Resolution #3 – Rule Amendment

WHEREAS a strata corporation pursuant to section 125 of the Strata Property Act, S.B.C. 1998, c. 43 may create a rule by a resolution passed by a majority vote;

AND WHEREAS THE OWNERS, STRATA PLAN EPS2205 wishes to amend their rules;

BE IT RESOLVED, by a majority vote of THE OWNERS, STRATA CORPORATION EPS2205 (the “Strata Corporation”) at this Annual General Meeting, that the rules of the Strata Corporation be and are hereby amended as follows:

The following rule(s) be removed, amended, and/or added therefore;

➤ REMOVE

- 1) Key and Fob Programming Rule: There will be a \$50.00 charge for each key or fob programming requested by an owner.

➤ ADD

- 1) Fob Programming Rule: There will be a \$75 charge for each new fob.

STRATA CORPORATION EPS 2205 - ROYCE  
OPERATING BUDGET 2018/2019  
YEAR END - JULY

	Prior Year Operating Budget	YTD Actual Budget	Proposed Operating Budget	Proposed Budget Variance
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**REVENUE**

1	Strata Fees	\$ 362,039.00	\$ 362,040.00	\$ 362,039.00	\$ -
2	Recreation Room Rental	\$ 1,200.00	\$ 400.00	\$ -	-\$ 1,200.00
3	Storage/Bike/Golf Club Rental	\$ 8,605.00	\$ 7,145.00	\$ 7,000.00	-\$ 1,605.00
4	Parking Income	\$ 1,800.00	\$ 1,950.00	\$ 1,800.00	\$ -
5	Keys, Fobs, Access Cards	\$ 900.00	\$ 670.00	\$ -	-\$ 900.00
6	Move In/Out Charges	\$ 2,400.00	\$ 1,500.00	\$ 1,000.00	-\$ 1,400.00
7	Late Fees	\$ 250.00	\$ -	\$ -	-\$ 250.00
8	Bylaw Fines	\$ 650.00	\$ -	\$ -	-\$ 650.00
9	Interest Income	\$ 600.00	\$ 1,059.00	\$ 600.00	\$ -
10	Miscellaneous Income	\$ -	\$ 2,182.00	\$ -	\$ -
11	Prior Year Surplus/Deficit	\$ 12,490.00	\$ 12,490.00	\$ 30,000.00	\$ 17,510.00
12	<b>TOTAL REVENUE</b>	\$ 390,934.00	\$ 389,436.00	\$ 402,439.00	\$ 11,505.00

**EXPENSES**

**ADMINISTRATIVE EXPENSES**

13	Property Management	\$ 21,924.00	\$ 21,683.00	\$ 31,437.00	\$ 9,513.00
14	Bank Charges	\$ 150.00	\$ 264.00	\$ 540.00	\$ 390.00
15	Sundry, Postage & Copies	\$ 2,700.00	\$ 2,388.00	\$ 2,500.00	-\$ 200.00
16	Professional - Audit	\$ 350.00	\$ 368.00	\$ 368.00	\$ 18.00
17	Professional - Legal	\$ 15,000.00	\$ 53.00	\$ 5,000.00	-\$ 10,000.00
18	Professional Fees	\$ 5,000.00	\$ 6,207.00	\$ 6,000.00	\$ 1,000.00
19	Insurance	\$ 64,355.00	\$ 66,512.00	\$ 53,000.00	-\$ 11,355.00
20	Insurance Claims/Deductibles	\$ 7,500.00	\$ -	\$ -	-\$ 7,500.00
21	Insurance Appraisal	\$ -	\$ -	\$ 900.00	\$ 900.00
22	Dues & Subscriptions	\$ 440.00	\$ 440.00	\$ 440.00	\$ -
23	Telephone	\$ 3,252.00	\$ 1,039.00	\$ 3,200.00	-\$ 52.00
24	Enterphone	\$ -	\$ 3,070.00	\$ 500.00	\$ 500.00
25	Misc. Administration	\$ 1,500.00	\$ 689.00	\$ -	-\$ 1,500.00
26	Contingency Mediation & Insurance	\$ -	\$ -	\$ 19,000.00	\$ 19,000.00
27	<b>TOTAL ADMIN. EXPENSES</b>	\$ 122,171.00	\$ 102,713.00	\$ 122,885.00	\$ 714.00

**UTILITIES**

28	Utilities - Electricity	\$ 21,000.00	\$ 21,350.00	\$ 22,000.00	\$ 1,000.00
29	Utilities - Natural Gas	\$ 19,000.00	\$ 20,603.00	\$ 21,000.00	\$ 2,000.00
30	Utilities - Water & Sewer Charges	\$ 14,000.00	\$ 16,872.00	\$ 18,000.00	\$ 4,000.00
31	<b>TOTAL UTILITIES</b>	\$ 54,000.00	\$ 58,825.00	\$ 61,000.00	\$ 7,000.00

**BUILDING MAINTENANCE**

32	Garbage Disposal & Recycling	\$ 12,000.00	\$ 11,876.00	\$ 12,000.00	\$ -
33	Janitorial Services	\$ 35,000.00	\$ 25,665.91	\$ 30,000.00	-\$ 5,000.00
34	Supplies	\$ 200.00	\$ 127.85	\$ 1,000.00	\$ 800.00
35	Pest Control	\$ 1,100.00	\$ 1,386.00	\$ 1,500.00	\$ 400.00
36	General Repairs & Maintenance	\$ 12,425.00	\$ 7,096.11	\$ 18,000.00	\$ 5,575.00
37	Elevator Maintenance	\$ 7,484.00	\$ 7,793.00	\$ 9,000.00	\$ 1,516.00
38	Electrical Repairs	\$ 1,000.00	\$ 853.00	\$ -	-\$ 1,000.00
39	Mechanical Maintenance	\$ 3,650.00	\$ 5,092.00	\$ 5,000.00	\$ 1,350.00
40	Garage Door Maintenance	\$ 3,850.00	\$ 3,239.00	\$ 3,500.00	-\$ 350.00



STRATA CORPORATION EPS 2205 - ROYCE  
OPERATING BUDGET 2018/2019  
YEAR END - JULY

41	Fire & Alarm Maintenance	\$ 6,150.00	\$ 3,698.00	\$ 5,000.00	-\$ 1,150.00
42	Fire & Alarm Monitoring	\$ 800.00	\$ 489.00	\$ 700.00	-\$ 100.00
43	Security Services & Cameras	\$ 400.00	\$ -	\$ 500.00	\$ 100.00
44	Plumbing	\$ 1,000.00	\$ 1,446.00	\$ 1,000.00	\$ -
45	Lights & Ballast	\$ 10,020.00	\$ 10,027.00	\$ 10,020.00	\$ -
46	Carpet Cleaning	\$ 2,000.00	\$ 1,995.00	\$ 2,000.00	\$ -
47	Painting & Decorating	\$ 500.00	\$ -	\$ -	-\$ 500.00
48	Dryer Vent Cleaning	\$ 3,200.00	\$ 3,213.00	\$ 3,454.00	\$ 254.00
49	Full Building Clean	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
50	Window Cleaning	\$ 18,900.00	\$ 11,655.00	\$ 6,000.00	-\$ 12,900.00

51	<b>TOTAL BUILDING MAINTENANCE</b>	\$ 119,679.00	\$ 95,651.87	\$ 112,674.00	-\$ 7,005.00
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**GROUNDS MAINTENANCE**

52	Landscaping Services	\$ 35,000.00	\$ 34,322.00	\$ 35,380.00	\$ 380.00
53	Landscaping Upgrades	\$ 3,200.00	\$ -	\$ 6,000.00	\$ 2,800.00
54	Irrigation	\$ 500.00	\$ 1,143.45	\$ 1,000.00	\$ 500.00
55	Road & Sewer Maintenance	\$ 9,322.00	\$ -	\$ -	-\$ 9,322.00
56	Parking Lot Maintenance	\$ 5,490.00	\$ 1,982.00	\$ 4,000.00	-\$ 1,490.00
57	Snow Removal	\$ 2,500.00	\$ 5,227.00	\$ 8,000.00	\$ 5,500.00

58	<b>TOTAL GROUNDS &amp; GARDENS</b>	\$ 56,012.00	\$ 42,674.45	\$ 54,380.00	-\$ 1,632.00
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**RECREATION CENTRE**

59	Rec. Centre R & M	\$ 500.00	\$ 1,149.00	\$ 1,500.00	\$ 1,000.00
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60	<b>TOTAL RECREATION CENTRE</b>	\$ 500.00	\$ 1,149.00	\$ 1,500.00	\$ 1,000.00
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61	<b>TOTAL OPERATING EXPENSES</b>	\$ 352,762.00	\$ 301,013.32	\$ 352,939.00	\$ 177.00
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62	Transfer to Contingency Fund	\$ 38,572.00	\$ 38,572.00	\$ 50,000.00	\$ 11,428.00
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63	<b>NET SURPLUS (DEFICIT)</b>	\$ -	\$ 49,850.68	\$ -	\$ -
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# IMPORTANT PAYMENT INFORMATION

## STRATA FEES

### **WHAT CHANGED?**

A new operating budget will be approved at the Annual General Meeting. The Strata Fees are not scheduled to change. The amount for the new fiscal year is payable beginning August 1<sup>st</sup>, 2018.

### **WHAT TO DO NOW?**

If you are paying your monthly strata fees via automatic payment, the approved Strata Fee (whether it has changed or not), will come out of your account AUTOMATICALLY on October 1<sup>st</sup>, 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 dWell Property Management (cheques payable to "Strata Plan EPS 2205").

If you have any questions, please call Michael at (604) 248-0752.

Thank you

STRATA CORPORATION EPS 2205 - ROYCE  
STRATA FEE SCHEDULE 2018/2019

Strata Lot #	Suite/ Unit #	Strata Lot Unit Entitlement	Monthly Operating Contribution	Monthly CRF Contribution	Prior Year Monthly Strata Fee	New Monthly Strata Fee
1	107	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
2	105	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
3	103	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
4	101	110	\$ 333.96	\$ 53.51	\$ 387.47	\$ 387.47
5	102	104	\$ 315.74	\$ 50.59	\$ 366.34	\$ 366.34
6	104	87	\$ 264.13	\$ 42.32	\$ 306.45	\$ 306.45
7	106	101	\$ 306.63	\$ 49.13	\$ 355.77	\$ 355.77
8	207	125	\$ 379.50	\$ 60.81	\$ 440.31	\$ 440.31
9	205	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
10	203	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
11	201	110	\$ 333.96	\$ 53.51	\$ 387.47	\$ 387.47
12	202	104	\$ 315.74	\$ 50.59	\$ 366.34	\$ 366.34
13	204	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
14	206	97	\$ 294.49	\$ 47.19	\$ 341.68	\$ 341.68
15	208	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
16	209	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
17	210	78	\$ 236.81	\$ 37.95	\$ 274.75	\$ 274.75
18	211	93	\$ 282.35	\$ 45.24	\$ 327.59	\$ 327.59
19	212	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
20	213	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
21	214	97	\$ 294.49	\$ 47.19	\$ 341.68	\$ 341.68
22	216	87	\$ 264.13	\$ 42.32	\$ 306.45	\$ 306.45
23	218	104	\$ 315.74	\$ 50.59	\$ 366.34	\$ 366.34
24	219	118	\$ 358.25	\$ 57.40	\$ 415.65	\$ 415.65
25	217	67	\$ 203.41	\$ 32.59	\$ 236.01	\$ 236.01
26	215	67	\$ 203.41	\$ 32.59	\$ 236.01	\$ 236.01
27	306	125	\$ 379.50	\$ 60.81	\$ 440.31	\$ 440.31
28	304	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
29	302	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
30	301	131	\$ 397.71	\$ 63.73	\$ 461.44	\$ 461.44
31	303	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
32	305	97	\$ 294.49	\$ 47.19	\$ 341.68	\$ 341.68
33	307	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
34	308	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
35	309	78	\$ 236.81	\$ 37.95	\$ 274.75	\$ 274.75
36	310	93	\$ 282.35	\$ 45.24	\$ 327.59	\$ 327.59
37	311	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
38	313	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
39	316	97	\$ 294.49	\$ 47.19	\$ 341.68	\$ 341.68
40	319	202	\$ 613.27	\$ 98.27	\$ 711.54	\$ 711.54
41	318	118	\$ 358.25	\$ 57.40	\$ 415.65	\$ 415.65
42	317	67	\$ 203.41	\$ 32.59	\$ 236.01	\$ 236.01
43	315	67	\$ 203.41	\$ 32.59	\$ 236.01	\$ 236.01
44	314	133	\$ 403.79	\$ 64.70	\$ 468.49	\$ 468.49
45	312	133	\$ 403.79	\$ 64.70	\$ 468.49	\$ 468.49
46	406	125	\$ 379.50	\$ 60.81	\$ 440.31	\$ 440.31
47	404	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
48	402	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
49	401	131	\$ 397.71	\$ 63.73	\$ 461.44	\$ 461.44
50	403	91	\$ 276.28	\$ 44.27	\$ 320.54	\$ 320.54
51	405	97	\$ 294.49	\$ 47.19	\$ 341.68	\$ 341.68
52	407	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
53	408	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
54	409	121	\$ 367.35	\$ 58.86	\$ 426.22	\$ 426.22
55	410	137	\$ 415.93	\$ 66.65	\$ 482.58	\$ 482.58
56	411	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
57	413	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
58	416	188	\$ 570.77	\$ 91.46	\$ 662.22	\$ 662.22
59	418	139	\$ 422.00	\$ 67.62	\$ 489.62	\$ 489.62
60	417	67	\$ 203.41	\$ 32.59	\$ 236.01	\$ 236.01
61	415	67	\$ 203.41	\$ 32.59	\$ 236.01	\$ 236.01
62	414	133	\$ 403.79	\$ 64.70	\$ 468.49	\$ 468.49
63	412	133	\$ 403.79	\$ 64.70	\$ 468.49	\$ 468.49
64	505	125	\$ 379.50	\$ 60.81	\$ 440.31	\$ 440.31
65	503	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
66	501	130	\$ 394.68	\$ 63.24	\$ 457.92	\$ 457.92
67	502	122	\$ 370.39	\$ 59.35	\$ 429.74	\$ 429.74
68	504	97	\$ 294.49	\$ 47.19	\$ 341.68	\$ 341.68
69	506	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
70	507	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
71	508	121	\$ 367.35	\$ 58.86	\$ 426.22	\$ 426.22
72	509	137	\$ 415.93	\$ 66.65	\$ 482.58	\$ 482.58
73	510	98	\$ 297.53	\$ 47.67	\$ 345.20	\$ 345.20
74	512	105	\$ 318.78	\$ 51.08	\$ 369.86	\$ 369.86
75	514	97	\$ 294.49	\$ 47.19	\$ 341.68	\$ 341.68
76	515	122	\$ 370.39	\$ 59.35	\$ 429.74	\$ 429.74
77	517	125	\$ 379.50	\$ 60.81	\$ 440.31	\$ 440.31
78	516	100	\$ 303.60	\$ 48.65	\$ 352.25	\$ 352.25
79	513	67	\$ 203.41	\$ 32.59	\$ 236.01	\$ 236.01
80	511	133	\$ 403.79	\$ 64.70	\$ 468.49	\$ 468.49
<b>Totals</b>		<b>8565</b>	<b>\$ 26,003.25</b>	<b>\$ 4,166.67</b>	<b>\$ 30,169.92</b>	<b>\$ 30,169.92</b>
<b>Annual</b>		<b>-</b>	<b>\$ 312,039.00</b>	<b>\$ 50,000.00</b>	<b>\$ 362,039.00</b>	<b>\$ 362,039.00</b>

**MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS**  
**STRATA COPORATION EPS 2205 – THE ROYCE**  
14855 THRIFT AVENUE, WHITE ROCK, BC

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**HELD:** September 6<sup>th</sup>, 2018  
The Royce Lounge at 14855 Thrift Avenue, White Rock, BC

**AGENT:** Michael Flader, *Property Manager, RE/MAX dWell Property Management*

**GUEST:** Numerous owners attended as observers.

**QUORUM:** 6 / 7 Members Present at 3:00pm

**PRESENT:** George Scott – President, Robert Surridge – Vice President, Bruce Higgs – Treasurer,  
Debbie Lawrance – Secretary, Glenn Daft, Hashem Nazary

**REGRETS:** Peter Gallagher

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**PREVIOUS MEETING MINUTES**

A motion to approve the minutes from the previous strata council meeting on July 26<sup>th</sup>, 2018, seconded and CARRIED.

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**FINANCIAL REPORT**

A motion was made to approve the financial statements from June 2018, the motion was seconded and CARRIED. The financial statements from July 2018 were TABLED.

**ACCOUNTS RECEIVABLE**

Discussion was tabled until the end of the meeting. Once all owners in observance had left, the report was discussed. It was noted that there is only one unit left who has not setup a payment schedule. The owner will be contacted directly.

Strata fees are due on the first of each month. All accounts owing more than \$10 will receive a statement of account in the mail. All accounts owing 30 – 60 days will receive a bylaw infraction fine of \$50 per month. All accounts owing \$1000 or more will be sent a lien warning notification letter. Once a lien is registered, the owner is required to pay the cost of the lien. The final step is force of sale.

For pre-authorized payment forms, visit the Strata's website, [www.rpmstrata.ca](http://www.rpmstrata.ca) Login "EPS2205".

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**BUSINESS ARISING**

**1. Building Caretaker Report – June 2018**

Item approved were:

- 8. Removal of items from parking garage
- 9. Repair roof drain
- 12. Repaint garage gate frame
- 13. Signs for garbage room door

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 2. Annual General Meeting (September 27<sup>th</sup> AGM)

It was moved, seconded and CARRIED to propose a  $\frac{3}{4}$  resolution to change the fiscal year-end to December 31<sup>st</sup>.

There is a petition that was circulated to some of the owners to remove the arbors in front of the garage entrance ramps. There will likely be a large cost involved in removing the arbors; therefore, it was decided that an informal discussion will be held at the AGM. Once a consensus of the owners has been taken, a more formal resolution can be considered.

Bylaw amendments - It was Moved seconded and CARRIED to propose a  $\frac{3}{4}$  resolution to change the strata's bylaws on short-term rentals, add a rule to require owners to have a fire extinguisher on their deck if they have a barbeque or heater and change the cost of a fob to \$75 and remove the \$50 programming cost.

It was moved seconded and CARRIED to propose a  $\frac{3}{4}$  resolution to change the maximum fine to \$1000 per day for violation of the short-term rental bylaw.

Proposed operating budget - The proposed operating budget was discussed and amended. Consideration was given to the depreciation report when compiling the new budget and the changes to the proposed contingency fund contribution (CRF). It was moved, seconded and CARRIED to propose a majority resolution to approve the proposed operating budget.

Landscaping Improvements – to be voted on at an SGM or future AGM (not included in upcoming AGM). An ordinary resolution will be put forward at the AGM to add \$3,500 to Landscape Services to have a Landscape Designer create a Planting Plan

Wood Post Re-finishing & Facia Painting – to be voted on at an SGM or future AGM (not included in upcoming AGM).

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### NEW BUSINESS

#### 1. Landscaping Proposal

It was noted that the \$3500, approved at the previous council meeting, for having a landscaping proposal completed, was not used. The company will revisit the proposal.

#### 2. Venting

The Strata Council discussed the building code for vent fans in the strata lots. It is unclear if the oven in the lounge was installed properly and is to building code. It will be investigated to see if final inspection was received on the building.

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### CORRESPONDENCE

Correspondence related to the Strata Corporation is to be sent directly to the Property Manager. The Property Manager will deal with all administrative matters and All correspondence sent to the Property Manager related to policy or complaints will be forwarded to the Strata council. Once received, the owner will receive a written response from the Strata council.

SL58 request to allow Democracy White Rock to give a presentation in the lounge. It was decided by the Strata Council that the owner may rent the lounge through the regular booking process. The standard booking fee will apply.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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It was also decided that there must be no advertising of the event posted on the common property or on the strata's website

SL74 request to switch stalls to handicapped parking for perspective purchaser. It was decided that the Strata Council will revisit the request once the perspective purchase becomes a serious offer. The Strata Council will attempt to accommodate owners with special needs to the best of their ability.

Suggestion to bring two chairs down and put them in the lobby for people to sit when waiting. It was decided to move two of the chairs, temporarily, to see how it looks and review feedback.

SL15 moved without notifying the strata. It was decided that a \$50 penalty for a bylaw infraction be charged as well as the \$100 move fee.

SL15 bike room keys and parking passes are to be collected from the past owner.

### ADJOURNMENT

There being no further business, the meeting was terminated at 5:15pm.

### NEXT MEETING

September 27<sup>th</sup> (AGM, registration at 6:30pm), October 11<sup>th</sup>, November 29<sup>th</sup>

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Meeting Minutes and other correspondence are posted on the Strata Corporation website, **[www.rpmstrata.ca](http://www.rpmstrata.ca)**; Login name is "EPS2205". Subscribe using your e-mail address to receive automatic updates of new postings. Bylaw infractions, maintenance requests, renovation requests should be done through the Strata Corporation website.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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**HELD:** July 26, 2018  
The Amenity Lounge at 14855 Thrift Avenue, White Rock, BC

**AGENT:** Michael Flader, *Property Manager, RE/MAX dWell Property Management*

**GUEST:** Jensen Villanueva, *Paraspace Landscaping*  
The following owners attended as observers: SL09, SL11, SL14, SL22, SL45, SL43, SL41, SL75, SL75

**QUORUM:** 6 / 7 Members Present at 3:00pm

**PRESENT:** George Scott – President, Robert Surridge – Vice President, Bruce Higgs – Treasurer,  
Debbie Lawrance – Secretary, Glenn Daft, Hashem Nazary

**REGRETS:** Peter Gallagher

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### **PREVIOUS MEETING MINUTES**

A motion to approve the minutes from the previous strata council meeting held on May 17, 2018 was put forth, seconded and CARRIED.

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### **FINANCIAL REPORT**

A motion was made to approve the financial statements from April 2018, the motion was seconded and CARRIED. The financial statements from May 2018 were TABLED.

### **ACCOUNTS RECEIVABLE**

Discussion was tabled until the end of the meeting. Once all owners in observance had left, the report was discussed. It was noted that there are many owners in arrears who have not yet setup pre-authorized debit (PAD) plan with RE/MAX dWell Property Management. RE/MAX dWell began management of the strata on May 1, 2018; new PAD agreements are required, they do not carry over from the previous management company. PM is contacting the owners by phone to inform them of the payment plan requirements. It was motioned, seconded and CARRIED to allow owners one more month to setup payment plans before beginning further collections procedures.

Strata fees are due on the first of each month. All accounts owing more than \$10 will receive a statement of account in the mail. All accounts owing 30 – 60 days will receive a bylaw infraction fine of \$50 per month. All accounts owing \$1000 or more will be sent a lien warning notification letter. Once a lien is registered, the owner is required to pay the cost of the lien. The final step is force of sale.

**For pre-authorized payment forms, visit the Strata's website, [www.rpmstrata.ca](http://www.rpmstrata.ca) Login "EPS2205".**

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# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### BUSINESS ARISING

#### 1. Building Caretaker Report – June 2018

A copy of the report was provided to the strata council. Items 1 on the report is being done by a handyman, items 2 and 3 will be done by Stratapro.

Carpet spot cleaning done, requires more aggressive product in areas that didn't come out. Approved to proceed.

Stratapro has prepared a revised contract. The strata council has not received a copy of the proposed new contract and has therefore not decided on the contract changes. The intention of the new contract is to further identify expectations and break them down further into daily, weekly, monthly, semi-annual, annual and extras. The contract can be terminated providing 30 days' notice by either party.

#### 2. Warranty deficiencies

The warranty committee is in the process of reviewing a list of items that the developer claims to have completed; they are reviewing the items one-by-one. Upon completion of the review, the warranty committee will prepare a list of the incomplete items and items that were deemed by the developer and/or Travelers Insurance as "unwarrantable". The list will then be provided to the developer and Travelers. Travelers will be requested to perform a follow-up inspection of the property to review the incomplete items. The strata council will then request a meeting with Travelers and the developer to review the stated "unwarrantable" items to come to an agreement.

#### 3. Crane Swing & Underpinning

Strata Corporation sent a letter from Wilson McCormack on March 22, 2016 to Forge Properties. The letter outlines the strata's requirements for entering an easement agreement. No further action is necessary until the strata corporation is approached by the developer.

#### 4. Annual Fire Inspection – scheduled September 6<sup>th</sup> & 7<sup>th</sup>

Schindler elevator will attend. Council should expect two inspection dates, an initial and a follow-up of missed suites and repairs. The fire inspection is mandatory as per municipal and the strata bylaws.

#### 5. Window Cleaning – complete

Gleam Property Maintenance was approved to proceed with Tucker Pole cleaning all inaccessible windows and exterior balcony glass. It was decided, at the time of the cleaning, to not clean the window sills as it was apparent that they were not able to clean-off marks left after construction. The quoted amount will be adjusted to account for removing the sill cleaning from the scope of work.

Some exterior glass railings along Goggs were missed, contractor will be requested to complete.

#### 6. Parking Garage Cleaning – scheduled August 8<sup>th</sup>-9<sup>th</sup>

The contractor will be requested to ensure that all corners will be cleaned and all debris removed from the garage after cleaning.

#### 7. Building Administration

The following proposed changes to the Move-in/out procedure were discussed:

- Online only, no phone calls or emails, can be modified by user



# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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- 4 business day blackout period
- Two time slots (9-1 or 1-5)
- No Sunday bookings
- East and West elevator can't be booked at the same time
- No deposit required
- Suggest increasing fee to \$200 and providing a security guard (will require a vote at the AGM)
- Move fees go to strata, Stratapro is not paid extra, it is included in their contract
- Keys, fobs, parking passes. Currently, it is the responsibility of each owner to ensure that the proper handover to the new owner is done. If council wishes to oversee the process, a member or committee may be delegated to contact the outgoing owner to walk them through the process.

### Lounge Rental Procedure

- There must be a checklist for Stratapro to follow to conduct pre and post inspections. Each time a booking is complete, the checklist should be left in the room as a log.
- How to lock the door and use the room should be on the checklist

### 8. Annual General Meeting (September 6<sup>th</sup> Budget Meeting, September 27<sup>th</sup> AGM)

Possible items to be included on the agenda for the Annual General Meeting:

- Wood column painting: PM will discuss with Peter G.
  - Scope & tender info
  - Facia trim inclusion
  - Inspection & oversight of project
  - Need to raise phase 2 funds
- Use some of the surplus to create Capital Fund for black facia trim painting - CARRIED
- Landscape upgrades: The strata council approved an expenditure of \$3500, from the operating budget, for the landscaping committee to obtain a landscape upgrade design. The design will include recommendations for improvements and a budget for such which would then be later decided upon by the owners.
- Petition to remove arbors (13 signatures): The removal of the arbors in front of each garage gate was proposed by means of petition from several of the owners. The cost of removal and disposal is unknown and is potentially very high. It was therefore decided that the suggestion to remove the arbors will not be included as a formal resolution but will be included under "new business" and that an informal straw vote will be taken. If a large majority of the owners are in favor of removing the arbors, then further investigation into the removal and disposal will be performed.
- Expansion of Irrigation System: complete
- Bylaw amendments

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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- Short term rentals: a proposed bylaw amendment to change the minimum rental period to 3 months minimum.
  - Maximum fine: a proposed bylaw amendment to change the maximum fine for short term (less than 30 days) rentals to \$1000 per day as per the new SPA regulations effective November 2018.
  - Consolidate fire extinguisher requirement for decks
  - g. Proposed operating budget: a draft budget will be provided to the strata council by the property manager. The council will discuss the draft budget. A formal council meeting will be held on September 6<sup>th</sup> to finalize the budget and the AGM agenda.

**9. Enterphone Security** – complete, new protective covers were installed on both enterphones.

### **10. Legal Council**

The strata corporation legal council has been contacted regarding:

- Privacy Policy & Bylaw review – in progress

The lawyers are currently working on completing the draft policy. Once complete, the strata council will be asked to review prior to finalization.

- Assumption of Liability form review – in progress
- Parking Stalls & Storage Lockers: Form B Requirements - complete

The Form B sets out information about the Strata Corporation to prospective buyers. The new information that is required includes information about parking stalls and storage lockers.

- Parking Agreements

Elaine McCormack prepared a parking stall agreement on behalf of unit 211 (SL18) to swap parking stalls with 316 (SL39). The owner of 211 agreed to pay \$800 to the strata to cover the legal costs. The parties agreed to allocate parking stall 40 to Strata Lot 18 and parking stall 29 and 30 to Strata Lot 39. SL18 retained parking stall 62.

It was suggested that the Strata Corporation request copies of any parking stall agreements that were made between the owners and Forge Properties. The Strata Corporation only has a few of these agreements on file. The allocation of parking stalls could get more complicated in the future should these agreements be misplaced. If any owners have copies of their parking stall agreements

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## **NEW BUSINESS**

### **1. Arborist & Pruning**

BC Plant Health inspected the property. They didn't make any suggestions. They've been asked them to go back and provide a cost estimate to shorten the limbs that have grown close to the building.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 2. Property Manager Spending restrictions

Per the Agency Agreement:

- 3.41 Limitation on Expenditures - The Agent agrees to obtain the approval of the Strata Council of the Strata Corporation to all expenditures in accordance with the Act and the Bylaws or as set out in Schedule B, other than: (a) expenses contained in the approved annual budget; (b) recurring operating charges; or (c) emergency repairs in excess of the maximum amount established by the Bylaws, if such expenditures are necessary in the opinion of the Agent to protect the common property and common assets of the Strata Corporation from damage or to maintain common services to occupants of any one or more strata lots. Where all or a portion of the expenditure falls within the jurisdiction of a Section, the Agent will seek the approval of the executive of the relevant Section to such expenditure;

### 3. Resident Information Sheet

- Add council to automatic email when a move is booked through the website
- Council or representative can contact the owner as official welcoming committee
- Owner info. form will be included in the move-in auto reply

### 4. Gym Equipment Maintenance

Proposal from Tower Fitness was motioned, seconded and CARRIED. Annual cost of \$500.

### 5. Facia Painting

Requires quotes, this is a large project, suggest strata uses operating surplus, transfer to Capital Fund, get owners to approve expenditure, complete work June 2019.

### 6. Rules

- Decks are limited common property; it is the owner responsibility to maintain their decks which included cleaning the drain. However, any blockage is more likely to occur beneath the paving stones on paved decks. Access hatches have been installed to facilitate this process on decks with Trex decking, where the problem has been shown to be more severe where the decks are uncovered.
- All rules must be approved, at the next AGM or SGM prior to, by majority vote.

### 7. Broken Window, 3<sup>rd</sup> floor

Paraspace has accepted responsibility and will reimburse the strata for the replacement cost.

### 8. Entrance Mats

The strata council reviewed quote to install new entrance mats. An additional quote will be obtained. No decision was made.

### 9. Mechanical Contractor

PM reviewed the maintenance performed by Ener-save. It was suggested to obtain a quote from Gateway Mechanical to replace them.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### CORRESPONDENCE

Correspondence related to the Strata Corporation may be sent directly to the Property Manager. All correspondence sent to the Property Manager will be forwarded to the Strata council. Once received, the owner will receive a written response from the Strata council.

SL9 – requested permission to install split unit A/C unit on balcony, approved by the strata council via email

SL23 – requested pruning of trees that are restricting their view. The landscaping company suggested that topping trees will cause them to grow more; it was decided that they would be maintained to keep their columnar shape.

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### ADJOURNMENT

There being no further business, the meeting was terminated at 6:45pm.

### NEXT MEETING

September 6 (budget meeting), September 27<sup>th</sup> (AGM, registration at 6:30pm), October 11<sup>th</sup>, November 29<sup>th</sup>

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# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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**HELD:** May 17<sup>th</sup>, 2018  
The Amenity Lounge at 14855 Thrift Avenue, White Rock, BC

**AGENT:** Michael Flader, *Property Manager, RE/MAX dWell Property Management*

**GUEST:** Numerous owners attended as observers.

**QUORUM:** 6 / 7 Members Present at 3:00pm

**PRESENT:** George Scott – President, Robert Surridge – Vice President, Bruce Higgs – Treasurer,  
Debbie Lawrance – Secretary, Glenn Daft, Hashem Nazary

**REGRETS:** Peter Gallagher

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### **PREVIOUS MEETING MINUTES**

A motion to approve the minutes from the previous strata council meeting held on March 27<sup>th</sup>, 2018 was put forth, seconded and CARRIED.

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### **FINANCIAL REPORT**

The financial report will be provided to the strata council around the 3<sup>rd</sup> week of the following reporting month. Statement details and invoices are available upon request of the council. The statements for February – March 2018 were TABLED.

The strata council discussed a proposal for Reid Hurst Nagy (RHN) Chartered Professional Accountants to audit the annual financial statements. It was motioned to have the audit done on the 2017 – 2018 statements for \$4520. The council will decide next year if another audit/review is to be done on the 2018 – 2019 statements.

### **ACCOUNTS RECEIVABLE**

Discussion was tabled until the end of the meeting. Once all owners in observance had left, the report was discussed.

Strata fees are due on the first of each month. All accounts owing more than \$10 will receive a statement of account in the mail. All accounts owing 30 – 60 days will receive a bylaw infraction fine of \$50 per month. All accounts owing \$1000 or more will be sent a lien warning notification letter. Once a lien is registered, the owner is required to pay the cost of the lien. The final step is force of sale.

For pre-authorized payment forms, visit the Strata's website, [www.rpmstrata.ca](http://www.rpmstrata.ca) Login "EPS2205".

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### **BUSINESS ARISING**

#### **1. Charging Stations for Electric Cars**

The topic was TABLED. More information is required. Further research will be done prior to making a final decision or whether electric vehicle charging stations should be installed.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 2. Emergency Backup Power

There was discussion about installing emergency power backup. No vote was called. Pricing will be obtained for battery backup power garage door openers.

### 3. Solar Power

The topic was TABLED. There was a brief discussion regarding bringing solar power to the building. This may be an important topic to address in the future but is not currently a priority.

### 4. Towing Bylaw

The strata council discussed the existing towing bylaw and any need to update it. It was agreed that there are no changes required.

### 5. Fire Department compliance/work order

The wine fridge has been removed from the amenity lounge. The Strata Corporation will receive a \$500 credit. The empty space will be filled by a cupboard door.

### 6. Fiberglass reinforced polyester (FRP) panels for elevator

The topic was TABLED. A price quote will be obtained.

### 7. Backup Recirculation Pump

It was motioned, seconded and CARRIED to purchase a new 110 V recirculation pump to replace the incorrectly installed 240 V pump. The current pump will be retained onsite as a backup.

### 8. Building Caretaker Report

The Strata council discussed the monthly report provided by StrataPro. It was discussed that the report must include more information regarding the type of extra services that are being provided and the time that it's taking to perform those services. It was also decided that the report should be received on the same date each month. The property manager will communicate with StrataPro to ensure a transparent and structured work environment and clearly defined duties and expectations.

### 9. Wooden Post Refinishing

The post refinishing was approved at last year's AGM held on September 19, 2017. The payment for phase 1 of the project, up to \$10,500, is to be made from the CRF. Phase 2 of the project has yet to be approved; the Strata council is currently seeking a remedy with Forge through Travelers Insurance. It was motioned, seconded and CARRIED to contract with Wood Wizards for Phase 1.

### 10. Warranty deficiencies

There are several ongoing unresolved deficiencies. The warranty committee continues to work with Forge Properties and Travelers Insurance to resolve them.

### 11. Monthly Fire testing

It was decided to discontinue the monthly fire testing as it's not required. The annual fire test will continue be done every year.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 12. Access Hatches for Balconies

Access hatches were installed on all balconies where a drain clean-out is required. This is now complete.

### 13. Parking Garage Cleaning

The strata council motioned, seconded and CARRIED to approved Atlas to clean the parking garage. The scheduled date will be posted on the strata's website.

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## NEW BUSINESS

### 1. RE/MAX dWell Property Management

There was a discussion and review of the operational procedures of the strata council, the Property manager, as well as, contractors and committees. The Strata council put forward a motion to amend the communication structure as follows:



The motion was seconded and CARRIED.

### 2. Hiring Contractors & Contracts

The council discussed the methods of the property manager for hiring trades people, requesting quotes and entering contracts on behalf of the strata corporation.

### 3. Meeting Minutes and Strata Notifications

Strata council meeting minutes and other strata related notifications can be found on the Strata Corporation website [www.rpmstrata.ca](http://www.rpmstrata.ca) login name is "eps2205". Meeting minutes will be posted online only; contact the property manager to request a paper copy.

To stay informed with recent postings, subscribe to the Strata Corporation website today!

### 4. Emergency Procedures

All strata corporation related emergencies must immediately be reported to the property manager with RE/MAX dWell property management. The property manager is available 24/7 and can be contacted calling 604-821-2999 and selecting option 5.

The strata council approved to allow two decals to be attached to the front and back windows displaying the property management company information.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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➤ Restoration & spending restrictions (\$5000 for emergencies as per AA)

The spending restrictions of the property manager were discussed. It was acknowledged by the strata council that final cost of many emergencies may be unknown at the time and that the property manager must act in the best interest of the strata corporation and attempt to ensure that any possible safety concerns and/or damage to the building is mitigated.

➤ Fire preparation & response

The property manager will coordinate with the fire deputy to ensure that the proper procedures are in place in the case of a fire.

➤ Flood preparation & response

The strata council discussed the operational procedure in case of a water related emergency.

### 5. Strata council Duties & Obligations

The Property Manager reviewed “The Role and Responsibilities of Strata Corporations” and “The Role and Responsibilities of Strata councils”. The strata council reviewed the delegated roles of the president, vice president, secretary, treasurer and privacy officer. It was noted that the roles and voting rights of the council members are equal and that all decisions are to be made by a majority vote. The strata council president has a tie-breaking vote when necessary.

Strata corporations will now find it easier to comply with the requirements of the *Personal Information Protection Act* (PIPA) thanks to new guidelines from the Office of the Information & Privacy Commissioner. PIPA imposes rules on strata corporations and strata managers regarding the collection, use and disclosure of personal information. These rules include the requirement for corporation to appoint a privacy officer to ensure that personal information is protected from unauthorized access, use, disclosure, loss and other risks. These helpful guidelines include privacy tips for minute taking at Strata Corporation and annual general meetings, responding to privacy breaches, prevention and more. The guidelines are available at: [www.housing.gov.bc.ca/strata](http://www.housing.gov.bc.ca/strata).

### 6. Complaints & Correspondence

All strata related complaints should be send to the property manager and will be addressed in accordance with the method set out in the strata property act. To respect their personal lives, please do not contact the Strata council members directly. All correspondence sent to the Property Manager may be forwarded to the Strata council for review if necessary.

- The Strata council will make all the decisions with relation to fines as a result of a bylaw infraction.

- The Strata council will be notified where it is specifically requested, a decision is required to be made by the strata council and when the correspondence is to be considered as part of the official record of the strata corporation.



# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 7. Insurance Appraisal & Strata Insurance

The Strata Corporation is currently insured by HUB Insurance (at the time of the council meeting). The proposal from CapriCMW was discussed. It was motioned, seconded and CARRIED to approve the proposal from CapriCMW. It was approved to include the DAS coverage for legal costs and increase the limit of third party liability to \$15,000,000. As a result of the change to CapriCMW, the Strata Corporation's annual insurance savings is approximately \$12,484.

The Strata Corporation is required to have a full appraisal done every year to determine the replacement cost of the entire property. The cost of an appraisal is approximately \$850. The Strata council will be provided with a document explaining the details of strata corporation insurance.

The Strata council discussed the payment of the annual insurance premium. It was motioned, seconded and CARRIED to borrow against the CRF funds to pay the premium and to pay the money back to the CRF before the end of the fiscal year.

Owners should review the policy summary, on the strata website, with their insurance provider, to ensure adequate coverage.

### 8. Building Administration

All building administration tools will be available to the owners via the strata corporation website. Owners will be able to book the amenity lounge, request a fob, request a renovation, request a move, update the enterphone, get a golf bag or bicycle room slot, and more. The website is now operational and all administration tools will be available within the next few weeks.

### 9. Annual General Meeting (August 30<sup>th</sup> Budget Meeting, proposed AGM date is September 27<sup>th</sup> 2018)

The Strata council discussed the upcoming Annual General Meeting (AGM) agenda. The following will be discussed at the budget meeting scheduled for August 30<sup>th</sup>:

- Resolution: Wood column painting, phase 2
- Resolution: Landscape upgrades
- Resolution: Bylaw amendments, adoption of rules
- Resolution: Expansion of the irrigation system
- Proposed operating budget

Any resolutions added to the AGM agenda must be voted on by the owners and approved by a  $\frac{3}{4}$  vote. Owners, wishing to have a specific resolution added to the AGM agenda, must submit their request, in writing, at least 60 days prior to the meeting. The strata council will make the decision what resolutions are to be added to the agenda. The proposed operating budget is to be approved by a majority vote.

### 10. Enterphone Security

A quotation has been requested for two customized enterphone enclosures. This item was TABLED pending receipt of the quotation.

### 11. Electronic Message Board for Lobby

A quotation will be obtained to install an electronic message board in the elevator & lobby.

# MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS

## STRATA CORPORATION EPS 2205 – THE ROYCE

14855 THRIFT AVENUE, WHITE ROCK, BC

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### 12. Legal Council

It was motioned, seconded and CARRIED to contact the strata corporation legal council regarding:

- Privacy Policy & Bylaw review. The property manager was instructed to obtain a quotation from a law firm to provide a new set of bylaws.
  - Review of the Assumption of Liability form and application
  - Parking Stalls & Storage Lockers: Form B Requirements. The Form B sets out information about the Strata Corporation to prospective buyers. The new information that is required includes information about parking stalls and storage lockers.
- 

### CORRESPONDENCE

Correspondence related to the Strata Corporation may be sent directly to the Property Manager. All correspondence sent to the Property Manager will be forwarded to the Strata council. Once received, the owner will receive a written response from the Strata council.

- SL9 – Renovation Request, installation of 110v mini split A/C unit. The Strata council requested more information prior to deciding.
  - SL23 – Fire Table Request; approved by council, assumption of liability form signed.
  - SL18 – Parking Stall Assignment change request, legal advice sought from the strata's lawyer prior to deciding.
  - SL9 – Request for reimbursement for CHOA symposium; approved by council.
- 

### ADJOURNMENT

There being no further business, the meeting was terminated at 7:25pm.

### NEXT MEETING

July 26, August 30<sup>th</sup> (budget meeting), September 27<sup>th</sup> (AGM, registration at 6:30pm), October 11<sup>th</sup>, November 29<sup>th</sup>

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# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

March 23, 2018

### Council:

#### Officers:

George Scott – President  
Robert Surridge – Vice President  
Bruce Higgs – Treasurer  
Debbie Lawrance – Secretary

#### Members:

Glenn Daft - Member  
Hashem Nazary – Member  
Peter Gallagher - Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
Surrey, BC V3W 1A4  
Ph: 604.757.3151  
Fax: 604.503.3457  
Web: [www.opml.ca](http://www.opml.ca)  
Email: [eps2205@opml.ca](mailto:eps2205@opml.ca)



### Agenda

Attendance:.....	2
Call to Order: .....	2
Approval of Previous Minutes .....	2
Tabled Items .....	2
Old Business .....	2
New Business.....	4
Financial Report.....	4
Correspondence: .....	5
Next Meeting Date: .....	5
Termination of Meeting: .....	5

## Note to owners:

Owners are asked to not leave valuables, or  
fobs, in their vehicles.

## Attendance:

The following members of Council were present:

- Peter Gallagher
- Bruce Higgs
- Glenn Daft
- Debbie Lawrance
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- Hashem Nazary

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 3:10 pm.

## Approval of Previous Minutes

- 2018.02.20:** A motion was made by Bob, and seconded by Peter, to approve the minutes as released. The motion passed.

## Tabled Items

- Charging Stations for Electric Cars.** The council has asked for volunteers to review this project.
- Emergency Back-up Power:** Remains tabled.
- Solar Power:** Remains tabled.
- Towing Bylaw:** The Strata Manager has recommended a towing bylaw be added at the next Annual General Meeting.

## Old Business

### Administrative Concerns:

- Scheduling of Yearly Items:** Glenn has agreed to meet with Jason to confirm the yearly items. This council has tabled this item as the meeting has not yet occurred.
- Annual Fire Drill:** The fire drill has been scheduled for May 8<sup>th</sup>, around dinner time. Notices will be circulated prior to the event.
- Privacy Policy:** Wilson McCormack LLP was asked to provide a proposal for both the Privacy Policy and a review of the existing bylaws but it has not been received. The Strata Manager will follow up with the Lawyer.
- Fire Extinguishers:** The delivery was received on March 27<sup>th</sup> and Debbie has been handing them out to the owners that purchased a fire extinguisher.
- Abandoned Bicycles in Locker Room:** Any derelict bicycles will be removed by the council.
- Bin Hauler:** The council has tabled the Worksafe issue to the next meeting.
- Compliance/Work Order:** Letters were sent out by Obsidian on February 2<sup>nd</sup> asking for a reply. To date, twenty-eight owners have not responded. An email was sent to the Deputy Fire Chief, Ed Wolfe, asking for further instruction. No response from the Fire Department has been received.
- Strata Pro Report:** The council will meet with Stratapro to discuss the difference between the log book and the monthly report.

- i) **FRP Paneling:** Peter and Glenn will measure and obtain quotes to supply and install Fiberglass Reinforced Polyester (FRP) panels for Elevator vestibule areas at P1, P2 and P2 level and the first-floor door entrance to P1. In progress. The council has tabled this item to the next meeting.
- j) **New Royce On-line Communication Portal:** The new communication portal has been set up. The following information describes how to log into this forum:

*To join the new Royce discussion forum, log in to [royce.freeforums.net](http://royce.freeforums.net) and create an account. Pick a name that includes your suite number, such as 205Bob. You will have to fill in some details; make sure your birth date is consistent with being over 20. You will receive an email notification when your request to join the forum has been approved.*

*The forum is being provided to facilitate communication between, and to, Royce residents. Portal communications should be constructive and informative; they should not contain derogatory or negative personal comments.*

*In the portal you will see a "Board" where notices are posted. If necessary an information session will be held to help get people started, but it is very much like the old portal and should not present difficulty.*

- k) **Picture for Royce:** This item has been completed.
- l) **Strata Pro Maintenance Manual:** This process is ongoing and still under review.
- m) **Visitor's Parking Passes:** The parking passes have all been delivered.

#### Common Property Repair & Issues:

- a) **Banging Pipes on First Floor:** Enersave and Stratapro have begun the work of strapping the pipes. It was found later that the noise was coming from the plumbing fixture within the unit.
- b) **Re-Circulation Pumps:** Enersave has sent a credit Memo in the amount of \$667.52 for the pump that was not used due to the size. A motion was made by Bob, and seconded by Glenn, to purchase a 110 pump to have in stock for when the existing pump fails. The motion passed. The Strata Manager will inform Enersave of this decision so they can deliver the next time they are on site.
- c) **Directional Signs:** The order has been placed, with Innovative Signs, for directional signs detailing the 'exit' floor of the elevator.

#### Contingency Reserve Fund Reserve Accounts:

- a) **Fir Post Refinishing (\$10,500.00):** Currently on hold as discussions have gone on with Forge and Peak. The council will talk to Travelers regarding to discuss timeline.

#### Warranty Items:

- a) **P2 Garage Concrete:** A proposal for the work was submitted by Seal Team Pavement Maintenance. The warranty committee will review if any of the work is warrantable. The council has tabled this item while under review. Waiting on responses from Travelers.
- b) **Units 301 and 202:** The ingress from the deck membrane of 301 is under review by Travelers and Forge. The council is waiting for a response. Peak and Forge has almost completed the work.
- c) **Damage to Stall 43:** The owner of the stall has provided a picture of damage to the parkade floor. This item will be reviewed by the contractor when they are on site.
- d) **Warranty List:** The committee obtained and up to date list of the warranty items to be completed by Forge. Glenn will review the work to see if they are satisfactory. The list will then be published for the owners to view. This work is ongoing.

- e) **Wine Fridges:** The current claim for the strata corporation wine fridge in the lounge has been denied. Peter has volunteered to compile a list of owners so individual claims can be made by each owner.

## New Business

### Administrative Concerns:

- a) **Fobs left in Garage:** Owners are asked to not leave valuables, or fobs, in their vehicles.
- b) **RHN Audit Report:** A motion was made by Bruce, and seconded by Glenn, to enter into an engagement with RHN to audit the entire fiscal period from August 1, 2017 to July 31, 2018, once the year has been completed. The motion passed.
- c) **CHOA:** Lynn Chase has provided a report to the council regarding a recent seminar. The council will review.

### Common Property Repair & Issues:

- a) **Winter Update from Paraspace:** A report from the landscaping contractor was supplied to the council.
- b) **New Fobs:** At the request of council, a new box of fobs has been ordered and delivered to the council.
- c) **Access Hatches for Balconies:** Council has approved Forge to complete the access hatch work on decks that have trex decking.
- d) **Monthly Fire Alarm:** The council will talk to Stratapro regarding beginning the monthly tests.

## Financial Report

### Acceptance of Financials

- a) **2018-01:** The January financials have been approved as released.
- b) **Special Levy Payouts:** All owners have received a refund for their portion of the special levy account after the work was completed. Any cheques that have not been cashed must be cashed before May 15<sup>th</sup>, 2018, or they will be returned NSF as the account will be closed.

### Accounts Receivable

- a) **Review:** The current receivables were reviewed with the council.
- b) **PSI Overpayment:** The overpayment has been refunded.
- c) **Proposed Letter to SL40:** The council is preparing a letter to be sent to the strata lot regarding the existing chargeback.
- d) **Lounge Booking SL70:** The owner requested an invoice for the lounge booking. Obsidian has sent the invoice but has not received payment as of the council meeting.

### Accounts Payable

The council has approved the following invoices for payment

- a) Valley All Door 96774: Supply and install new balance springs - \$756.00
- b) Bayview Auto Towing: Custom Visitor Parking Signs - \$246.40
- c) StrataPro 00617: Chandelier bulbs, paper product, misc supplies - \$135.54
- d) RHN 51153: Remainder of progress invoice - \$517.65
- e) Royal Printers 509359: Parking Passes - \$281.12
- f) Enersave 7159: Supply and Install new re-circ pump - \$1697.64
- g) Enersave 7211: CREDIT for re-circ pump not used – (\$667.52)
- h) Onsite Communications 24458: Box of 10 fobs \$624.38
- i) Schindler 7350223131: Elevator 1 stuck on fourth floor with trapped passenger. No passenger was found and elevator left out of service \$1,213.80. ***Not approved and under dispute with Regional Manager.***

## Correspondence:

### Letters

- a) 2018-03-05: Unit 2 – Request to have camera in lounge moved. The council has responded directly to the owner.

### Request for Renovation/Assumption of Liability:

- a) 2018-03-05: Unit 218 – Approval letter re: fireplace and tile.
- b) 2018-03-05: Unit 515 – Approval letter re: pergola.
- c) 2018-03-05: Unit 517 – Approval letter re: fireplace and doors.
- d) 2018-03-22: Unit 216 – Approval letter re: Taymor deadbolt.

### Bylaw Letter

- a) 2018-03-05: Unit 1xx – Bylaw notification letter re: oil in parking stall.
- b) 2018-03-05: Unit 1xx – Bylaw notification letter re: oil in parking stall.

## Next Meeting Date:

### **The Next Council Meeting – TBA**

## Termination of Meeting:

As there was no further business, the meeting was terminated at 5:55 pm.

## Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# **ROYCE STRATA EPS2205**

## **MINUTES OF MARCH 6, 2018 COUNCIL MEETING**

The council meeting was held on Tuesday, March 6th, 2018 in the Royce Lounge.

Present council members: George Scott, Robert Surridge, Bruce Higgs, Debbie Lawrance, Glenn Daft, Peter Gallagher, Hashem Nazary.

Meeting called to order: time: 3:13 p.m.

Quorum declared.

Previous Minutes: Not received from Obsidian Property Management to date. Tabled for March 27, 2018 Council meeting.

### **New Business:**

#### **Waiver of Notice of Council Meeting**

1. Moved by Debbie Lawrance, seconded by Glenn Daft that the usual council meeting notice period of 7 days be waived, CARRIED.

#### **Reason for meeting**

Council received a letter from Obsidian, dated November 17th, outlining changes that they required to our service agreement, and detailing their new cost structure. A meeting with Obsidian's owner and the Property Manager was scheduled for February 27th to discuss this, but in the interim Council was served with a letter from Obsidian, dated February 19th, terminating our agreement. We were given until March 30th to enter into a new agreement, otherwise their service would terminate on May 1st. Subsequently the Secretary, under Council's direction, prepared a shortlist of four alternative management companies and arranged interviews with the most attractive. The last interviews were conducted on March 2nd. In view of the urgency it was decided to hold a Council Meeting as soon as possible, to decide on a new management company, allowing the maximum time for a smooth transition to the new company; which was expected to take 6-8 weeks. The meeting notice was posted in the lobby on Friday March 2.

2. The President announced Receipt of Obsidian Property Management's termination letter as attached, effective April 30, 2018. The President read the letter for the benefit of the residents in attendance.



3. The President asked Debbie Lawrance who led the management company selection process to provide an overview of the process. Debbie Lawrance advised that several potential Property Management Company submissions were solicited and interviews conducted and references were checked.

4. Council confirmed that they believed due diligence had been performed by soliciting submissions from potential Property Management companies, and by conducting interviews.

5. The President asked each Council member to comment on the process and which company they preferred. Following discussion;

it was moved by Debbie Lawrance seconded by Peter Gallagher that the Strata Corporation EPS2205 enter into a new strata management agreement effective May 1st, 2018, with, RE/MAX dWell Property Management for a fee of 2,495 per month plus taxes, CARRIED.

6. Owners can expect to receive communication from the new company - RE/MAX dWell Property Management, in early April. Details will be outlined in preparation for the transition of duties and responsibilities as of May 1, 2018.

7. Correspondence received: the owner of #312 hand-delivered a letter to council immediately prior to the meeting. The owner was given the opportunity to read the letter aloud after the agenda items had been completed. The points raised in the letter were duly noted by Council.

Next council meeting: the next meeting will be held on March 27, 2017

Termination of meeting: time: 4:22 p.m.

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

February 20, 2018

### Council:

#### Officers:

George Scott – President  
Robert Surridge – Vice President  
Bruce Higgs – Treasurer  
Debbie Lawrance – Secretary

#### Members:

Glenn Daft - Member  
Hashem Nazary – Member  
Peter Gallagher - Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
Surrey, BC V3W 1A4  
Ph: 604.757.3151  
Fax: 604.503.3457  
Web: [www.opml.ca](http://www.opml.ca)  
Email: [eps2205@opml.ca](mailto:eps2205@opml.ca)



### Agenda

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## Note to owners:

The next council meeting is scheduled for  
March 27, 2018, at 3:00 pm.

## Attendance:

The following members of Council were present:

- Hashem Nazary
- Bruce Higgs
- Glenn Daft
- Peter Gallagher
- Debbie Lawrance
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- none

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 3:10 pm.

## Approval of Previous Minutes

- a) **2018.01.30:** The minutes have been approved as released.

## Tabled Items

- a) **Emergency Power Back-up/Charging Stations for Electric Cars.**
- b) **Emergency Back-up Power:**
- c) **Solar Power:**
- d) **Towing Bylaw:** The Strata Manager has recommended a towing bylaw be added at the next Annual General Meeting.

## Items for Consent:

A motion was made by Bob, and seconded by Hashem, to approve the following items into the minutes. The motion passed.

- a) **Paraspace Meeting:** The council has approved the added expense in the Paraspace contract for the irrigation maintenance. This is a cost of \$743.40 and the work is scheduled by the contractor directly. *Paraspace has been notified by email.*
- b) **Rule Wording Change:** *Season-Appropriate wreaths may be hung on suite entrance doors using a suitable hanger **with removable, peel off or non-marking hooks, to be removed when not in use.** Nails and screws must not be used.*
- c) **FRP Paneling:** Peter and Glenn will measure and obtain quotes to supply and install Fiberglass Reinforced Polyester (FRP) panels for Elevator vestibule areas at P1, P2 and P2 level and the first floor door entrance to P1.
- d) **New Royce On-line Communication Portal:** Robert has created an online community discussion portal, a web based free service, for Royce residents only. The portal will be launched soon.
- e) **Strata Pro request log sheets:** All council members may enter request items, as per observation of needs or on behalf of residents, as long as it is relevant to contract specifications. Strata Pro work request and work done log sheets, to be stored in binder on site (3rd floor east side storage room). Start date: March 1st, 2018. Glenn will work with Jason on this project and return with recommendations.
- f) **Picture for Royce:** Approval given to hang Royce framed photograph on the second floor hallway area.

- g) Strata Pro maintenance manual/maintenance, final version schedule due January 31st, submitted to council by February 19th; in time to peruse prior to Jason's presentation at council meeting on the 20th. Draft version will be sent to council. Part of council has received it but it is incomplete.
- h) Visitor's parking passes will be issued soon. 2 visitor's parking passes per strata lot, as per rules. Rules will be printed on back of each pass.
- i) P2 garbage room exit door safety concerns; Council has discussed at length options for creating safety measures with doors that open onto potential passing vehicles/pedestrians. Solutions: #1. Two clearly stated typewritten laminated signs, placed at eye level have been posted on each door. #2. Large cones have been placed in front of the doors. #3. Yellow lines will be painted on the concrete just outside the doors to caution vehicles and pedestrians of the nearby doorway. Also, a 'no exit' reminder will be recorded in the minutes of February 20th, 2018 strata council meeting (as follows); REMINDER to RESIDENTS: For your safety, please DO NOT EXIT from P2 garbage room 'double doors' to the parkade.

## Old Business

### Administrative Concerns:

- a) **Scheduling of Yearly Items:** Glenn has agreed to meet with Jason to confirm the yearly items.
- b) **Annual Fire Drill:** The date of the drill is yet to be determined. Jeff Tait has offered to head the committee and has planned a meeting for February 22.
- c) **Privacy Officer:** Creating a privacy policy is under review. The Strata Manager has asked Elaine McCormack for pricing to complete the work.
- d) **Fire Extinguishers:** Thirty-four cheques have been received as of the meeting. Obsidian will order the extinguishers in March.
- e) **Storage Rental Management:** The Strata Manager will look at the management system to see if rented units can be identified. Currently, only lockers and parking stall that have been assigned by the developer are recorded in the system. The system will not identify rentals versus assignments.
- f) **Abandoned Bicycle in Locker Room:** A second bicycle has appeared in the locker room. Derelict bicycles will be removed by the council.
- g) **Bin Hauler:** The council has asked for an additional letter to be sent to the contractor regarding their Worksafe paperwork. The Strata Manager will contact Platinum Legal to inquire about an indemnity agreement should the council wish to continue with this contractor.
- h) **Compliance/Work Order:** Work order dated January 24th from the City of White Rock Fire Department regarding the wine fridges in the units. A copy of which will be sent to all owners. The warranty committee has emailed Travelers requesting this be incorporated as a warranty item to Forge for all wine fridges supplied by Forge and identified in the work order. Several letters have been returned to Obsidian already. The Strata Manager will contact the Deputy Fire Chief regarding further requirements.
- i) **Maintenance Committee:** The council has formed a maintenance committee, with Glenn, Bruce, Irma and Hashem as members.

### Common Property Repair & Issues:

- a) **Banging Pipes on First Floor:** Enersave and Stratapro have scheduled the work for March 20<sup>th</sup>. The work will all be done from the common property hallway.
- b) **Parking Passes:** Once the parking passes have been received, Debbie will be handing them out to the owners.

### Contingency Reserve Fund Reserve Accounts:

- a) **Fir Post Refinishing (\$10,500.00):** The post refinishing is under review by the warranty committee while the council obtains quotations. MPDA has submitted a report regarding the condition of the fir posts.

## Warranty Items:

- a) **Warranty Work:** The legal letter approved at the November 28, 2017, meeting was put on hold temporarily by way of an email sent to the Strata Manager on January 15<sup>th</sup>. The council has tabled this item.
- b) **P2 Garage Concrete:** A proposal for the work was submitted by Seal Team Pavement Maintenance. The warranty committee will review if any of the work is warrantable. The council has tabled this item.
- c) **Units 301 and 202:** The ingress from the deck membrane of 301 is under review by Travelers and Forge. The council is waiting for a response. Peak and Forge have confirmed they will complete the repairs. To date, a schedule has not been received.
- d) **Damage to Stall 43:** The owner of the stall has provided a picture of damage to the parkade floor. This item will be reviewed by the contractor when they are on site.
- e) **Unit 502:** Forge has sent an email stating the issue has been resolved. The council will contact the owner for access to the suite to review the area. This item has been completed.
- f) The committee obtained and up to date list of the warranty items to be completed by Forge. Glenn will review the work to see if they are satisfactory. The list will then be provided to Obsidian to be put on the portal.
- g) **Unit 204 –** The unit owner has reported that the “outcome” listed on the warranty inspection by Travelers is incorrect. The Strata Manager will contact Travelers regarding the error.
- h) Notice of Claim request on Bar Fridges to Travelers “denied”. Every owner and strata can submit a notice of claim. Claim letter has been completed for owners.

## New Business

### Administrative Concerns:

- a) **Service Tickets in Shiftsuite:** For consistency, the council has asked Obsidian to remove the service ticket function on the portal. Owners are asked to use the [eps2205@opml.ca](mailto:eps2205@opml.ca) email address only.
- b) **New Salting Procedure:** The Strata Manager will confirm the new procedure with the contractor.
- c) **Strata Pro Report:** The monthly report was presented to the council.

### Common Property Repair & Issues:

- a) **Carpet Outside Elevator:** This item has been completed.
- b) **Re-Circulation Pumps:** The council will review the original type of pump as per the mechanical manual.
- c) **Directional Signs:** The council has approved the purchase of the signs to be placed in the elevator and directly opposite the elevator on the second floor.
- d) **P1 Outer Gate:** Between meetings, Valley All Doors was called due to faulty operation of the gate. The springs required replacement and the work has been completed.

## Financial Report

### Acceptance of Financials

- a) **2017-12:** The financials have been approved as released.
- b) **RHN:** The council has asked for further proposals before contracting with RHN to complete the financial audits for the next three fiscal periods.

### Accounts Receivable

- a) **Review:** The current receivables were reviewed with the council.
- b) **PSI Overpayment:** The Strata Manager has received confirmation from PSI that the overpayment will be refunded at the end of the month.

### Accounts Payable

The council has approved the following invoices.

- a) Valley All-Door 96515: Regular maintenance plus cable \$407.56

- b) Grime Fighters 20180025: Snow removal and salting \$2,463.30
- c) AJM Price Increase as of March 1, 2018.. 5%
- d) Valley All-Door 96565: Service call re broken springs \$168.10
- e) MPDA C8-02-6619: Consultation services \$420.00
- f) Schindler 7350223131: Elevator 1 stuck on fourth floor with trapped passenger. No passenger was found and elevator left out of service \$1,213.80. ***Not approved and under dispute with Regional Manager.***

## Correspondence:

### Letters

- a) 2018-02-02: #2xx – Email regarding liquor licenses.
- b) 2018-02-02: #2xx – Email re blocking doors.
- c) 2018-02-01: #3xx – Email re multiple items.

### Request for Renovation/Assumption of Liability:

- a) 2018-02-15: #517 – Alteration agreement re electric fireplace. This alteration has been approved by the council.
- b) #515 – The council has approved the alteration of common property with the caveat that the material be painted black to match the existing look.

### Bylaw Letter

- a) 2018-02-08: #5xx – Bylaw warning re storage in parking stall. This item has been resolved.

## Next Meeting Date:

**The Next Council Meeting – March 27, 2018, at 3:00 pm. Royce Lounge**

## Termination of Meeting:

As there was no further business, the meeting was terminated at 6:05 pm.

## Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# **ROYCE STRATA EPS2205**

## **MINUTES OF MARCH 6, 2018 COUNCIL MEETING**

The council meeting was held on Tuesday, March 6th, 2018 in the Royce Lounge.

Present council members: George Scott, Robert Surridge, Bruce Higgs, Debbie Lawrance, Glenn Daft, Peter Gallagher, Hashem Nazary.

Meeting called to order: time: 3:13 p.m.

Quorum declared.

Previous Minutes: Not received from Obsidian Property Management to date. Tabled for March 27, 2018 Council meeting.

### **New Business:**

#### **Waiver of Notice of Council Meeting**

1. Moved by Debbie Lawrance, seconded by Glenn Daft that the usual council meeting notice period of 7 days be waived, CARRIED.

#### **Reason for meeting**

Council received a letter from Obsidian, dated November 17th, outlining changes that they required to our service agreement, and detailing their new cost structure. A meeting with Obsidian's owner and the Property Manager was scheduled for February 27th to discuss this, but in the interim Council was served with a letter from Obsidian, dated February 19th, terminating our agreement. We were given until March 30th to enter into a new agreement, otherwise their service would terminate on May 1st. Subsequently the Secretary, under Council's direction, prepared a shortlist of four alternative management companies and arranged interviews with the most attractive. The last interviews were conducted on March 2nd. In view of the urgency it was decided to hold a Council Meeting as soon as possible, to decide on a new management company, allowing the maximum time for a smooth transition to the new company; which was expected to take 6-8 weeks. The meeting notice was posted in the lobby on Friday March 2.

2. The President announced Receipt of Obsidian Property Management's termination letter as attached, effective April 30, 2018. The President read the letter for the benefit of the residents in attendance.

3. The President asked Debbie Lawrance who led the management company selection process to provide an overview of the process. Debbie Lawrance advised that several potential Property Management Company submissions were solicited and interviews conducted and references were checked.

4. Council confirmed that they believed due diligence had been performed by soliciting submissions from potential Property Management companies, and by conducting interviews.

5. The President asked each Council member to comment on the process and which company they preferred. Following discussion;

it was moved by Debbie Lawrance seconded by Peter Gallagher that the Strata Corporation EPS2205 enter into a new strata management agreement effective May 1st, 2018, with, RE/MAX dWell Property Management for a fee of 2,495 per month plus taxes, CARRIED.

6. Owners can expect to receive communication from the new company - RE/MAX dWell Property Management, in early April. Details will be outlined in preparation for the transition of duties and responsibilities as of May 1, 2018.

7. Correspondence received: the owner of #312 hand-delivered a letter to council immediately prior to the meeting. The owner was given the opportunity to read the letter aloud after the agenda items had been completed. The points raised in the letter were duly noted by Council.

Next council meeting: the next meeting will be held on March 27, 2017

Termination of meeting: time: 4:22 p.m.



# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

January 30, 2018

### Council:

#### Officers:

George Scott – President  
Robert Surridge – Vice President  
Bruce Higgs – Treasurer  
Debbie Lawrance – Secretary

#### Members:

Glenn Daft - Member  
Hashem Nazary – Member  
Peter Gallagher - Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
Surrey, BC V3W 1A4  
Ph: 604.757.3151  
Fax: 604.503.3457  
Web: [www.opml.ca](http://www.opml.ca)  
Email: [eps2205@opml.ca](mailto:eps2205@opml.ca)



### Agenda

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## Note to owners:

The next council meeting is scheduled for  
February 20, 2018, at 3:00 pm.

## Attendance:

The following members of Council were present:

- Hashem Nazary
- Bruce Higgs
- Glenn Daft
- Peter Gallagher
- Debbie Lawrance
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- none

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 3:05 pm.

## Approval of Previous Minutes

- a) **2017.11.28:** A motion was made by Hashem, and seconded by Peter, to approve the minutes as released. The motion passed.

## Tabled Items

- a) Emergency Power Back-up/Charging Stations for Electric Cars. The Strata Manager will provide contact information for a supplier to the committee.
- b) Emergency Back-up Power
- c) Solar Power

## Items for Consent: Bruce, Peter, approved.

A motion was made by Bruce, and seconded by Peter, to approve the following items. The motion passed.

- a) **Visitor's Parking Process:** Change in rule as below. Purchase and issue two passes per strata lot. Purchase and install towing signs for Visitor's Parking area. A contract will be signed with Bayside/White Rock Towing. The Strata Manager and Council members are authorized to call the towing company for vehicles in violation of rules and/or bylaws. The council has ordered 240 passes, including 40 blanks, for a cost of \$251.00 plus tax.

### Rule Change from:

*Visitors using visitor parking stalls must be staying in resident's suite.*

### To:

*Guests using visitor parking stalls must be visiting a resident's suite. Visitor parking passes must be displayed in vehicle.*

- b) **Purchase of Folding Chairs:** The council has approved the purchase of forty folding chairs for meetings and lounge rentals. The chairs are for indoor use only. The cost of the chairs is \$761.15 after tax. A council member with purchase and deliver to the building.
- c) **Invoice Approval Process:** The council has asked that the invoice approval package be sent to all council members when approval is being sought from the Treasurer and President. Any issues with the invoices should be brought to the Treasurer's attention directly so the Treasurer can relay the information to Obsidian.

- d) **Signage:** Signage indicating “Video surveillance cameras in operation” have been purchased and installed.
- e) **Streetside Garbage Bin Area:** Three-foot orange cones will be purchased for street placement on the evening prior to the bins being brought out to prevent vehicles from parking in bin placement area. The maintenance committee will put the cones out the night before and the bin-hauling contractor will return them the next day.
- f) **Boilers:** Enersave provided a quote to complete repairs on the leaking relief lines on both domestic boilers. The work has been completed.
- g) **CHOA:** Confirmation of the CHOA membership has been received along with the CHOA bylaws. A copy has been supplied to the council.
- h) **Alan Block Wall:** A letter was sent to the contractor explaining the repair work on the alan blocks needed to be repaired properly or the strata corporation would complete the work and charge it back. The work has since been completed.
- i) **Owner/Title Changes:** Obsidian is required to maintain records according to what is filed at the Land Titles Office. Changes cannot be made without supplying a Form 17 or other applicable document.
- j) **Fire Alarm Monitoring:** Radius Tech was at the building January 25<sup>th</sup> to complete repairs to the monitoring system. The equipment belongs to the contractor and the work was done at no cost to the strata corporation.
- k) **Tax Return:** The Non-Profit Organization (NPO) Information Return has been signed and sent to the CRA.
- l) **Parking Study:** The council received an email regarding lack of response to questionnaire.
- m) **Security Levy Payout:** This item has been completed.
- n) **Stratapro Contract:** The new contract has been signed with an effective date of January 1<sup>st</sup>, 2018.

## Old Business

### Administrative Concerns:

- a) **Scheduling of Yearly Items:** Stratapro will be sending the document to council by January 31<sup>st</sup>.
- b) **Warranty Work:** The legal letter approved at the last meeting was put temporary hold by way of an email sent to the Strata Manager on January 15<sup>th</sup>.
- c) **Strata Corporation Keys:** A letter was sent to a previous council member to inquire about additional keys belonging to the strata corporation. The council has asked for the same letter to be sent to other past members.
- d) **Annual Fire Drill:** The date of the drill is yet to be determined. Jeff Tait has offered to head the committee and will be planning a meeting for the third week in February.
- e) **Privacy Officer:** Creating a privacy policy is under review. The Strata Manager has asked Elaine McCormack for pricing to complete the work.

### Common Property Repair & Issues:

- a) **Annual Fire Inspection:** The deficiency work has been completed.
- b) **Drain Investigation:** The issue with the drain smell has been resolved.
- c) **Dryer Vent Cleaning:** The work has been completed by National Air Technologies.
- d) **Banging Pipes on First Floor:** The Strata Manager will ask Enersave and Stratapro to coordinate the work. Additional billing will come from Stratapro for drywall repairs and painting.
- e) **P2 Garage Concrete:** A proposal for the work was submitted by Seal Team Pavement Maintenance. The warranty committee will review if any of the work is warrantable.
- f) **Hose Bibs on Limited Common Property:** The Styrofoam covers were purchased and supplied to all the areas that have hose bibs.

### Contingency Reserve Fund Reserve Accounts:

- a) **Fir Post Refinishing (\$10,500.00):** The post refinishing is under review by the warranty committee while the council obtains quotations.

## New Business

### Administrative Concerns:

- a) **Fire Extinguishers:** Debbie has agreed to collect cheques from any owners wishing to purchase a new fire extinguisher to comply with the rules and bylaws. Once all the cheques are collected, they will be deposited into the strata corporation account and an order will be placed. The council is facilitating this purchase so owners can purchase at a bulk rate. These extinguishers are not strata corporation property and must be maintained by the strata lot owners.
- b) **Discussion Forum:** Obsidian has removed the discussion forum. Information regarding how to sign in to the new Shiftsuite App is attached at the end of these minutes. This will allow you to use Shiftsuite on a mobile device or tablet.
- c) **Towing Bylaw:** The Strata Manager has recommended a towing bylaw be added at the next Annual General Meeting.
- d) **Warranty Committee:** The council has created a warranty committee with Peter and Glenn as members. A motion was made by Bruce, and seconded by Bob, to authorize the committee to act on behalf of the council regarding warranty items. The motion passed.
- e) **PO System:** The council will provide a list of criteria, specific to the Royce, for Obsidian to use in their Purchase Order System.
- f) **Storage Rental Management:** The Strata Manager will look at the management system to see if rented units can be identified. Currently, only lockers and parking stall that have been assigned by the developer are recorded in the system.
- g) **Abandoned Bicycle in Locker Room:** The council will send a description and photo of a derelict bicycle left in the bike storage room. A notice will be placed on the portal for the owner to claim.
- h) **Bin Hauler:** The council has asked for an additional letter to be sent to the contractor regarding their Worksafe paperwork.
- i) **Who to Call and When:** Debbie has agreed to work with the Strata Manager to develop an "FAQs Document" specific to the Royce.
- j) **Compliance/Work Order:** Work order dated January 24th from the City of White Rock Fire Department regarding the wine fridges in the units. A copy of which will be sent to all owners. The warranty committee has emailed Travelers requesting this be incorporated as a warranty item to Forge for all wine fridges supplied by Forge and identified in the work order.
- k) **Maintenance Committee:** The maintenance committee has asked for any volunteers that would like to help with the committee to create recommendations to the council.

### Common Property Repair & Issues:

- a) **Paraspace Meeting:** The council has approved the added expense in the Paraspace contract for the irrigation maintenance. This is a cost of \$743.40 and the work is scheduled by the contractor directly.
- b) **Unit 502:** Forge has sent an email stating the issue has been resolved.
- c) **Units 301 and 202:** The ingress from the deck membrane of 301 is under review by Travelers and Forge. The council is waiting for a response.
- d) **Damage to Stall 43:** The owner of the stall has provided a picture of damage to the parkade floor. This item will be reviewed by the contractor when they are on site.
- e) **Safety Area:** Concerns over the safety of the exit doors from the west garbage area to the parkade we brought to the council's attention. The council will contact that Deputy Fire Chief for review and recommendations.
- f) **Hot Water:** Owners have reported water temperature issues with specific fixtures within the strata lot. If you have hot water in one area of your unit but not another, it is most likely an issue with the fixture and the

cartridge within it. This is not a strata corporation issue to deal with. Owners should be contacted a plumber to resolve the problem.

- g) **Monthly Fire Inspections:** The council has authorized Stratapro to conduct the monthly fire inspections. This does include briefly testing the bells. This will be done every third Tuesday of the month.

## Financial Report

### Acceptance of Financials

- a) **2017-10:** The council has approved the financials as released.
- b) **2017-11:** The council has approved the financials as released.

### Accounts Receivable

- a) **Review:** The current receivables were reviewed with the council.
- b) **PSI Overpayment:** The contractor has asked to meet with two of the council members on site to discuss the completed work.
- c) **SL 61:** A chargeback letter was sent to the owner of SL 61 for costs incurred by the strata corporation dealing with a water leak contained solely within the strata lot.

### Accounts Payable

The council has approved the following invoices.

- a) RHN 50576: Progress billing for auditing services \$3,052.35.
- b) Royal City 1000093629: Deficiency repairs from annual inspection \$568.19.
- c) Royal City 1000094197: Winterization of sprinkler system \$221.27.
- d) Canstar 054764: Investigation of water loss \$139.76. A chargeback letter has been sent to the owner.
- e) Stratapro 00577: Painting "Visitor Only" on stalls in garage \$293.76.
- f) Royal City 1000090438: Annual Inspection \$2,342.08.
- g) Allseasons Home Service RY1030: Regular invoice plus additional charge \$409.00
- h) Obsidian: Additional billing for warranty work \$225.00.
- i) NaTech 20072: Dryer vent cleaning \$3,234.00.
- j) Schindler 7350223132: Elevator 2 out of service due to improper switch setting \$303.45.
- k) Schindler 7350223131: Elevator 1 stuck on fourth floor with trapped passenger. No passenger was found and elevator left out of service \$1,213.80. ***Not approved and under dispute with Regional Manager.***

## Correspondence:

### Letters

- a) 2018-01-12: SL16 – Request for rental payments
- b) 2018-01-12: SL30 – Request for rental payments
- c) 2018-01-12: SL50 – Request for rental payments

### Request for Renovation/Assumption of Liability:

- a) 2018-01-29: #218 – Alteration request to add electric fireplace. A motion was made by Bruce, and seconded by Peter, to approve the alteration request. The motion passed.

### Bylaw Letter

- a) none

## Next Meeting Date:

**The Next Council Meeting – February 20, 2018, at 3:00 pm. Royce Lounge**

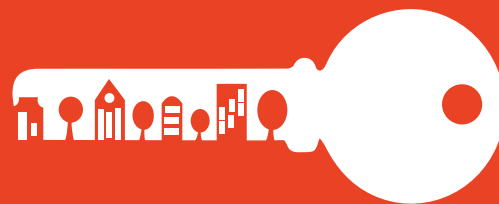
### Termination of Meeting:

As there was no further business, the meeting was terminated at 6:05 pm.

### Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# OUR COMMUNITY NOW HAS AN APP.



Stay connected to everything in your community 24/7 through the convenience of an app.

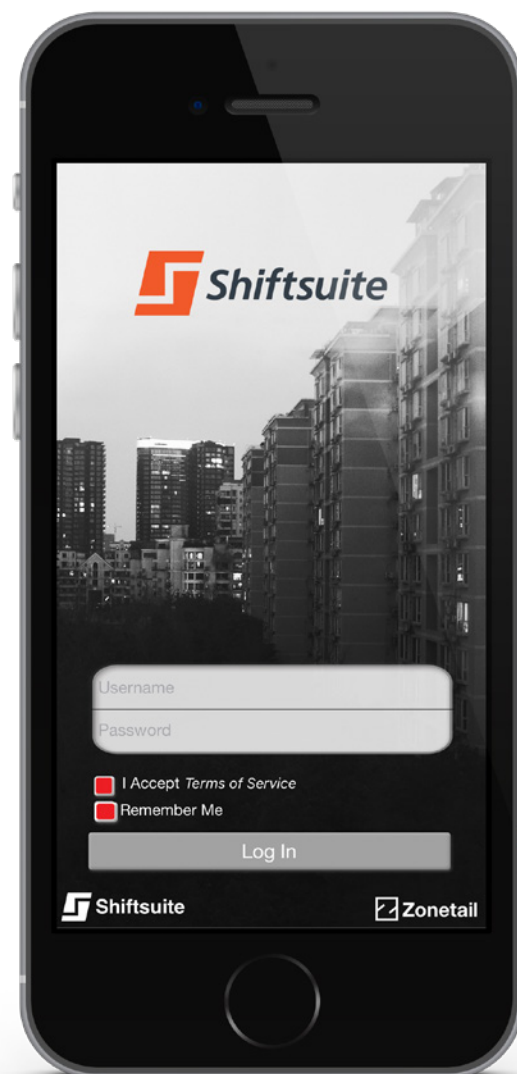
- Keep up to date on what's happening
- Log Service Requests
- Get community news
- Easy access to your documents
- And much more

And there's an exciting 'Explore' side where local businesses and services in the community are highlighted.

- Get special offers and promotions from restaurants, shops and other special services, exclusively offered to you

If you need your username and password please contact your property manager.

## SEARCH FOR 'SHIFTSUITE' ON YOUR APP STORE.



# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

November 28<sup>th</sup>, 2017

### Council:

#### Officers:

George Scott – President  
Robert Surridge – Vice President  
Bruce Higgs – Treasurer  
Debbie Lawrance – Secretary

#### Members:

Glenn Daft - Member  
Hashem Nazary – Member  
Peter Gallagher - Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
Surrey, BC V3W 1A4  
Ph: 604.757.3151  
Fax: 604.503.3457  
Web: [www.opml.ca](http://www.opml.ca)  
Email: [eps2205@opml.ca](mailto:eps2205@opml.ca)



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## Note to owners:

The next council meeting is scheduled for  
January 30<sup>th</sup>, 2017, at 3:00 pm.



## Attendance:

The following members of Council were present:

- Hashem Nazary
- Bruce Higgs
- Glenn Daft
- Debbie Lawrance
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- Peter Gallagher

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 1:40 pm.

## Invited Guests:

- a) **RHN:** The auditor was asked to attend the council meeting to discuss the draft report from the most recent fiscal period. He began his presentation at 4:30 pm. A motion was made by Bruce, and seconded by Glenn, to approved the draft financial statement as presented. The motion passed.

## Approval of Previous Minutes

- a) **2017.10.24:** The previous minutes were approved as released.

## Tabled Items

- a) Emergency Power Back-up/Charging Stations for Electric Cars.
- b) AJM Clean-up: This item has been tabled.

## Old Business

### Administrative Concerns:

- a) **Depreciation Report:** The final version of the Depreciation Report will be uploaded to the community portal for owners to read.
- b) **Scheduling of Yearly Items:** The Strata Manager will provide Stratapro with a list of yearly maintenance items to put a schedule together for the rest of the year. The council has asked for an electronic and hardcopy version. The Strata Manager will ask Stratapro to complete this before the January meeting.
- c) **Warranty Report:** A motion was made Glenn, and seconded by Bob, to hire Wilson McCormack, LLP, to send a demand letter to Forge and Travelers regarding repairing the drains. This letter will include a date for the repairs to be completed as well as putting them on notice that the strata corporation will seek costs for any funds spent if the strata corporation is forced to proceed with repairs. The motion passed.
- d) **Parking Study:** The inspection has been completed. Part of the original request was to send questionnaires to the owners, but this has not occurred to date.
- e) **CHOA Membership:** Acknowledgement of the membership has been received. The council has asked the Strata Manager to advise Lynn Chase regarding creating a mandate for approval by the council.
- f) **Security Levy Payout:** The council has approved the final refund amounts under Section 108(5) of the *Strata Property Act*. The cheques will be mailed by Obsidian by December 15<sup>th</sup>, 2017.

- g) **Stratapro Contract:** A motion was made to execute the contract, but there was no seconder as the council feels there need to be more revisions in the contract. The council will review the contract and send any changes to the Strata Manager to compile.

#### Common Property Repair & Issues:

- a) **Annual Fire Inspection:** The final work for the annual inspection has been completed and the council is waiting for the final report.
- b) **Additional Filters to Garbage Room Exhaust Fans:** This item has been completed.
- c) **Third Floor East Hall Fan:** The noise from the third floor has been corrected. It was noted that the noise on the fifth floor has increased. The Strata Manager will contact Enersave to have them investigate and change the belts.
- d) **Drain Investigation:** The council and Enersave have inspected the issue and recommend a scope of the vent going up from the unit. The Strata Manager will coordinate the work with the contractor and strata lot owner.
- e) **Sprinkler System:** The winterization of the dry system has been completed by Royal City.
- f) **Dryer Vent Cleaning:** This work will take place on December 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>.
- g) **Damage to Alan Blocks:** A motion was made by Glenn, and seconded by Bob, to complete the work and charge back the cost to the bin hauling company. The motion carried. A letter will be sent to the contractor before any work is authorized.
- h) **Banging Pipes on First Floor:** The recommendation to correct the problem is to cut holes in the drywall and properly fasten the pipes. Work will need to be coordinated with Enersave and Stratapro. The Strata Manager will contact both companies to schedule the work.
- i) **P2 Garage Concrete:** The meeting will be rescheduled to have Seal Team Pavement and Stratapro in attendance.

#### New Business

##### Administrative Concerns:

- a) **Rule Amendment:** A motion was made by Debbie, and seconded by Glenn to change all rules that mention fire extinguishers to specify "5 lb ABC" as the type. The motion passed. This information was provided to the ownership by the Deputy Fire Chief in White Rock. Owners wishing to purchase a new fire extinguisher to be compliant with the new rule can contact Debbie Lawrance so they can be purchased in bulk for a lower price.
- b) **Termination Letter:** A letter has been sent to Yard Beautification Services regarding not renewing the landscaping contract at the end of this term.
- c) **Paperless Communication:** A notice will be included with all the minutes that are still mailed to units asking them to sign up for online communication through the portal. This is being done to save money on the cost of printing and postage.
- d) **Strata Corporation Keys:** The council has asked the Strata Manager to contact any previous members that may still have keys to strata corporation property. Any additional keys to secure areas will be provided to specific committee chairpersons on request.
- e) **Anonymous Postings on Portal:** While the ability to post anonymously is on the portal, the council is able to determine the person that has created the post through Obsidian. The council will work on a policy regarding having access to the communications portion of the portal.
- f) **Clarification of Communication Process with Stratapro:** Stratapro takes direction from two specified members of the council and the Strata Manager as per the contract. Any requests or recommendations should be sent to the [eps2205@opml.ca](mailto:eps2205@opml.ca) email address.

- g) **Royce Lounge Bookings:** The council is reviewing the portion of the lounge bookings regarding the requirement for a Special Events Permit to be obtained. The property is considered a corporation and not a private residence, hence the need for a permit.
- h) **Annual Fire Drill:** A fire drill is being planned by the council and the Fire Protection Committee. Notices will be posted in the building.
- i) **Privacy Policy:** Currently abiding by everything in the document from OIPC, however a proper policy is being reviewed by the council.

#### Common Property Repair & Issues:

- a) **Hose Bibs on Limited Common Property:** Although the hose bibs are considered 'frost free', there were some issues with them freezing last winter. The council will review the drawings to find out how many covers are required for the winter season.
- b) **Organics Bin Lids:** The Strata Manager will request to Stratapro cleaners to wipe clean the organics bin lids, twice monthly.

## Financial Report

#### Acceptance of Financials

- a) **2017-08:** The financials have been approved as released.
- b) **2017-09:** The financials have been approved as released.

#### Accounts Receivables

- a) **Review:** The current receivables were reviewed with the council.
- b) **SL40 Chargeback:** This work is ongoing.
- c) **PSI Overpayment:** The contractor has asked to meet with two of the council members on site to discuss the completed work.

#### Accounts Payable

- a) **CHOA 324194:** Membership Fees \$440.00. The council has approved this expense.
- b) **Kaj Larsen:** Ratification of expenses \$387.76. The council has approved this expense.
- c) **YBS 6040:** Landscape improvements \$1,886.07. The council has approved this expense.
- d) **Enersave 6976:** Filter racks in garbage rooms \$355.57. The council has approved this expense.

## Correspondence:

#### Letters

- a) Email from new owner re: additional parking.
- b) Email re: warranty claims. The warranty work is still ongoing.
- c) Service request re: fire door closer on SE second floor. This item will be adjusted by Stratapro.
- d) Response to portal communication.

#### Request for Renovation/Assumption of Liability:

- a) 2017-11-16: 3xx – Approval letter re: trickle charge.
- b) 2017-10-26: 2xx – Approval letter re: door bell.
- c) 2017-10-26: 3xx – Approval letter re: alteration of strata lot.
- d) 2017-10-30: 5xx – Denial letter re: pergola.

#### Bylaw Letter

- a) 2017-10-26: 3xx – Bylaw warning re: vehicle leaking fluid in parkade.
- b) 2017-11-07: 3xx – Response to bylaw notification.

Next Meeting Date:

**The Next Council Meeting – January 30, 2018, at 3:00 pm. Royce Lounge**

Termination of Meeting:

As there was no further business, the meeting was terminated at 6:05 pm.

Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

October 24, 2017

### Council:

#### Officers:

George Scott – President  
Robert Surridge – Vice President  
Bruce Higgs – Treasurer  
Debbie Lawrance – Secretary

#### Members:

Glenn Daft - Member  
Hashem Nazary – Member  
Peter Gallagher - Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

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**OBSIDIAN**  
PROPERTY MANAGEMENT LTD.

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## Note to owners:

The next council meeting is scheduled for  
November 28<sup>th</sup>, 2017, at 3:00 pm.

## Attendance:

The following members of Council were present:

- Hashem Nazary
- Bruce Higgs
- Glenn Daft
- Debbie Lawrance
- Peter Gallagher
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- none

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 1:02 pm.

## Approval of Previous Minutes

- 2017.09.26:** A motion was made by Bruce, and seconded by Peter, to approved the previous minutes as released. The motion passed.

## Tabled Items

- Emergency Power Back-up/Charging Stations for Electric Cars

## Old Business

### Administrative Concerns:

- Depreciation Report:** The Strata Manager contacted JRS Engineering to obtain a final version of the report. None has been forwarded to date.
- Scheduling of Yearly Items:** Stratapro and the Strata Manager are putting the schedule together for future use.
- Warranty Report:** The warranty report has been received from Travelers and is under review as the council disagrees with some of the decisions. All strata lots that will be required to permit access for warrantable items will be notified of the work, however a schedule has not been received from Forge do date. Forge has missed their deadline for communications as imposed by the warranty company so a letter will be sent to Travelers regarding the breach. A copy of the report has been uploaded to the community portal. During the review, the council will compare the previous responses from Travelers regarding the 15-month warranty for conflicting decisions.
- RHN Audit and Support Work:** All the files requested have been sent to RHN. Mark Kong, from RHN, is scheduled to meet with the council thirty minutes before the next council meeting to review the draft audit.
- Elevator Procedures:** The council has drafted a new procedures list for Stratapro to use for elevator bookings and moves.
- Parking Study:** The council is waiting on the firm to finalize a date to perform the review.
- Postal Key:** A new lock has been installed for one of the parcel boxes in the mailboxes.
- Filing Cabinet:** The filing cabinet for the secure room has been procured.

- i) **Form I:** The bylaw amendments and additions have been filed at the Land Titles Office. The amalgamated set of bylaws has been posted on the community portal.
- j) **CHOA Membership:** A motion was made by Bruce, and seconded by Bob, to proceed with a CHOA membership. The Strata Manager will send the appropriate application forms.

#### Common Property Repair & Issues:

- a) **Window Cleaning:** Stratapro is arranging the cleaning of one final unit.
- b) **Annual Fire Inspection:** The quotation for the deficiency work has been requested multiple times and the council is waiting for the proposal.
- c) **Lamp Shades:** The additional shades have been procured and are at the building. The council will let Stratapro know which shades are to be replaced.
- d) **Carpet Cleaning:** Quality Home Care has completed the work.
- e) **Noise Heard from Unit #105:** Stratapro is coordinating with the unit owner.
- f) **Snow Removal:** A service contract has been signed for the snow removal for this winter. Stratapro will be asked about the possible snow build-up on the roof.
- g) **Landscaping Contract:** A copy of the signed contract was supplied to the council. The council has also asked for the contract to include the irrigation system add-on. The Strata Manager will also contact Paraspace regarding the cost of a rain sensor for the irrigation system.
- h) **Additional Filters to Garbage Room Exhaust Fans:** This work is ongoing. Enersave will be contacted regarding a completion date.
- i) **Third Floor East Hall Fan:** The noise on the third floor has been reduced but there is also a noise on the east side of the fifth floor. Enersave will investigate.
- j) **Safety Pins for Garage Gates:** Valley All Door was asked to test the safety/release pins on the garage gates. They have been found to be in working order.
- k) **P2 Garage Gates:** Valley All Door has completed the work that was reported by Enersave in their inspection.
- l) **Emergency Shut Offs:** The council completed an orientation of the building. A list of all the shut-offs in the building is located in the P1 Main Electrical Room.
- m) **Lights at Goggs Entrance:** The lamps have all been replaced by Stratapro.
- n) **Drain Investigation:** Two council members will contact the owner to complete an investigation of the issue before further scopes are completed.
- o) **Irrigation System:** The irrigation system was winterized on October 24<sup>th</sup>, 2017. Any repairs to broken heads will take place during the start-up in the spring.
- p) **Sprinkler System:** Royal City is to complete the sprinkler system winterization on October 25<sup>th</sup>, 2017. Stratapro has sent notifications to units where their parking stalls are affected.

## New Business

#### Administrative Concerns:

- a) **Welcome Package:** The council has drafted a new welcome package to be given to all owners by Stratapro before moving in. A copy of the welcome package has been posted on the community portal. The package will also be included in the Form B that is produced by Obsidian when a unit is for sale.
- b) **Emergency Contact List:** The emergency contact list has been supplied to the council.
- c) **Updated Bylaws and Rules:** The amendments/changes have been entered in to amalgamated sets and posted on the community portal.

- d) **Security Levy Payout:** Obsidian will send the final disbursement list to the Treasurer for review before refunds are processed.
- e) **Communication with Residents and Council:** The Council Secretary will be added as a recipient of the [eps2205@opml.ca](mailto:eps2205@opml.ca) email alias. Any email received or sent by this email is automatically copied to Darren Earle, Carrie Beevers, Debbie Lawrance and Obsidian's proxy server for retention.
- f) **Stratapro Contract:** A committee has reviewed the contract and sent changes to Stratapro before that agreement is signed. The remainder of council and the Strata Manager will now review.

#### Common Property Repair & Issues:

- a) **P2 Outer Gate:** The spring was replaced on the outer door P2 garage doors.
- b) **Dryer Vent Cleaning:** National Air Tech scheduling for December. Notice and quote attached. Put notice on portal and mail.
- c) **Banging Pipes:** Two council members will review the problem.
- d) **AJM Clean-up:** The council will arrange a date with AJM to take away some of the items left in storage.
- e) **P2 Garage Concrete:** The Strata Manager will contact suitable suppliers to review the cracks forming on the parkade floor.

## Financial Report

#### Acceptance of Financials

- a) **2017-08:** The Treasurer has asked to review the invoice from PSI for window washing.

#### Accounts Receivables

- a) **Review:** The current receivables were reviewed with the council.
- b) The council has asked the Strata Manager to contact SL40 regarding the collection of an outstanding chargeback.

#### Accounts Payable

- a) Valley All Door 95507: Check quick release. Clamped left door spring. \$163.37. The council has approved payment.
- b) Valley All Door 95506: P2 gate cables rubbing \$208.80. The council has approved payment.
- c) Lumenix 100449-6: As per agreement \$835.60. The council has approved payment.
- d) Valley All Door 95508: Regular Servicing \$383.25. The council has approved payment.
- e) All Seasons RY1027: As per agreement \$399.00. The council has approved payment.
- f) Valley All Door 95554: Remove & replace springs on P2 outer gate \$756.00. The council has approved payment.
- g) Enersave: 6819 - \$113.40. The council has approved payment.
- h) Brite Lite: 326244: \$224.00. The council has approved payment.

## Correspondence:

#### Letters

- a) 2017-10-19: 2xx – Correspondence re Stratapro and warranty report. The council has asked the Strata Manager to contact the owner regarding further information.
- b) 2017-10-19: 3xx – Correspondence re minutes.

#### Request for Renovation/Assumption of Liability:

- a) 2017-09-21: 3xx – Letter re: Required AOL for fire pit on patio.
- b) 2017-09-21: 3xx – Letter re: AOL (approved) for Blinds.
- c) 2017-09-21: 5xx – Letter re: AOL (approved) for door bell.



- d) 2017-10-10: 3xx – Request to use trickle charger. Conditional approval has been given with the request that the type of trickle charger be named.
- e) 2017-10-10: 5xx – Alteration request for Pergola 1. The council has denied the request at this time due to the change in appearance because of the colour of the pergola. There is also a lack of attachment details.
- f) 2017-10-18: 3xx – Alteration request for cabinet work. Approved as the scope is similar to work already completed in other strata lots.

Bylaw Letter

- a) none

Next Meeting Date:

**The Next Council Meeting – November 28, 2017, at 3:00 pm. Royce Lounge**

Termination of Meeting:

As there was no further business, the meeting was terminated at 3:51 pm.

Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

September 26, 2017

### Council:

#### Officers:

George Scott – President  
Robert Surridge – Vice President  
Bruce Higgs – Treasurer  
Debbie Lawrance – Secretary

#### Members:

Glenn Daft - Member  
Hashem Nazary – Member  
Peter Gallagher - Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
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### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

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**OBSIDIAN**  
PROPERTY MANAGEMENT LTD.

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## Note to owners:

Anyone wishing to volunteer for one of the committees should contact Debbie Lawrance.

## Attendance:

The following members of Council were present:

- Hashem Nazary
- Bruce Higgs
- Glenn Daft
- Debbie Lawrance
- Peter Gallagher
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- none

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 1:05 pm.

## Guest Speaker:

Jason Chapman, from Stratapro, attending the beginning of the meeting to introduce himself to the new council members and speak to the council about the service level he can offer to the strata corporation.

## Approval of Previous Minutes

### a) 2017.08.08:

## Council Procedures:

- Bylaw Complaints:** The Strata Manager explained to council the procedure that is followed when a bylaw complaint is received. Once a complaint is received, a bylaw notification letter is sent to the offending unit and a copy of that letter is included in the next council meeting agenda package so it may be discussed at the next council meeting.
- Receivables:** When an owner account is not up to date, a letter is sent to the strata lot, or other specified address, with a statement of account and a notification letter stating a bylaw has been violated. Accounts Receivable Reports are supplied to the council at council meetings where the council is able to apply a fine, if warranted. Letters must be sent for three consecutive months before sending a file to the lawyers office, which may include sending a demand letter, placing a lien on the strata lot or eventually filing an application to force the sale of a strata lot.
- Payables:** Obsidian will be procuring a new payables program for the council to approve invoices between meetings. Until then, invoices will be sent to three council members for approval. Decisions will then be ratified at the council meetings.
- Single Point of Contact:** The Strata Manager has reiterated the need to have a single point of contact with the council to cut down on correspondence. This point of contact will be the Council President for council related items.
- Email Address:** Owners are encouraged to use the [eps2205@opml.ca](mailto:eps2205@opml.ca) email address only. This will allow Obsidian to allocate their resources more effectively.

## Election of Council Positions:

- a) **President** – George Scott was elected as President by the council.
- b) **Vice-President** – Hashem and Robert nominate Debbie Lawrance and Debbie declined the nomination. Bruce and Debbie nominated Robert Surridge. Robert accepted the nomination and was voted in as Vice President.
- c) **Secretary** – Debbie Lawrance was nominated by Robert and Glenn. Debbie accepted the nomination and was voted in as Secretary.
- d) **Treasurer** – George and Glenn nominated Bruce Higgs. Bruce accepted the nomination and we voted in as Treasurer.
- e) **Privacy Officer** – Debbie Lawrance declined the nomination. An ad-hoc committee will be formed, with Bruce Higgs and George Scott as members, to investigate the role before a decision is made.

## Committee Reports:

The council has asked for volunteers for the following committees:

- a) **Landscaping**
- b) **Social**
- c) **Maintenance**
- d) **Fire Safety**

Anyone interested in volunteering can contact Debbie Lawrance. The Appearance Committee has already received four volunteers; Flora, Irma, Peter G and Bruce.

## Old Business

### Administrative Concerns:

- a) **Depreciation Report:** The council is awaiting the final report.
- b) **Scheduling of yearly items:** The Strata Manager is working with Stratapro to develop a schedule for the yearly maintenance items.
- c) **Warranty Report:** There has been a delay receiving the final report from Travelers. The new date is October 6, 2017.

### Common Property Repair & Issues:

- a) **Window Cleaning:** The work has been completed, with the exception of deficiencies on four units. The Strata Manager is scheduling a date for their return.
- b) **Annual Fire Inspection:** The annual report will be sent to Community Fire as the current contractor has not sent a quotation for the work.
- c) **GPS Timer:** This work has been completed.
- d) **Lamp Shades:** A motion was made by Bob, and seconded by George, to purchase four additional lampshade from Britelite at a cost of fifty dollars each. The motion passed.
- e) **Bike Storage:** Owner's should ensure that they do not have any "forgotten" bicycles in storage. Derelict bicycles may be moved by the council.
- f) **Carpet Cleaning:** This work is scheduled for October 3<sup>rd</sup>.
- g) **Emergency Power Back-up/Charging Stations for Electric Cars:** An ad-hoc committee of Bob, Hashem, Glenn, Peter and George will be formed to investigate the potential of these items.

## New Business

### Administrative Concerns:

- a) **Bylaw Letter Process:** Recently, there have been some complaints stating people are violating the strata corporation bylaws but the information in the complaint is not precise. If an owner is making a complaint and cannot identify the unit in questions, there is little the Strata Management Company can do about the issue.
- b) **Asana:** Obsidian has procured a new system which includes an interactive action item list for the council to see. This system will be phased in over the next few months.
- c) **RHN Audit and Support Work:** A motion was made by Bruce, and seconded by Glenn, to allow Obsidian to supply RHN with the necessary documents required to perform the audit for the most recent fiscal period. The motion passed. This includes any support hours supplied by Obsidian to complete the work.
- d) **Elevator Procedures:** The council will work with Stratapro to restructure to the elevator procedures.
- e) **Parking Study:** Bob has volunteered to help Translink with the annual parking study. A voluntary questionnaire may be sent to the owners as part of this survey.
- f) **Postal Key:** Stratapro will be rekeying the A2 parcel box.
- g) **Filing Cabinet:** A motion was made by Bob, and seconded by Glenn, to procure of filing cabinet for up to \$200.00. The motion passed.
- h) **Form I:** The council signed a Form I at the meeting which allows for the filing of the bylaw changes at the AGM.
- i) **CHOA Membership:** Lynn Chase attended the meeting and made a presentation on the values, costs and benefits of joining the Condominium Home Owners Association (CHOA). She recommended the council create a standing Strata committee position under the title **CHOA Strata Council Resource Advisor**. A position held by a Royce owner in order to support council, but not a member of council. The council will review the proposal and the Strata Manager will contact CHOA regarding setting up a membership.

### Common Property Repair & Issues:

- a) **Noise heard from 105:** The Strata Manager has asked Stratapro to investigate before sending pest control in the unit.
- b) **Wasp Nest a Thrift Entrance:** The pest control company has completed two treatments on this area.
- c) **Snow Removal:** A motion was made by Bruce, and seconded by Bob, to accept the proposal from Grime Fighters Service Group for snow removal this year. This is to include everything except the large plow service as everything should be done by hand. The motion passed.
- d) **Landscaping Contract:** A motion was made by Glenn, and seconded by Bob, to hire Paraspace as the new landscaping company as of January 1, 2018. The motion passed. A termination letter will be sent to Yard Beautification Services at the end of November.
- e) **Additional Filters to Garbage Room Exhaust Fans:** Enersave has been given permission from the council to fabricate the necessary parts to add an additional filter in the garbage rooms.
- f) **Third Floor East Hall Fan:** Enersave is investigating the rattling noise.
- g) **Safety Pins for Garage Gates:** Valley Doors has been asked to investigate the safety pins on the garage gates. There was a report that some were difficult to release during the last power outage.
- h) **P2 Garage Gates:** Valley Doors has been asked to complete the repair work identified by Enersave. The cables were rubbing against the cement on the P2 inner gate.
- i) **Emergency Shut Offs:** The council will arrange an orientation with Stratapro to identify all the shut-offs in the building for gas, water and electricity in case of emergency.
- j) **Lights at Goggs Entrance:** Stratapro will be replacing the remaining lights on Thursday.

- k) Drain Investigation:** To further investigate the drain/vent issues in one of the units, the council has authorized further scoping work. A contractor will be hired to scope from the top of the building.
- l) Irrigation System:** Columbia Irrigation will be asked to winterize the irrigation system. *Subsequent to the meeting, two sprinkler heads were identified as needing repairs.*
- m) Sprinkler System:** Royal City has been asked to schedule a service date to winterize the sprinkler system. This includes draining all the low points in the system.

## Financial Report

### Acceptance of Financials

- a) 2017-08:** This item was tabled until the next meeting as the financials had not been released.

### Accounts Receivables

- a) Review:** The current receivables were reviewed with the council.

### Accounts Payable

- a)** None at this time.

## Correspondence

### Letters

- a)** Unit 5xx: Emails re siding. The council is waiting for the warranty report from Travelers.
- b)** 2017-08-27: Unit 3xx – Complaint regarding possible smoking.

### Request for Renovation/Assumption of Liability:

- a)** 2017-08-14: Unit 3xx – Blackout Blinds. This alteration has been approved by the council.

### Bylaw Letter

- a)** Letters will be included in the next agenda package.

## Next Meeting Date:

The Next Council Meeting – October 24, 2017, at 1:00 pm. Royce Lounge

## Termination of Meeting:

As there was no further business, the meeting was terminated at 5:00 pm.

## Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# THE OWNERS, STRATA PLAN EPS2205

## ANNUAL GENERAL MEETING MINUTES

### Location:

Amenity Room  
14855 Thrift Avenue, White Rock BC

### Date:

September 19<sup>th</sup>, 2017

### Council:

#### Officers:

George Scott – President  
Glenn Daft – Vice-President  
Bruce Higgs – Treasurer

#### Members:

Kaj Larsen – Member  
Robert Surridge  
Phil MacAllen – Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
"Community Portal login"

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 -7327 137<sup>th</sup> Street  
Surrey, BC V3W 1J8  
Ph: 604.757.3151  
Fax: 604.503.3457  
Web: [www.opml.ca](http://www.opml.ca)



**OBSIDIAN**  
PROPERTY MANAGEMENT LTD.

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## NOTE TO OWNERS:

NEW STRATA FEES ARE RETROACTIVE TO  
AUGUST 1<sup>st</sup>, 2017.

## Registration:

Commenced at 6:00 p.m. under the supervision of the Strata Co-Manager, Carrie Beevers, from Obsidian Property Management Ltd.

## Certification of Proxy and Issuing Voting Cards:

All proxies were certified by the Strata Manager. Five (5) proxies were present at the meeting.

The following unit(s) were represented by proxy:

315, 318, 410, 413 and 512.

Forty-nine (49) unit(s) were represented in person as of the call to order.

The following unit(s) were represented in person:

101, 102, 103, 104, 105, 201, 203, 205, 206, 211, 212, 213, 215, 216, 217, 218, 219, 301, 302, 303, 305, 306, 307, 308, 309, 310, 312, 313, 314, 401, 404, 405, 406, 409, 411, 412, 414, 415, 416, 418, 501, 504, 505, 507, 509, 510, 514, 515 and 517.

All voting cards were issued by the Strata Co-Manager to owners as they signed the registration.

## Call to Order:

The Council President called the meeting to order at 6:30 p.m.

## Determination of Quorum:

As of the call to order, the Co-Manager, Carrie Beevers, counted forty-nine (49) owners present in person, and five (5) by proxy, for a total count of fifty-four (54) owners present. As the number exceeded the requirements for quorum of twenty-seven (27) owners, the meeting proceeded.

## Elect a Chair

The council President, George Scott, was will and able to chair the meeting.

Two (2) owners volunteered to act as scrutineers to assist in the counting of the votes, if needed. The following volunteered:

- Unit 218
- Unit 203

## Proof of Notice of Meeting

The Council President, George Scott, announced to all present that the notice of this meeting was sent by mail on Wednesday, August 30, 2017, in compliance with the requirements of the Strata Property Act of British Columbia.

## Approve the Agenda

The Chair explained how voting at General Meetings works to all owners. He then explained the agenda for General Meetings is fixed and may not be amended. As there was no further discussion, a motion was made by unit 401, and seconded by unit 211, to approve the agenda. The motion carried.

## Approve the Previous Minutes:

The owners were asked if there were any omission or errors released in the minutes for the AGM, held September 29, 2017. None were noted. A motion was made by unit 514, and seconded by unit 509, to approve the previous minutes as released. The motion carried.



## Unfinished Business:

There was no unfinished business.

## Council and Committee Reports:

The Council President, George Scott, presented the following report at the meeting.

First of all, I would urge residents to read the Strata Council minutes that are posted on the Portal. The Council meets almost every month and Committee Reports are contained in the minutes. There is valuable information in these minutes in regard to proper disposal of waste in our garbage rooms, types of repairs required around the building, updates on changes to landscaping, our financial picture for the Strata, to name a few. So please stay informed.

The last couple of years have been particularly challenging for Council due to our strained relationship with the Developer. In some cases this has required Council to hire legal assistance. The next Council will have the benefit of a report from Travelers Insurance Warranty Company, which will assist in resolving the many deficiency issues in this building.

The good news is that the work has been completed in regard to the Security Levy. The work was completed under budget and owners will be receiving a small rebate.

It takes a tremendous effort to maintain a building of this size and complexities. There is always someone on Council that has to be available for the many contracted concerns. This includes garage gate repair, Fire Safety testing, cleaning of garage floors, drain flushing and dryer vent cleaning to list just some of the items. This is why Council has voted to expand the role of our janitorial company, Strata Pro Solutions.

I would like to thank my fellow Council members for their dedication in ensuring all of these tasks are looked after and making Royce such a good place to live. I also want to thank the residents that make things that much easier for Council by being home for Fire Safety testing or giving their key to a neighbour, moving their vehicle once a year for garage cleaning, ensuring that the parking gate is down before exiting or entering the garage and for your participation in the several committees and clubs.

## Ratification of Rules:

The following rules were presented for ratification by the ownership.

### **Parking Area Rules**

1. All residents and visitors must wait for the parkade gates to close completely when exiting/entering the parking areas. Residents should not follow other vehicles through the parkade gate(s) (e.g. tailgating); only one vehicle should enter/exit the gate at a time for security reasons.
2. Only vehicles with current registration and insurance in force shall be allowed in the parking areas, unless a copy of a valid "unlicensed vehicle policy" with a minimum of one hundred thousand dollars (\$100,000.00) "basic third party legal liability" coverage is prominently displayed in the vehicle. A copy of the policy must be provided to the Strata Manager.
3. Owners/tenants or occupants are responsible for the cost of repairing damage to their assigned parking stall as a result of leakage of gas, oil or other negligent act. The concrete floor of each assigned parking stall must remain uncovered by any cardboard or other protective material.
4. Repairs or oil changes to vehicles or other mechanical equipment is strictly prohibited anywhere on common property.
5. An owner, tenant, occupant or visitor operating a vehicle in the parking areas must not exceed 10 km/hr.
6. Parking spaces are for motorized vehicles only. Storage of any other item is not permitted. Items stored are subject to removal without notice.

7. Owners and Tenants are not permitted to park in the designated visitor parking stalls; these are for visitors only. Each Strata Lot will be issued two visitor-parking passes for short-term parking in the visitor parking area. Visitors must display this pass on their dash at all times while parked in visitor parking.
8. Visitor parking stalls may not be reserved, and are available on a first come first served basis, for a maximum of 2 days and strata council may approve on an extension up to 5 days.
9. Visitors using visitor's parking stalls must be staying in resident's suite.
10. The replacement cost of a Visitor Parking Pass is \$40.00, payable to EPS2205 via the Strata Management Company.
11. The strata corporation may have a vehicle in violation of any of the laws or rules towed and impounded at the vehicle owner's risk and expense.

A motion was made by unit 302, and seconded by unit 404, to remove the wording "for a maximum of 2 days and strata council may approve on an extension up to 5 days" from point number 8. The motion carried.

The parking rules will now read:

### **Parking Area Rules**

1. All residents and visitors must wait for the parkade gates to close completely when exiting/entering the parking areas. Residents should not follow other vehicles through the parkade gate(s) (e.g. tailgating); only one vehicle should enter/exit the gate at a time for security reasons.
2. Only vehicles with current registration and insurance in force shall be allowed in the parking areas, unless a copy of a valid "unlicensed vehicle policy" with a minimum of one hundred thousand dollars (\$100,000.00) "basic third party legal liability" coverage is prominently displayed in the vehicle. A copy of the policy must be provided to the Strata Manager.
3. Owners/tenants or occupants are responsible for the cost of repairing damage to their assigned parking stall as a result of leakage of gas, oil or other negligent act. The concrete floor of each assigned parking stall must remain uncovered by any cardboard or other protective material.
4. Repairs or oil changes to vehicles or other mechanical equipment is strictly prohibited anywhere on common property.
5. An owner, tenant, occupant or visitor operating a vehicle in the parking areas must not exceed 10 km/hr.
6. Parking spaces are for motorized vehicles only. Storage of any other item is not permitted. Items stored are subject to removal without notice.
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8. Visitor parking stalls may not be reserved, and are available on a first come first served basis.
9. Visitors using visitor's parking stalls must be staying in resident's suite.
10. The replacement cost of a Visitor Parking Pass is \$40.00, payable to EPS2205 via the Strata Management Company.
11. The strata corporation may have a vehicle in violation of any of the laws or rules towed and impounded at the vehicle owner's risk and expense.

A motion was made by unit 302, and seconded by unit 509, to ratify the amended rule. The motion passed.

### **Royce Lounge - Rules of Use (Amended)**

#### **Use of Royce Lounge**

The Royce Lounge is available for "Owners only" to meet and socialize with other owners between the hours of 7am and 11pm, except when the Royce Lounge is booked for a Private Function. (If longer hours are required Council can approve, for example, a New Year's Eve party.)

## Tenants

Tenants may use the Royce Lounge provided they sign an Assumption of Liability and the unit Owner provides an Assumption of Liability Agreement covering the activities of the Tenant.

### Royce Lounge - Rules of Use

1. All activities are to be undertaken within the Royce Lounge.
2. The maximum number of persons (including children, catering staff and bartenders) is 50.
3. Guests are to quietly enter and exit the premises.
4. Guests will not congregate in hallways.
5. There will be **No Smoking** in the Royce Lounge, or other common property of the Royce.
6. The Royce Lounge may be decorated for an event but no holes are to be made in the walls.
7. Decorations attached to walls using Masking or Frog Tape that does not damage paint.
8. Noise levels are to be kept at acceptable levels.
9. Live music is not permitted.
10. Owners are responsible to control the behavior of their guests.
11. Foul language or other offensive behavior will not be tolerated.
12. It is the Owners responsibility to obtain any permits that may be required from the Liquor.
13. Licensing Branch.
14. Lock all doors after the function.
15. Pets are not permitted in the Royce Lounge.
16. All meetings must be booked through the Property Manager.

If a Royce Lounge Rule is violated and the behavior continues after the owner has been warned the owner will not be allowed to book the Royce Lounge Room for a minimum of 2 months and a maximum of 36 months as determined by the Council.

A motion was made by unit 302, and seconded by unit 509, to ratify the rule as presented. The motion carried.

### Royce Lounge Private Function Booking Procedures (Amended)

The Royce Lounge may be booked for private functions hosted by "Owners only" for events of up to 50 persons (including children, catering staff, and bartenders).

Each request is to be directed to the Strata Manager at least fourteen (14) days in advance, stating the date, the time required and the number of guests expected to attend. The Strata Manager will respond.

#### Seven days in advance the Owner will provide:

1. A signed acknowledgement of the rules.
2. A signed Assumption of Liability Agreement accepting responsibility for any and all damage to common property.
3. A cheque for room rental of \$100.00 payable to "The Owners Strata Plan EPS2205" is to be provided to the Management Company.
4. The day prior to the event a Strata Council appointee will inspect the Royce Lounge and note any damage and the cleanliness of the Lounge. A copy of the report will be left on the Lounge Counter. The day after the event the Strata Council appointee will confirm the Lounge is in the same condition as on the initial inspection. Any changes will be reported to the Strata Manager, and any damage or cleaning required will be charged to the owner.
5. Bookings will only be accepted sixty (60) days in advance of the function date on a first come first served basis. Royce Social Lounge events receive priority booking.

A motion was made by unit 201, and seconded by unit 104, to ratify the rule as presented. The motion carried.

### **Fitness Room Rules**

1. Use at own risk. Neither the strata corporation nor the strata council accept any liability for any harm or loss suffered in connection with the use of the Fitness Room and the equipment in the Fitness Room.
2. The Fitness Room is for the use of residents (Owners and Renters) and their guests only. Residents are responsible for their guests and must accompany their guests at all times. Renters must have their landlord provide an Assumption of Liability and Responsibility Agreement before using the Room.
3. Appropriate footwear is required at all times.
4. Please wipe down equipment after use.
5. Children under the age of 16 must be accompanied by an adult and children under 12 are not permitted to be in the Fitness Room.
6. Pets are not permitted in the Fitness Room.
7. Return all weight plates, mats and dumbbells to their proper location.
8. Please respect a 20 minutes maximum on cardio equipment if others are waiting.
9. Please ensure the door is locked when leaving the Fitness Room and the lights and machines are turned off.
10. The Fitness Room is open 24 hours a day 7 days a week.
11. The Fitness Room is not to be used for storage of individual's mats, balls or water bottles.
12. No alcohol. No glassware or other breakable items.

A motion was made by unit 510, and seconded by unit 312, to remove item 11 from the rules. A vote was called and the motion was defeated.

A second motion was made by unit 509, and seconded by 517, to ratify the rule as presented. The motion carried.

### **Rules for Attachments or Adornments to Suite Entrance Doors**

1. The hardware on the doors must not be changed or additional hardware installed without the approval of the strata council. One deadbolt lock of the type approved by council may be installed on the suite's door, providing the owner has obtained written approval before making an alteration. Only Taymor deadbolts of the type 30-D01SC402PC are approved for use.
2. One doorbell may be installed on the suite's doorframe, providing the owner has obtained written approval of the strata council before making an alteration. The owner must obtain the same doorbell that has been approved by Council. Only Heath Zenith Doorbells, model SL-7751-02, SL-7366-02 or SL-6150-C, are approved for use.
3. If an owner wishes to hang a Christmas wreath on their suite entrance door, an appropriate hanger must be used. Screws or nails are not allowed. Christmas wreaths may be displayed on suite entrance door for the period of December 1 to January 15.
4. Door knockers are not allowed.
5. No signs, placards, stickers, advertising or notices of any kind shall be displayed on suite entrance doors and door frames without the written approval of the strata corporation.

A motion was made by unit 205, and seconded by unit 517, to change the wording of number 3 from "If an owner wishes to hang a Christmas wreath on their suite entrance door, an appropriate hanger must be used. Screws or nails are not allowed. Christmas wreaths may be displayed on suite entrance door for the period of December 1 to January 15" to "Season-Appropriate wreaths may be hung on suite entrance doors using a suitable hanger. Nails and screws must not be used." The motion carried.

The rule will now read:

### **Rules for Attachments or Adornments to Suite Entrance Doors**

1. The hardware on the doors must not be changed or additional hardware installed without the approval of the strata council. One deadbolt lock of the type approved by council may be installed on the suite's door, providing the owner

has obtained written approval before making an alteration. Only Taymor deadbolts of the type 30-D01SC402PC are approved for use.

2. One doorbell may be installed on the suite's doorframe, providing the owner has obtained written approval of the strata council before making an alteration. The owner must obtain the same doorbell that has been approved by Council. Only Heath Zenith Doorbells, models SL-7751-02, SL-7366-02 and SL-6150-C, are approved for use.
3. Season-Appropriate wreaths may be hung on suite entrance doors using a suitable hanger. Nails and screws must not be used.
4. Door knockers are not allowed.
5. No signs, placards, stickers, advertising or notices of any kind shall be displayed on suite entrance doors and door frames without the written approval of the strata corporation.

A second motion was made by unit 310, and seconded by unit 514, to ratify the amended rule. The motion passed.

#### **Large Item Deliveries Using Elevator**

Current residents bringing in or having large items delivered, must also reserve the elevator with the Strata Manager so that the elevator can be locked off and padding installed to prevent damage to the elevator. There is no charge for this service unless the elevator will be used by the resident for more than thirty (30) minutes. Residents using the elevator for longer than thirty (30) minutes will be treated as a regular move-in and the applicable \$100.00 move-in fee will be levied to the unit's account. Anyone moving large furniture without having blocked off the elevator is subject to a fine.

A motion was made by unit 301, and seconded by 203, to ratify the rule as presented. The motion passed.

#### **Parking Stalls, Storage Lockers, Bike and Golf Storage Rental Rules (Replace)**

1. Owners wishing to rent a parking stall, storage locker, bike or golf storage are to contact the strata council.
2. Priority will be given on a first-come, first serve basis. Waiting lists will be maintained by the strata council.
3. All rental stalls are governed by the Exclusive Use Agreement.

A motion was made by unit 203, and seconded by 105, to ratify the rule as presented, the motion carried.

#### **Report on Insurance:**

The Manager, Darren Earle, spoke to the subject of strata insurance. It is his recommendation that all owners take the insurance cover sheets provided with notice of this meeting to their insurance broker to ensure proper coverage is obtained. It is also his advice that all owners and tenants should purchase insurance in excess of the strata corporation's insurance to ensure complete coverage in case of loss. Records of the current coverage may be obtained through the strata corporation.

#### **Approval of the Budget:**

The Treasurer, Bruce Higgs, gave a verbal synopsis of the operating budget before opening the topic for discussion.

A motion was put forth by unit 312, and seconded by 216, to add an addition \$90.00 to the Dues and Subscription line item to cover the cost of a CHOA membership. The motion carried.

As no further motion regarding the budget were made, a vote was called to approve the amended budget. The motion passed.

A copy of the approved budget is attached to these minutes.

**NOTE: FEES START October 1<sup>st</sup>, 2017 and are retroactive to August 1<sup>st</sup>, 2017.**

**IF YOU ARE ON PRE-AUTHORIZED DEBIT THE AMOUNT WILL BE WITHDRAWN AUTOMATICALLY ON  
October 1<sup>st</sup>, 2017.**

**ALL OTHER OWNERS NEED TO SEND NEW CHEQUES OR ADJUST THEIR RENTMOOLA ACCOUNTS FOR REVISED STRATA FEES.**

New Business:

### Item 14(a): $\frac{3}{4}$ Vote to Add, Amend and Remove Bylaws

Resolution:

**THEREFORE BE IT RESOLVED, BY  $\frac{3}{4}$  VOTE THAT** the Owners, Strata Plan EPS2205, at the Annual General Meeting held September 19<sup>th</sup>, 2017, do hereby agree to:

1. Add, amend and remove bylaws as prescribed in the attached Schedule C;
2. Direct the Strata Manager to file all necessary paperwork with the Land Titles Office to legally enact the bylaw as soon as possible following its successful approval by the owners, and;
3. The bylaw shall come into force and be enforceable as prescribed by the Strata Property Act of British Columbia.

The topic was opened for discussion and as there was none, a vote was called to approve the resolution as presented. The vote passed by  $\frac{3}{4}$  vote.

1(3) Add	A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.	To add special levies.
1(4) Add	Failure to pay a special levy on the due date will result in a penalty of \$50.00 and \$50.00 for each week the special Levy remains outstanding.	Penalties for not paying special levy
1(5) Add	When NSF charges are charged to the Strata Corporation as a result of a payment made to the Strata Corporation with insufficient funds, the Strata Corporation will charge back the NSF amount to the strata lot and the amount will become due and payable. In addition, a \$50.00 penalty may be charged.	NSF payments
3(5) Amend	To change the wording from "An owner, tenant, occupant or visitor must not feed pigeons, seagulls, crows, starlings and other birds from any strata lot or the common property." to "An owner, tenant, occupant or visitor must not feed birds, rodents or other wild animals from any strata lot or the common property."	To clarify that all birds, rodents or other wild animals are not to be fed by occupants.
3(5)(ii) Add	(ii) No bird feeders of any kind are permitted.	No bird feeders

3(8) Add	An owner, tenant, occupant or visitor must not harbour exotic pets, including snakes, reptiles, spiders, large members of the cat family, or “aggressive dogs” as defined by the City of White Rock’s Animal Control and Licensing Bylaw, 2012, No. 1959, in any strata lot or on any portion of the common property.	No exotic pets or aggressive dogs
3(9) Add	An owner, tenant or occupant must not permit any strata lot to be used or occupied as short-term accommodation by anyone who, directly or indirectly, pays or gives the owner, tenant or occupant any fee, compensation or other remuneration. Without restarting the generality of the foregoing, an owner, tenant or occupant must not: (i) enter into a license for the use of all or part of a strata lot; (ii) permit any strata lot to be used or occupied as hotel, bed and breakfast, lodging house, home stay, home exchange, time share, or vacation or travel accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time; or (iii) directly or indirectly advertise, market, promote or license for use any strata lot as hotel, bed and breakfast, lodging house, homestay, home exchange, time share, or vacation or travel accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time.	No short-term accommodation
3(10) Add	The Strata Corporation may charge user fees for parking stalls, storage lockers, bike storage and golf storage.	Authority to charge user fees.
5(3) Repeal	This section does not apply to a strata lot in a bare land strata plan.	Not a bare land strata.
7(4) Add	An owner who alters common property or limited common property without strictly adhering to these bylaws, must restore, at the owner's sole expense, the common property, limited common property or common assets, as the case may be, to its condition prior to the alteration. If the owner refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner who altered the common property or limited common property. The cost of such alteration will be charged back to the strata lot and will become due and payable immediately.	Altering common property without adhering to the bylaws and/or without written approval of the strata council.
7(5) Add	An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot for the purpose of Fire Alarm Testing. If entry to the suite/unit has been denied due to an absence or for any reason, a fee may be charged to the strata lot to compensate for additional testing fees charged to the strata corporation.	Authority to charge fee for Fire Alarm Testing when access denied.
9(2) Repeal	If the strata plan has fewer than 4 strata lots or the strata corporation has fewer than 4 owners, all the owners are on the council.	Remove as there are more than 4 strata lots

13(1) Amend	“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, a vice president, a secretary and a treasurer.” To “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, a vice president, a secretary, <b>a treasurer and a privacy officer.</b>	Complies with PIPA.
13(4) Create new 13(4) and renumber existing 13(4) to 13(6) to follow	The privacy officer is responsible to ensure that the strata corporation complies with the <i>Personal Information Protection Act</i> .	To comply with PIPA.
30(1)(2)(3) Repeal Replace	To delete title “ <b>Division 7 -- Marketing Activities by Owner Developer</b> , Display lot and contents of 30(1) (2) and (3)” and replace with “ <b>Division 7 -- Other</b> 30(1) Owners listing their home may request the Property Agent post a generic sign that indicates homes are for sale and referring interested parties to their realtor. 30(2) Realtors are not permitted to post signs on the property. 30(3) Owners may hold an “open house” but the owner or the owner’s realtor must accompany each potential purchaser at all times the potential purchaser is in the building.”	Removes Developer as all suites have been sold.  Provides clarification for owners selling their homes.
31(1)(2) Repeal	31(1) Strata fees are due and payable on or before the first day of each month. Strata fees not received by the 10th day of the month in which they are due are subject to a 10% per annum interest penalty compounded annually until paid. (2) When arrears of strata fees exceed two monthly payments a lien will be placed by the Strata Corporation on the Strata Lot involved at the owner’s expense for the total monies due, including all legal and other expenses.	Remove as covered in Payment of Strata Fees 1(1) and (2)

32(2) Amend	To change the wording from “No barbecues other than those fueled by natural gas or electricity may be used. No owner shall operate a barbecue in a manner which, in the opinion of the Strata Council, interferes with another owner’s enjoyment of his Strata Lot. All barbecues must be kept at a minimum distance of 24 inches away from the building exterior walls. Strata Lot owners or residents are responsible for heat damage to the building envelope.” to “No barbecues other than those fueled by natural gas or electricity may be used. No owner shall operate a barbecue in a manner which, in the opinion of the Strata Council, interferes with another owner’s enjoyment of his/her Strata Lot. All barbecues must be kept at a minimum distance of 24 inches away from the building exterior walls. Strata Lot owners or residents are responsible for heat damage to the building envelope. Owners with a barbecue must also have a working fire extinguisher in close proximity to the barbecue.”	Adding requirement to have a fire extinguisher in close proximity to the barbecue.
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32(5) Add	Do not to allow water on deck to overflow to the unit(s) below.	Water must not drip onto the units below
36(2) Add	All common area traffic ways (including, but not limited to: hallways, stairwells and storage locker areas) must remain clear at all times (e.g. no door mats, shoes, umbrellas, trash, statues, etc.). Storage of any item is not permitted and is subject to removal without notice.	Keeping traffic ways clear
36(3) Add	Attachments or adornments to suite entrance doors are only allowed with written approval of the Strata Council according to the list as defined by the Rules.	Adornments to suite doors
37(7)	Owners and tenants are not permitted to park in the designated visitor parking stalls at anytime.	Only visitors are allowed to park in the visitor parking stalls.
37(8) Add	The electrical outlets in the parkade are for short-term use by owners and tenants. They are not to be used for long-term requirements without the written approval of the Strata Council. A service fee may be charged.	Usage of electrical outlets in parkade.
39(1)(d) Add	it is the owner's responsibility to ensure all correspondence relating to maintenance and safety within the building is provided to the renter. This would include the need to move items in the common parking or storage areas and to also allow access to the strata lot for fire inspection and limited common property maintenance or improvements.	Owners have a responsibility to notify tenants of maintenance and/or safety correspondence.
40(8) Amend	To change the wording from "A member of the Strata Council and the moving party will inspect the area through which the move will take place before and after the move, to ensure that all common areas are left clean and damage free." to "A member of the Strata Council or a person authorized by Council and the moving party will inspect the area through which the move will take place before and after the move, to ensure that all common areas are left clean and damage free."	Include a person authorized by council.
42(1) Add	Live Christmas trees are prohibited. Only artificial Christmas trees are allowed in the building.	Live Christmas trees

## Item 14(b): 3/4 Vote to approve an expenditure of up to \$10,500.00 from the CRF to Refinish the Fir Posts

Resolution:

**THEREFORE BE IT RESOLVED, BY 3/4 VOTE THAT** the Owners, Strata Plan EPS2205, at the Annual General Meeting held September 19<sup>th</sup>, 2017, do hereby:

1. Authorize the strata council to enter into contract(s) with the necessary contractor(s) to refinish the fir posts (the "work");
2. To pay for the work authorizing the strata corporation to expend up to \$10,500.00 from the Contingency Reserve Fund, and;
3. If the work is completed and funds are left over in surplus, they will be returned to the CRF.

It was noted at the meeting that this item is currently under review by the warranty company. If the warranty company rejects this part of the claim, the work will still need to be completed.

As there was no further discussion on the topic, a vote was called to approve the resolution as presented. The vote to approve the CRF expenditure passed.

## Election of Council:

The Manager asked for nomination from the floor. The following Owners accepted Nomination:

Debbie Lawrence – Unit 201

Hashem Baghbannazary – Unit 411

Glenn Daft – Unit 517

George Scott – Unit 514

Bruce Higgs – Unit 509

Robert Surridge – Unit 205

Peter Gallagher – Unit 301

Janice Larsen – Unit 216

As there were more nominees than the bylaws allow, ballots were handed out to the membership. After the ballots were tabulated, the results were read out by the Strata Manager, Darren Earle. The council members for The Owners, strata plan EPS2205, for the 2017-2018 fiscal period are:

Debbie Lawrence – Unit 201

Hashem Baghbannazary – Unit 411

Glenn Daft – Unit 517

George Scott – Unit 514

Bruce Higgs – Unit 509

Robert Surridge – Unit 205

Peter Gallagher – Unit 301

## Termination of Meeting

As there was no further business, the meeting was terminated at 8:55 p.m.

**The Owners, Strata Plan EPS2205 -  
"Royce"**  
**Approved Operating Budget  
For Fiscal Year: 2017 to 2018**

Account	Name	Previous Years Budget	Actual Year to Date	Variance	Budget	\$ Change	% Change
<b>Incomes</b>							
40000000	Strata Fees	\$ 328,314.61	\$ 328,139.79	\$ (174.82)	\$ 362,038.75	\$ 33,724.14	10.27%
40002000	Interest Earned		\$ 292.58	\$ 292.58	\$ 600.00	\$ 600.00	N/A
41001020	Late Payment Penalty		\$ 50.00	\$ 50.00	\$ 250.00	\$ 250.00	N/A
41001300	Move In/Out Fees	\$ 1,200.00	\$ 2,500.00	\$ 1,300.00	\$ 2,400.00	\$ 1,200.00	100%
41001400	Keys and Fobs		\$ 1,275.00	\$ 1,275.00	\$ 900.00	\$ 900.00	N/A
41002000	Non Lienable Charges		\$ 3,639.21	\$ 3,639.21	\$ 650.00	\$ 650.00	N/A
41004000	Locker Fees		\$ 6,367.50	\$ 6,367.50	\$ 6,355.00	\$ 6,355.00	N/A
41005100	Golf Club Storage Fees	\$ 1,000.00	\$ 2,275.00	\$ 1,275.00	\$ 1,500.00	\$ 500.00	50%
	Bike Lockers			\$ -	\$ 750.00	\$ 750.00	N/A
41003000	Parking Fees		\$ 400.00	\$ 400.00	\$ 1,800.00	\$ 1,800.00	N/A
41005200	Royce Lounge Rentals	\$ 500.00	\$ 800.00	\$ 300.00	\$ 1,200.00	\$ 700.00	140%
48080100	Prior Years' Surplus to Fees	\$ 15,106.03	\$ 15,106.03	\$ -	\$ 12,490.00	\$ (2,616.03)	-17%
<b>Total Incomes</b>		<b>\$ 346,120.64</b>	<b>\$ 360,845.11</b>	<b>\$ 14,724.47</b>	<b>\$ 390,933.75</b>	<b>\$ 44,813.11</b>	<b>13%</b>

<b>Expenses</b>							
50001000	Strata Management Fees	\$ 21,105.00	\$ 21,105.00	\$ -	\$ 21,924.00	\$ 819.00	4%
50001001	Other Charges	\$ 1,500.00	\$ 1,837.50	\$ (337.50)	\$ 1,500.00	\$ -	0%
50001002	Printing & Postage	\$ 2,000.00	\$ 2,419.61	\$ (419.61)	\$ 2,700.00	\$ 700.00	35%
50001004	Bank Charges	\$ 120.00	\$ 142.50	\$ (22.50)	\$ 150.00	\$ 30.00	25%
50001200	Legal Fees	\$ -	\$ 4,290.11	\$ (4,290.11)	\$ 15,000.00	\$ 15,000.00	N/A
50002000	Professional Services	\$ 17,000.00	\$ 10,775.73	\$ 6,224.27	\$ 5,000.00	\$ (12,000.00)	-71%
50002100	Trust Audit	\$ 500.00	\$ 341.25	\$ 158.75	\$ 350.00	\$ (150.00)	-30%
50003000	Annual Insurance Premium	\$ 68,000.00	\$ 65,074.90	\$ 2,925.10	\$ 64,355.00	\$ (3,645.00)	-5%
50003001	Insurance Appraisal	\$ 750.00		\$ 750.00		\$ (750.00)	-100%
50003002	Insurance Deductibles & Claims	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 7,500.00	\$ 2,500.00	50%
50004000	Contingency	\$ 13,520.64		\$ 13,520.64		\$ (13,520.64)	-100%
50007000	Dues & Subscriptions	\$ 105.00		\$ 105.00	\$ 440.00	\$ 335.00	319%
50009100	Administration Expense		\$ 562.72	\$ (562.72)		\$ -	N/A
<b>Administrative Expense Totals</b>		<b>\$ 129,600.64</b>	<b>\$ 111,549.32</b>	<b>\$ 18,051.32</b>	<b>\$ 118,919.00</b>	<b>\$ (10,681.64)</b>	<b>-8%</b>
51000000	Utilities and Services	\$ -	\$ 231.70	\$ (231.70)	\$ -	\$ -	N/A
51001000	Electricity	\$ 29,500.00	\$ 24,150.29	\$ 5,349.71	\$ 21,000.00	\$ (8,500.00)	-29%
51001001	Luminex Payment	\$ -	\$ 2,506.80	\$ (2,506.80)	\$ 10,020.00	\$ 10,020.00	N/A
51002000	Natural Gas	\$ 22,000.00	\$ 18,545.06	\$ 3,454.94	\$ 19,000.00	\$ (3,000.00)	-14%
51003001	Water & Sewer	\$ 11,000.00	\$ 13,689.65	\$ (2,689.65)	\$ 14,000.00	\$ 3,000.00	27%
51004000	Garbage Removal	\$ 6,000.00	\$ 6,443.38	\$ (443.38)	\$ 6,500.00	\$ 500.00	8%
51004004	Bin Hauling	\$ 5,000.00	\$ 5,339.25	\$ (339.25)	\$ 5,500.00	\$ 500.00	10%
51006000	Common Area Phones	\$ 3,600.00	\$ 3,894.30	\$ (294.30)	\$ 3,252.00	\$ (348.00)	-10%
51006410	Fire Alarm Monitoring	\$ 600.00	\$ 718.21	\$ (118.21)	\$ 800.00	\$ 200.00	33%
51007000	Pest Control		\$ 997.50	\$ (997.50)	\$ 1,100.00	\$ 1,100.00	N/A
51008000	Elevator Permit(s)	\$ 725.00	\$ 462.00	\$ 263.00	\$ 470.00	\$ (255.00)	-35%
51008100	Boiler/Pressure Vessel Permit(s)	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	0%
<b>Utilities &amp; Services Expense Totals</b>		<b>\$ 78,925.00</b>	<b>\$ 76,978.14</b>	<b>\$ 1,946.86</b>	<b>\$ 82,142.00</b>	<b>\$ 3,217.00</b>	<b>4%</b>
52001000	Caretaker/Janitorial Contract	\$ 16,250.00	\$ 24,379.73	\$ (8,129.73)	\$ 35,000.00	\$ 18,750.00	115%
52001100	Janitorial/Building Supplies	\$ 1,500.00	\$ 170.21	\$ 1,329.79	\$ 200.00	\$ (1,300.00)	-87%
52002000	Repairs and Maintenance	\$ 12,000.00	\$ 17,710.63	\$ (5,710.63)	\$ 12,000.00	\$ -	0%
52002100	Window Washing	\$ 5,000.00	\$ (385.09)	\$ 5,385.09	\$ 18,900.00	\$ 13,900.00	278%
52002400	Vent & Duct Cleaning	\$ 3,675.00	\$ 3,108.00	\$ 567.00	\$ 3,200.00	\$ (475.00)	-13%

**The Owners, Strata Plan EPS2205 -  
"Royce"**  
**Approved Operating Budget  
For Fiscal Year: 2017 to 2018**

Account	Name	Previous Years Budget	Actual Year to Date	Variance	Budget	\$ Change	% Change
52002500	Carpet/Floor Cleaning	\$ 2,100.00	\$ 1,995.00	\$ 105.00	\$ 2,000.00	\$ (100.00)	-5%
52002600	Painting	\$ 1,000.00		\$ 1,000.00	\$ 500.00	\$ (500.00)	-50%
52003000	Mechanical Contracted	\$ 2,625.00	\$ 1,596.00	\$ 1,029.00	\$ 1,550.00	\$ (1,075.00)	-41%
52003100	Mechanical R&M	\$ 2,000.00	\$ 1,688.02	\$ 311.98	\$ 1,600.00	\$ (400.00)	-20%
52003200	Backflow Testing			\$ -	\$ 425.25	\$ 425.25	N/A
52004000	Garage Door Maintenance Contract	\$ 1,500.00	\$ 1,137.99	\$ 362.01	\$ 850.00	\$ (650.00)	-43%
52004100	Garage Door R&M	\$ 2,500.00	\$ 3,177.23	\$ (677.23)	\$ 3,000.00	\$ 500.00	20%
52004200	Parkade Cleaning	\$ 3,570.00	\$ 1,733.03	\$ 1,836.97	\$ 5,490.00	\$ 1,920.00	54%
52005000	Elevator Contracted	\$ 6,000.00	\$ 5,488.56	\$ 511.44	\$ 5,813.50	\$ (186.50)	-3%
52005100	Elevator R&M		\$ 1,094.17	\$ (1,094.17)	\$ 1,200.00	\$ 1,200.00	N/A
52006000	Fire Safety System Inspection	\$ 3,300.00	\$ 163.80	\$ 3,136.20	\$ 5,750.00	\$ 2,450.00	74%
52006100	Fire Safety System R&M	\$ 2,000.00	\$ 336.67	\$ 1,663.33	\$ 400.00	\$ (1,600.00)	-80%
52007000	Plumbing R&M	\$ 4,000.00	\$ 4,225.50	\$ (225.50)	\$ 1,000.00	\$ (3,000.00)	-75%
52007150	Sewage Line Hydroflushing	\$ 5,000.00	\$ 4,709.25	\$ 290.75	\$ 9,322.00	\$ 4,322.00	86%
52008000	Electrical R&M		\$ 226.14	\$ (226.14)	\$ 1,000.00	\$ 1,000.00	N/A
52008200	Security System R&M		\$ 341.25	\$ (341.25)	\$ 400.00	\$ 400.00	N/A
52009110	Roof Cleaning	\$ 3,000.00		\$ 3,000.00		\$ (3,000.00)	-100%
52010200	Community Room Expense	\$ 2,000.00	\$ 296.80	\$ 1,703.20	\$ 500.00	\$ (1,500.00)	-75%
<b>Building Maintenance Expense Totals</b>		<b>\$ 79,020.00</b>	<b>\$ 73,192.89</b>	<b>\$ 5,827.11</b>	<b>\$ 110,100.75</b>	<b>\$ 31,080.75</b>	<b>39%</b>
53001000	Landscape Contracted	\$ 22,000.00	\$ 25,546.50	\$ (3,546.50)	\$ 35,000.00	\$ 13,000.00	59%
53001100	Landscape Improvements	\$ 3,575.00	\$ 1,315.54	\$ 2,259.46	\$ 3,200.00	\$ (375.00)	-10%
53004000	Irrigation System R&M	\$ 600.00	\$ 2,735.25	\$ (2,135.25)	\$ 500.00	\$ (100.00)	-17%
53005000	Snow Removal	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 2,500.00	\$ 1,300.00	108%
<b>Grounds Maintenance Expense Totals</b>		<b>\$ 27,375.00</b>	<b>\$ 29,597.29</b>	<b>\$ (2,222.29)</b>	<b>\$ 41,200.00</b>	<b>\$ 13,825.00</b>	<b>51%</b>
58001000	CRF Transfer	\$ 31,200.00	\$ 31,200.00	\$ -	\$ 38,572.00	\$ 7,372.00	24%
58002000	SL Contributions		\$ 58.14	\$ (58.14)		\$ -	N/A
<b>Reserves and Other</b>		<b>\$ 31,200.00</b>	<b>\$ 31,258.14</b>	<b>\$ (58.14)</b>	<b>\$ 38,572.00</b>	<b>\$ 7,372.00</b>	<b>24%</b>
<b>Total Operating Expenses</b>		<b>\$ 346,120.64</b>	<b>\$ 322,575.78</b>	<b>\$ 23,544.86</b>	<b>\$ 390,933.75</b>	<b>\$ 44,813.11</b>	<b>13%</b>

**Other Budgetary Numbers & Calculations**

<b>Surplus/Deficit</b>	<b>\$ -</b>	<b>\$ 38,269.33</b>	<b>\$ 38,269.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
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**The Owners, Strata Plan EPS2205 -  
"Royce"**  
**Schedule of Fees**  
**For Fiscal Year: 2017 to 2018**

Strata Plan Information				Contributions for Budget		New Strata Fees	Comparison Info			Catch-up Fees for Aug & Sep
Suite Number	Strata Lot Number	U/E	% Share	Operating Fund	Contingency Reserve Fund		Last Year's Strata Fees	Change	% Diff	
107	1	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
105	2	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
103	3	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
101	4	110	1.284%	\$ 346.19	\$ 41.28	\$ 387.47	\$ 351.38	\$ 36.09	10.27%	\$ 72.19
102	5	104	1.214%	\$ 327.31	\$ 39.03	\$ 366.34	\$ 332.21	\$ 34.12	10.27%	\$ 68.25
104	6	87	1.016%	\$ 273.80	\$ 32.65	\$ 306.45	\$ 277.91	\$ 28.55	10.27%	\$ 57.09
106	7	101	1.179%	\$ 317.86	\$ 37.90	\$ 355.77	\$ 322.63	\$ 33.14	10.27%	\$ 66.28
207	8	125	1.459%	\$ 393.40	\$ 46.91	\$ 440.31	\$ 399.29	\$ 41.01	10.27%	\$ 82.03
205	9	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
203	10	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
201	11	110	1.284%	\$ 346.19	\$ 41.28	\$ 387.47	\$ 351.38	\$ 36.09	10.27%	\$ 72.19
202	12	104	1.214%	\$ 327.31	\$ 39.03	\$ 366.34	\$ 332.21	\$ 34.12	10.27%	\$ 68.25
204	13	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
206	14	97	1.133%	\$ 305.28	\$ 36.40	\$ 341.68	\$ 309.85	\$ 31.83	10.27%	\$ 63.66
208	15	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
209	16	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
210	17	78	0.911%	\$ 245.48	\$ 29.27	\$ 274.75	\$ 249.16	\$ 25.59	10.27%	\$ 51.19
211	18	93	1.086%	\$ 292.69	\$ 34.90	\$ 327.59	\$ 297.07	\$ 30.52	10.27%	\$ 61.03
212	19	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
213	20	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
214	21	97	1.133%	\$ 305.28	\$ 36.40	\$ 341.68	\$ 309.85	\$ 31.83	10.27%	\$ 63.66
216	22	87	1.016%	\$ 273.80	\$ 32.65	\$ 306.45	\$ 277.91	\$ 28.55	10.27%	\$ 57.09
218	23	104	1.214%	\$ 327.31	\$ 39.03	\$ 366.34	\$ 332.21	\$ 34.12	10.27%	\$ 68.25
219	24	118	1.378%	\$ 371.37	\$ 44.28	\$ 415.65	\$ 376.93	\$ 38.72	10.27%	\$ 77.44
217	25	67	0.782%	\$ 210.86	\$ 25.14	\$ 236.01	\$ 214.02	\$ 21.98	10.27%	\$ 43.97
215	26	67	0.782%	\$ 210.86	\$ 25.14	\$ 236.01	\$ 214.02	\$ 21.98	10.27%	\$ 43.97
306	27	125	1.459%	\$ 393.40	\$ 46.91	\$ 440.31	\$ 399.29	\$ 41.01	10.27%	\$ 82.03
304	28	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
302	29	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
301	30	131	1.529%	\$ 412.28	\$ 49.16	\$ 461.44	\$ 418.46	\$ 42.98	10.27%	\$ 85.97
303	31	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
305	32	97	1.133%	\$ 305.28	\$ 36.40	\$ 341.68	\$ 309.85	\$ 31.83	10.27%	\$ 63.66
307	33	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
308	34	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
309	35	78	0.911%	\$ 245.48	\$ 29.27	\$ 274.75	\$ 249.16	\$ 25.59	10.27%	\$ 51.19
310	36	93	1.086%	\$ 292.69	\$ 34.90	\$ 327.59	\$ 297.07	\$ 30.52	10.27%	\$ 61.03
311	37	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
313	38	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
316	39	97	1.133%	\$ 305.28	\$ 36.40	\$ 341.68	\$ 309.85	\$ 31.83	10.27%	\$ 63.66
319	40	202	2.358%	\$ 635.73	\$ 75.81	\$ 711.54	\$ 645.26	\$ 66.28	10.27%	\$ 132.56
318	41	118	1.378%	\$ 371.37	\$ 44.28	\$ 415.65	\$ 376.93	\$ 38.72	10.27%	\$ 77.44
317	42	67	0.782%	\$ 210.86	\$ 25.14	\$ 236.01	\$ 214.02	\$ 21.98	10.27%	\$ 43.97
315	43	67	0.782%	\$ 210.86	\$ 25.14	\$ 236.01	\$ 214.02	\$ 21.98	10.27%	\$ 43.97
314	44	133	1.553%	\$ 418.57	\$ 49.91	\$ 468.49	\$ 424.85	\$ 43.64	10.27%	\$ 87.28
312	45	133	1.553%	\$ 418.57	\$ 49.91	\$ 468.49	\$ 424.85	\$ 43.64	10.27%	\$ 87.28
406	46	125	1.459%	\$ 393.40	\$ 46.91	\$ 440.31	\$ 399.29	\$ 41.01	10.27%	\$ 82.03

## Schedule B

Strata Plan Information				Contributions for Budget		New Strata Fees	Comparison Info			Catch-up Fees for Aug & Sep
Suite Number	Strata Lot Number	U/E	% Share	Operating Fund	Contingency Reserve Fund		Last Year's Strata Fees	Change	% Diff	
404	47	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
402	48	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
401	49	131	1.529%	\$ 412.28	\$ 49.16	\$ 461.44	\$ 418.46	\$ 42.98	10.27%	\$ 85.97
403	50	91	1.062%	\$ 286.39	\$ 34.15	\$ 320.54	\$ 290.69	\$ 29.86	10.27%	\$ 59.72
405	51	97	1.133%	\$ 305.28	\$ 36.40	\$ 341.68	\$ 309.85	\$ 31.83	10.27%	\$ 63.66
407	52	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
408	53	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
409	54	121	1.413%	\$ 380.81	\$ 45.41	\$ 426.22	\$ 386.52	\$ 39.70	10.27%	\$ 79.40
410	55	137	1.600%	\$ 431.16	\$ 51.41	\$ 482.58	\$ 437.63	\$ 44.95	10.27%	\$ 89.90
411	56	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
413	57	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
416	58	188	2.195%	\$ 591.67	\$ 70.55	\$ 662.22	\$ 600.54	\$ 61.69	10.27%	\$ 123.37
418	59	139	1.623%	\$ 437.46	\$ 52.16	\$ 489.62	\$ 444.01	\$ 45.61	10.27%	\$ 91.22
417	60	67	0.782%	\$ 210.86	\$ 25.14	\$ 236.01	\$ 214.02	\$ 21.98	10.27%	\$ 43.97
415	61	67	0.782%	\$ 210.86	\$ 25.14	\$ 236.01	\$ 214.02	\$ 21.98	10.27%	\$ 43.97
414	62	133	1.553%	\$ 418.57	\$ 49.91	\$ 468.49	\$ 424.85	\$ 43.64	10.27%	\$ 87.28
412	63	133	1.553%	\$ 418.57	\$ 49.91	\$ 468.49	\$ 424.85	\$ 43.64	10.27%	\$ 87.28
505	64	125	1.459%	\$ 393.40	\$ 46.91	\$ 440.31	\$ 399.29	\$ 41.01	10.27%	\$ 82.03
503	65	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
501	66	130	1.518%	\$ 409.13	\$ 48.79	\$ 457.92	\$ 415.26	\$ 42.66	10.27%	\$ 85.31
502	67	122	1.424%	\$ 383.96	\$ 45.79	\$ 429.74	\$ 389.71	\$ 40.03	10.27%	\$ 80.06
504	68	97	1.133%	\$ 305.28	\$ 36.40	\$ 341.68	\$ 309.85	\$ 31.83	10.27%	\$ 63.66
506	69	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
507	70	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
508	71	121	1.413%	\$ 380.81	\$ 45.41	\$ 426.22	\$ 386.52	\$ 39.70	10.27%	\$ 79.40
509	72	137	1.600%	\$ 431.16	\$ 51.41	\$ 482.58	\$ 437.63	\$ 44.95	10.27%	\$ 89.90
510	73	98	1.144%	\$ 308.42	\$ 36.78	\$ 345.20	\$ 313.05	\$ 32.16	10.27%	\$ 64.31
512	74	105	1.226%	\$ 330.45	\$ 39.41	\$ 369.86	\$ 335.41	\$ 34.45	10.27%	\$ 68.91
514	75	97	1.133%	\$ 305.28	\$ 36.40	\$ 341.68	\$ 309.85	\$ 31.83	10.27%	\$ 63.66
515	76	122	1.424%	\$ 383.96	\$ 45.79	\$ 429.74	\$ 389.71	\$ 40.03	10.27%	\$ 80.06
517	77	125	1.459%	\$ 393.40	\$ 46.91	\$ 440.31	\$ 399.29	\$ 41.01	10.27%	\$ 82.03
516	78	100	1.168%	\$ 314.72	\$ 37.53	\$ 352.25	\$ 319.43	\$ 32.81	10.27%	\$ 65.62
513	79	67	0.782%	\$ 210.86	\$ 25.14	\$ 236.01	\$ 214.02	\$ 21.98	10.27%	\$ 43.97
511	80	133	1.553%	\$ 418.57	\$ 49.91	\$ 468.49	\$ 424.85	\$ 43.64	10.27%	\$ 87.28
<b>Totals</b>		<b>8,565</b>	<b>100%</b>	<b>\$ 26,955.56</b>	<b>\$ 3,214.33</b>	<b>\$ 30,169.90</b>	<b>\$ 27,359.55</b>	<b>\$ 2,810.35</b>	<del>10.27%</del>	\$ 5,620.69
<b>Averages</b>		<b>107</b>	<b>1%</b>	<b>\$ 336.94</b>	<b>\$ 40.18</b>	<b>\$ 377.12</b>	<b>\$ 341.99</b>	<b>\$ 35.13</b>	<b>10.27%</b>	

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

August 8, 2017

### Council:

#### Officers:

George Scott – President  
Bruce Higgs – Treasurer  
Glenn Daft – Vice President

#### Members:

Kaj Larsen – Member  
Robert Surridge – Member  
Phil MacAllen – Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
Surrey, BC V3W 1A4

Ph: 604.757.3151

Fax: 604.503.3457

Web: [www.opml.ca](http://www.opml.ca)

Email: [eps2205@opml.ca](mailto:eps2205@opml.ca)



**OBSIDIAN**  
PROPERTY MANAGEMENT LTD.

### Agenda

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## Note to owners:

**The Annual General Meeting is  
scheduled for September 19, 2017.**

**Sign-in will begin at 6:00 pm and the  
call-to-order will be at 6:30 pm.**

## Attendance:

The following members of Council were present:

- Phil MacAllen
- Bruce Higgs
- Glenn Daft
- Kaj Larsen
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- none

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 1:00 pm.

## Approval of Previous Minutes

### a) 2017.06.27:

## Old Business

## Committee Reports:

### a) Waste Committee:

- i. Owners are reminded to flatten the cardboard boxes before putting them in the recycling bin.

### b) Landscape Committee:

- i. The committee held two meetings since the last council meeting. The first was to do a walkaround of the property for ideas and the second was to come up with the wording for a proposed contract for a new landscaper in the coming year.
- ii. The council discussed the idea of setting a standard length for the grass and decided to leave it up to the contractor.

### c) Social Committee:

- i. The Summer Barbeque was a huge success with lots of positive feedback.
- ii. At the cut-off date there were sixty-four people committed, but by the time of the barbeque we were four over the limit of seventy.
- iii. A full accounting will be presented to the council once all the receipts have been received.

### d) Storage Room Committee:

- i. New rules relating to the storage rooms will be presented to the owners to vote on at the Annual General Meeting.

### e) Bylaw/Rules Committee:

- i. A set of bylaw amendments will be presented to the owners in a resolution at the Annual General Meeting.

### f) Warranty Committee:

- i. A re-inspection was done by Travelers with representatives from the Strata Council, Obsidian, JRS Engineering, Peak Construction and Forge Properties. The estimated date to receive the final report is



mid-September. The following additional agenda items were reviewed by the inspector and the council is awaiting a decision on the report:

1. Siding Replacement
2. Hot Water Tank in P1
3. Drain Insulation in P2
4. Siding in P2 Visitor Parking
5. Elevator Noise

#### Administrative Concerns:

- a) **Depreciation Report:** The revisions from council have been sent to the engineer for the final report.
- b) **Informational Meeting:** The council has scheduled an informational meeting for August 22, 2017, in the Royce Lounge. This will be a Town Hall setting where the council will present information regarding the Depreciation Report, Budget and Agenda Items for the upcoming Annual General Meeting. There will also be a presentation and question period by the strata corporation's Insurance Broker, Hub International.
- c) **Annual General Meeting:** The AGM has been scheduled for September 19, 2017.

#### Common Property Repair & Issues:

- a) **Window Cleaning:** This item has been completed.
- b) **Garage Cleaning:** This item has been completed. The Strata Manager will contact the contractor to ask about the cleaning near the posts and in the corners. Some vehicles were not removed by the owners so those areas were not cleaned.
- c) **Annual Fire Inspection:** The annual inspection report was sent to the council for review. It was noted that six owners were not present nor gave access to their units. Those units will be rescheduled for the same date as any deficiencies. A deficiency quote has not been provided to date.
- d) **Damaged Flashing:** Several areas are showing damage. This was reviewed with Travelers during the re-inspection and the council is waiting on their response. Areas not covered under the warranty may be included at the same time of repair.
- e) **GPS Timer:** The council has approved the proposal from R Anderson Electric to install the GPS timers.
- f) **Lamp Shades:** The Strata Manager is waiting for a quote from the supplier. After the meeting, the quote is the same as the price already obtained by the council.

## New Business

#### Administrative Concerns:

- a) **Letter to Forge's Lawyer:** The council has authorized a Letter of Response to be sent to the owner developer's lawyer from Wilson McCormack, LLP. This letter is in response to a demand letter sent to the strata corporation to pay for the equipment lease.
- b) **Scheduling of yearly items:** The Strata Manager and Stratapro will work on a yearly schedule for the maintenance items.
- c) **Owner Gardening Permission:** All plantings on common property, or limited common property, must be approved by the council as per the bylaws.

#### Common Property Repair & Issues:

- a) **Bike Storage:** This item will be brought up at the Annual General Meeting as adding additional bike storage areas requires a  $\frac{3}{4}$  vote under Section 71 of the *Strata Property Act*.
- b) **Catch Basin Cleaning:** A quote for this work was supplied to the council for budgeting purposes.

- c) **Carpet Cleaning:** The council has approved the work to be scheduled for October. The Strata Manager will contact Quality Home Care to set a date. Stratapro has been asked to address the existing stains located near the elevators.
- d) **Garage Door Release:** The Strata Manager will contact the contractor to get them to check the releases on their next visit. During the last power outage, it was noted that the releases were difficult to unhook.

## Financial Report

### Acceptance of Financials

- a) **2017-05:** The council has approved the financials as released.
- b) **2017-06:** The council has approved the financials as released.

### Accounts Receivables

- a) **Review:** The current list of receivables has been reviewed by the council.

### Accounts Payable

- a) **Refund to Owners:** The last receipt for the security levy was provided to the Strata Manager at the council meeting. Once this has been paid out, the calculations for the levy refund will be produced.
- b) **JRS VR16006A-3:** Remainder of DR Report/Warranty. This invoice has been approved by the council.
- c) **2017-06-05:** Lock Reimbursement Request. This reimbursement has been approved by the council.

## Correspondence

### Letters

- a) All correspondence issues were entered into the agenda above.

### Request for Renovation/Assumption of Liability:

- a) none

### Bylaw Letter

- b) 2017-07-21: #1xx – Bylaw warning re: parking in rental stall.
- a) 2017-07-21: #2xx – Bylaw warning re: parking in visitor.

## Next Meeting Date:

Annual General Meeting - September 19, 2017. Sign in begins at 6:00 pm, call to order will be at 6:30 pm. – Royce Lounge

## Termination of Meeting:

As there was no further business, the meeting was terminated at 3:30 pm.

## Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

June 27, 2017

### Council:

#### Officers:

George Scott – President  
Bruce Higgs – Treasurer  
Glenn Daft – Vice President

#### Members:

Kaj Larsen – Member  
Robert Surridge – Member  
Phil MacAllen – Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
Surrey, BC V3W 1A4

Ph: 604.757.3151

Fax: 604.503.3457

Web: [www.opml.ca](http://www.opml.ca)

Email: [eps2205@opml.ca](mailto:eps2205@opml.ca)



### Agenda

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## Note to owners:

A notice for window washing will come out once the dates have been confirmed but have tentatively been set for the end of July.

Parkade Cleaning will take place on July 31<sup>st</sup> and August 1<sup>st</sup>.

## Attendance:

The following members of Council were present:

- Phil MacAllen
- Bruce Higgs
- Glenn Daft
- Kaj Larsen
- George Scott
- Robert Surridge

The following members of Council sent their regrets:

- none

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 1:00 pm.

## Approval of Previous Minutes

### a) 2017.05.23:

## Old Business

## Committee Reports:

### a) Waste Committee:

- i. Most residents understand how to use the various bins in the garbage rooms. Unfortunately, those residents that "do not read" the signs/literature posted in the garbage rooms, cause harm for the entire Strata. Residents should NEVER put a box in the cardboard (red) bin without flattening such box, container etc.
- ii. Leaving articles that should go to a City Dump or re-cycling depot for electronics in our garbage rooms i.e. microwave ovens, lawn furniture, etc. is "completely unacceptable"!

### b) Landscape Committee:

- i. We had a meeting where twenty-two owners attended. The main concerns expressed were:
  1. Weeds;
  2. An arborist to prune the trees, and;
  3. Hand pruning of the bushes.
- ii. The group was informed that to execute these concerns would cost a lot of money.
- iii. An ad-hoc Landscape Committee was formed. These six residents will meet Tuesday, June 27, at 7 pm in the Lounge.
  1. Lynn Chase
  2. Leila Crosier
  3. Bob Surridge
  4. Marc Minette
  5. Glenn Daft
  6. Kaj Larsen, Chair
- iv. Columbia Irrigation came and to repair a broken sprinkler head on June 21.

### c) Maintenance Committee:

- i. Installed second "intruder light", and it is working. Will make a third and final.

- ii. Tried to find a lower wattage bulb for the emergency lights. I could not find a suitable 12V bulb with a wedge base. EmergiLite sell a replacement head with 2x 4W instead of 9W bulbs, but the extra life would not justify the expense. Not sure if Luminex make a 2W wedge base bulb.

**d) Social Committee:**

- i. We had our first meeting and established a ticket price for the Summer Western Theme Barbecue.
- ii. We made a down payment to the Pacific Institute of Culinary Arts to cater the party. Also, I have confirmed the rental of tables, chairs, cutlery and a BBQ.
- iii. We have set July 5<sup>th</sup> as the cut-off date for buying tickets.

**e) Storage Room Committee:**

- i. The waiting list has now been reinstated for Storage Lockers as there are currently no spaces available. We need an update from Property Manager if all lockers have been legitimately occupied and paid for to the Strata. There was a private deal between residents for a locker that is now an outstanding debt to Strata unless it has been resolved since our last Strata Council meeting.
- ii. We have added another occupant to the golf storage facility and received \$45.00 from the resident. The key for the golf stall from unit #510 was given to the Strata President due to them vacating our building. We also received an additional fee from a resident due to their golf bag holder apparatus taking up more than one stall space.
- iii. It should be noted that a few golf storage stalls are available for rent at a fee of \$45.00 for initial investment and \$25.00 a year from then on.

**f) Fire Safety Committee:**

- i. Now that the annual fire apparatus inspection has taken place (not completed), the Strata President will endeavor to organize the Fire/Safety Committee over the next few weeks. There are a "few" residents willing to be part of this Committee.

**g) Bylaw/Rules Committee:**

- i. A bylaw committee meeting will be held on July 11<sup>th</sup>, 2017, at 7:00pm, to discuss options with the owners.

**h) Budget Committee:**

- i. A draft budget was presented by the council for review.

Administrative Concerns:

- a) Depreciation Report:** The corrections and edits have been sent to JRS for review.

Common Property Repair & Issues:

- a) Window Cleaning:** The work is scheduled for the end of July. A notice will be posted when dates become more specific.
- b) Siding:** This item has been referred to Travelers as the strata corporation has not received a response to the scheduling requests.
- c) Walkthrough with Fire Department:**
  - i. Hot Water Tank in P1: This item has been forwarded to both Forge and Travelers.
  - ii. Drain Insulation: This item will be completed once the investigation upstairs has been completed.
  - iii. Siding in P2 Visitor Parking: This has been sent to both Forge and Travelers.
- d) Elevator Noise:** This item will be reviewed with Travelers while they are on site.
- e) Projector:** This item has been purchased.

- f) Garage Cleaning:** This work will occur on Monday, July 31<sup>st</sup> (P1) and Tuesday, August 1<sup>st</sup> (P2). Vehicles should be removed to allow access to all the areas.
- g) Annual Fire Inspection:** A second visit will be scheduled for those units missed once deficiency report has been received from the contractor.

## New Business

### Administrative Concerns:

- a) Travelers Re-Inspection:**
  - iv. Strata Manager: The council has authorized the Strata Manager to be present during the inspection.
  - v. JRS: The Council has authorized JRS to send an EIT to be present during the inspection.
  - vi. Council Member: The Council has authorized Glenn Daft to represent the Strata Corporation during the inspection.
- b) Informational Meeting:** The council has scheduled an informational meeting for August 22<sup>nd</sup>, 2017, in the Royce Lounge. This will be a Town Hall setting where the council will present information regarding the Depreciation Report, Budget and Agenda Items for the upcoming Annual General Meeting.
- c) Annual General Meeting:** The AGM has been scheduled for September 19<sup>th</sup>, 2017.
- d) Power Outage:** The issue with the fob access during the power outage has been repaired.

### Common Property Repair & Issues:

- a) Broken Patio Glass:** Some glass was broken while the landscaping company was performing their work outside. The glass has been repaired, however there are some scratches in the flashing below the window. As there are similar scratches in the flashing of other units, the Strata Manager will find a colour match to repair the issue.
- b) GPS Timer:** The council has authorized the Strata Manager to proceed with the work if the price is below \$500.00.
- c) Lamp Shades:** The Strata Manager has contacted Brite Lite for a quote on lamp shade replacements.
- d) Rental Parking:** Two of the parking stalls have been rented. The third is currently occupied by someone that has not asked for permission to park there. A letter will be sent to the owner.

## Financial Report

### Acceptance of Financials

- a) 2017-04:** The financials have been received.

### Accounts Receivables

- a) Review:** The current list of receivables has been reviewed by the council.

### Accounts Payable

- a) Refund to owners:** Missing last receipt for exterior lights
- b) JRS VR16006A-3:** Remainder of DR Report/Warranty. This invoice has been approved by the council
- c) 2017-06-05:** Lock Reimbursement Request. This reimbursement has been approved by the council.

## Correspondence

### Letters

- a) All correspondence issues where entered into the agenda above.**

### Request for Renovation/Assumption of Liability:

- a) 2017-05-23:** Unit 2xx – Request to add wireless doorbell. The council will review and provide specifications for the doorbell so they are all consistent.

- b) 2017-06-08: Unit 2xx – Request to add a deadbolt to front door. This work has been approved by the council.
- c) 2017-06-08: Unit 3xx – Request re outdoor fireplace. This has been approved by the council.
- d) 2017-06-09: Unit 5xx – Request for indoor electric fireplace. Waiting on actual AOL request.

Bylaw Letter

- a) **none**

Next Meeting Date:

August 8, 2017. Time 1:00 pm – Royce Lounge

Termination of Meeting:

As there was no further business, the meeting was terminated at 4:25 pm.

Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

May 23, 2017

### Council:

#### Officers:

George Scott – President  
Bruce Higgs – Treasurer

#### Members:

Kaj Larsen – Member  
Robert Surridge – Member  
Phil MacAllen – Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

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Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

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**OBSIDIAN**  
PROPERTY MANAGEMENT LTD.

### Agenda

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## Note to owners:

Travelers will be attending the building to do a re-inspection to the warranty work. Owners will be provided with notice if there is a need to access your unit on the 5<sup>th</sup> or 6<sup>th</sup> of July.



## Attendance:

The following members of Council were present:

- Phil MacAllen
- Bruce Higgs
- Kaj Larsen
- George Scott

The following members of Council sent their regrets:

- (Glenn Daft)
- Robert Surridge

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 1:00 pm.

## Approval of Previous Minutes:

- 2017.04.25

The minutes have been approved as released.

## Old Business

### Committee Reports:

#### **a) Landscape Committee:**

- Four large pine trees were moved last fall to the Goggs and west-side corner locations in order to help preserve views for center court residents as requested. This was done with City approval.
- To fill in two of the spaces left by this tree removal, plants in keeping with the original design aesthetic have been planted. Perennials that are easy care, drought tolerant, and either ground cover or low growing have been used. One other space will be left as is, and the forth has been filled with an existing perennial grass.
- Over the next couple of visits, our Gardeners will be assisting in pruning some of the taller trees that are causing concern for some Residents. These trees will remain in their current locations, but will be groomed to be as narrow as possible.
- Please note that The Royce will be compliant with water ration regulations once the sprinklers are turned on. We estimate that this will be in the next couple of weeks, depending on weather. Note that new sprinkler lines have been added along Everall and Thrift.
- To aid the grass in maintaining its health during the heat of the summer, the gardeners have been instructed to keep it fairly high.
- We are pleased to see how well the Hostas on Goggs have come back after such a long cold winter. However, some of the ferns did not survive, and we will address this as time and Budget allows.
- We have more seeds for the 'Wildflower Garden' and will be asking for volunteers from the Landscape Committee to help add them to this area. stay tuned!
- All actions taken as above are based on the 2017 Budget that was approved at the last AGM.
- Landscape Committee Meeting: Tuesday, June 6<sup>th</sup> at 7:00 pm Royce Lounge.
- New Business: See Budget submission for 2018.

**b) Maintenance Committee:**

- i. The Strata Manager will speak with Stratapro regarding vacuuming the mats leading into the hallways from the garage.
- ii. It was reported that the inner gate of P2 was louder than normal. The Strata Manager will contact Valley All Door to find out when their next regular service date is.

**c) Social Committee:**

- i. Summer Barbecue Planning Meeting with volunteers Tuesday, May 30<sup>th</sup>, 2017 at 7:00 pm Royce Lounge
- ii. Current Bottle Return Fund status.

**d) Storage Room Committee:**

- i. Currently, there is no waitlist for any of the lockers.

**e) Bylaw/Rules Committee:**

- i. NSF Bylaw: With recent changes to legislation, the Strata Manager has suggested the bylaws be changed at the next AGM to include the charge for an NSF Fee.
- ii. Privacy: The Strata Manager will review other privacy policy bylaws to see if one is suitable for the Royce.

**f) Budget Committee:**

- i. The Treasurer would like to add a category for Handyman Work to further detail the budget.
- ii. The Treasurer will visit the Obsidian offices to review the Repairs and Maintenance account.

**g) Warranty Committee:**

- i. The Council has approved a letter to be sent to Travelers regarding a schedule for the work to be performed by Forge.
- ii. A re-inspection will be performed by Travelers for the outstanding warranty work. This has been scheduled for July 5<sup>th</sup> and 6<sup>th</sup>. The strata corporation will require access through some units to review the decks. Owners will be notified once a list is compiled.

Administrative Issues:

- a) Depreciation Report:** The council is awaiting the draft report from JRS engineering.
- b) Insurance:** The council ratified the decision to remain with Hub International as the Strata Corporation's Insurance Broker.
- c) Discussion Forum:** The council has asked for items over six-weeks to be deleted.
- d) RHN:** The council has signed off on the auditor's report from RHN. The hard copies will be mailed to RHN for their records.

Common Property Repair & Issues:

- a) Window Cleaning:** The council has decided to proceed with PSI Cleaning to complete the work. A notice will go out to all owners once a schedule is confirmed.
- b) Siding:** This item has been referred to Travelers as the strata corporation has not received a response to the scheduling requests.
- c) Walkthrough with Fire Department:**
  - i. Hot Water Tank in P1: This item has been forwarded to both Forge and Travelers.
  - ii. Drain Insulation: This item will be completed once the investigation upstairs has been completed.
  - iii. Siding in P2 Visitor Parking: This has been sent to both Forge and Travelers.
- d) Elevator Noise:** The council is working with Schindler to find a solution to the issue. A representative will be attending the site before the next meeting.

- e) **Parking Rental Rules:** The council has voted for and passed new rules to deal with the rental parking. They have been attached to the end of these minutes.
- f) **Backflow Testing Results:** The backflows have all passed their yearly inspections.

## New Business

### Administrative Issues:

- a) **Water Bill: The City of White Rock will be issuing a credit for incorrect billing.**
- b) **Entry Phone/Elevator:** There were some reports from owners having difficulty buzzing people in and the elevator not working for their guest. The issue has been resolved. If you notice any further issues, please contact the Strata Manager.
- c) **Obsidian Email:** Owners are requested to only use the [eps2205@opml.ca](mailto:eps2205@opml.ca) email address when contacting the Strata Manager. This is not a general inbox. The email alias is used to track and sort emails by building.
- d) **Additional Quotes:** The Strata Manager will obtain budgetary quotes for CO Sensor Testing and Sump/Catch Basin Cleaning.

### Common Property Repair & Issues:

- a) **Projector:** The council has approved the procurement of a projector to be used for information and general meetings.
- b) **Garage Cleaning:** The council has approved the proposal from Atlas Garage Cleaning to perform the work. Notices will be provided once the scheduling is confirmed.
- c) **Exterior Lights/Timers:** The council will obtain costs for GPS timers to alleviate the need to manually program the existing timers.
- d) **Bike Lock Door:** Trident Lock was here to adjust the lock but a notice has been put on the door to explain the usage.
- e) **Air Filters: The new air filters have been installed.**
- f) **Hose Bib on 101:** This work has been completed.
- g) **Annual Fire Inspection:** The council has approved the proposal from Royal City Fire Inspection to complete the annual inspection. The cost is the same as last year. Notices have been provided for the work to be done on the 19<sup>th</sup> of June, 2017.

## Financial Report

### Acceptance of Financials

- a) **Review:** This has been tabled until the next meeting.

### Accounts Receivables

- a) **Review:** The current list of receivables has been reviewed by the council.

### Accounts Payable

- a) **Reimbursement for Picture Repair:** The reimbursement has been approved by the council.
- b) **Canstar Invoice for Gogg's:** Payment of the invoice has been approved by the council.

## Correspondence

### Letters

- a) 2017-04-24: Chargeback letter re: damage to garage gate.
- b) 2017-04-24: Chargeback letter re: drywall repairs in unit. The council has asked that the original paperwork be supplied to the owner for review.
- c) 2017-04-24: Chargeback letter re: key recovery.

### Request for Renovation/Assumption of Liability:

- a) 2017-05-01: Request to replace kitchen cabinets. This has been approved by the council.
- b) 2017-05-03: Request for fire pit and barbeque. The council has asked for further information.
- c) 2017-05-05: Request to install door knocker on common property. This request has been denied by the council.
- d) 2017-05-10: Request to add additional lighting. This work has been approved by the council.
- e) 2017-05-22: Request to alter blinds. This has been approved by the council.
- f) 2017-05-23: Fire Pit on deck of new owner. The council has asked for an assumption of liability form to be filled out.

### Bylaw Letter

- a) **none**

### Next Meeting Date:

June 27, 2017. Time 1:00 pm – Royce Lounge

### Termination of Meeting:

As there was no further business, the meeting was terminated at 4:25 pm.

### Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

## **Rules for the use of Common Property Parking Spaces**

### **The Strata Property Act 76 States**

#### **Short term exclusive use**

76 (1) Subject to section 71, the strata corporation may give an owner or tenant permission to exclusively use, or a special privilege in relation to, common assets or common property that is not designated as limited common property.

(2) A permission or privilege under subsection (1) may be given for a period of not more than one year, and may be made subject to conditions.

(3) The strata corporation may renew the permission or privilege and on renewal may change the period or conditions.

(4) The permission or privilege given under subsection (1) may be cancelled by the strata corporation giving the owner or tenant reasonable notice of the cancellation.

### **Owners wishing to rent a numbered spare parking space are subject to the following;**

1. The Renter must be an owner and must live in the building
2. The Renter must pay an annual fee due January 1<sup>st</sup> of each year. Rentals starting mid-year will receive a prorated discount.
3. Priority will be given on a first-come, first serve basis. Waiting lists will be maintained by the Property Manager.
4. The granting of the parking space is on the basis of a short term exclusive use agreement and is considered a privilege.
5. The Strata Corporation is not responsible for any damage or injury that may occur while using this parking space.
6. The Strata Corporation can renew the term of the privilege, alter the conditions, and cancel at any time during term by giving reasonable notice to the owner. (Minimum 1 month). If the privilege is canceled by the Strata Corporation during the term the annual fee will be refunded on a pro-rata basis. If the owner cancels the arrangement or moves from the Royce no portion of the fee will be refunded.
7. The Privilege is not transferable to another owner
8. The Privilege does not transfer to a new owner if the renter sells his/her unit
9. The Renter will be given the option annually to renew for a further year on such terms and at such annual fee as the Strata Corporation may determine.
10. The Renter is not permitted to rent the parking stall to another owner

**Annual Fee ----- \$600.00 for year 2017**

Parking space # ----- Date----- Owner ----- Unit # -----

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

April 25, 2017

### Council:

#### Officers:

George Scott – President  
Glenn Daft – Vice-President  
Bruce Higgs – Treasurer

#### Members:

Kaj Larsen – Member  
Robert Surridge – Member  
Phil MacAllen – Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
“Community Portal login”

### On-Line Payments



[www.rentmoola.com](http://www.rentmoola.com)

### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
Surrey, BC V3W 1A4

Ph: 604.757.3151

Fax: 604.503.3457

Web: [www.opml.ca](http://www.opml.ca)

Email: [eps2205@opml.ca](mailto:eps2205@opml.ca)



### Agenda

Attendance: .....	2
Call to Order: .....	2
Approval of Previous Minutes: .....	2
Old Business .....	2
New Business.....	4
Financial Report.....	4
Correspondence .....	4
Next Meeting Date:.....	5
Termination of Meeting: .....	5

## Note to owners:

The Summer Barbecue has been scheduled for  
July 22, 2017.

## Attendance:

The following members of Council were present:

- Phil MacAllen
- Bruce Higgs
- Kaj Larsen
- Robert Surridge

The following members of Council sent their regrets:

- Glenn Daft
- George Scott

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 1:00 pm. It was noted that Phil MacAllen has temporarily taken on the role as Vice-President while the current Vice-President takes a leave of absence.

## Approval of Previous Minutes:

- 2017.03.28

The minutes have been approved as released.

## Old Business

### Committee Reports:

#### a) **Waste Committee:**

- i. Owners are asked to put their garbage in the bins provided, not leave the garbage on the floors.

#### b) **Landscape Committee:**

- i. The sprinkler addition project has been completed on budget.
- ii. YBS is waiting for the weather to improve before the topsoil is added to the landscaping.

#### c) **Maintenance Committee:**

- i. Three motion activated lamps were obtained for installation on the west side. One was tested to ensure it charged, which it did. We will make a bracket to allow installation without damaging any of the building.
- ii. The latches to the stationary door of the P2 door into the garbage room were repaired, allowing it to be secured.
- iii. The upper latch on the stationary door into the mechanical room on P1 was repaired. Repairing the lower latch requires removal of the door, which will be done when time permits.
- iv. The warped picture on the 4th floor was examined, but was not readily repairable.
- v. The committee will pressure wash the Gogg's area when the weather improves.
- vi. An extra key was supplied to Canada Post for the parcel box in the lobby.

#### d) **Social Committee:**

- i. A Western-Themed Barbeque is schedule for July 22. More information to follow.

#### e) **Storage Room Committee:**

- i. This has been tabled for the next meeting.

#### f) **Bylaw/Rules Committee:**

- i. A notice will be sent to all owners asking for any suggestions in changing the current bylaws and rules.

**g) Budget Committee:**

- i. This work is ongoing. More information to follow.

**h) Warranty Committee:**

- i. Council Members Bob and Phil met with the Strata Manager Darren Earl on April 13, 2017 to review the progress that has been made regarding the 192 common property warranty claims submitted to Travelers Insurance. These claims were identified by JRS Engineering, the 15-month building envelope consultants, in addition to Council member's observations. Also, included with the claim were pictures showing each item mentioned.
- ii. Travelers has identified items as warrantable and has submitted these items to Forge to address. Travelers has also identified many claims that require further investigation. This requires meeting with Travelers at Royce to see the actual claim. This is an ongoing process.
- iii. The items that Forge has received, they claim, are not all warrantable. This is up to Travelers to reconcile with Forge.
- iv. Currently Forge is working with our Property Manager to arrange access to six suites to correct the siding issues identified.
- v. To date, very few of the claims have been addressed by Forge.

Administrative Issues:

- a) Depreciation Report/2-Year Warranty Review:** The two-year warranty review will be received by the end of April and then forwarded to Forge and Travelers after review. The Depreciation Report will be ready by the end of May.
- b) Insurance:** The renewal package from Hub International was supplied to the council. The Strata Manager will ask for a claims history so a second quote can be obtained. There was also discussion about inviting the insurance broker to the next Annual General Meeting.
- c) Trees Moved on Common Property:** The further contact has been received by the city. After review of the trees, they were found to be alive.
- d) Royce Lounge Inspection Procedure:** Stratapro will now be doing the pre- and post-inspection for any Royce Lounge bookings.

Common Property Repair & Issues:

- a) Window Cleaning:** The council has approved the proposal from Grime Fighting to clean the windows. The work will be scheduled for June.
- b) Siding:** The Strata Manager has reached out to Forge to reschedule to siding work but has not received a response.
- c) Walkthrough with Fire Department:**
  - i. Hot Water Tank in P1: This has been resent to Forge and Travelers to complete the repairs and code violations.
  - ii. Storage in Parking Stalls: This issue has been remedied.
  - iii. Drain Insulation: The drain requires 'fire stopping' but the council would like to investigate the leak before this work is done.
  - iv. Siding in P2 Visitor Parking: This issue has been sent to Forge to resolve.



- d) Elevator Noise:** This item has been tabled until the next meeting while the council waits for the information from Schindler Elevators.
- e) Parking Stalls:** In the previous minutes owners were asked to respond to the Strata Manager if they were interested in renting parking spaces. One owner replied. There are 3 parking spots that are available on common property. It was moved and approved that the first space be allotted to the owner that responded on the condition of Parking Rules to be developed.

## New Business

### Administrative Issues:

- a) Levy Refund:** The Strata Manager will supply the council with the breakdown for any refund due to the owners from the Security Levy. All costs incurred in the disbursement will be charged to the levy account.
- b) Fire Doors:** A question was raised regarding whether or not the strata corporation could prohibit owners from using fire doors as exit doors. Any change in the use of fire doors would require a bylaw as fire doors are common property.

### Common Property Repair & Issues

- a) Animal Noise:** There has been no further reports of noise in the ceiling of the second floor.
- b) Backflow Testing:** The council has approved the work to be completed by Community Fire. The work will be completed before May 7<sup>th</sup>.
- c) Additional Signage:** The Strata Manager will obtain quotes for additional signage in the elevator to identify the ground floor.

## Financial Report

### Acceptance of Financials

- a) 2017.03**

The Financials have been approved as released.

### Accounts Receivables

- a) Review:** The current list of receivables has been reviewed by the council.

### Accounts Payable

- a) Onsite Invoice 24232:** The council has authorized the payment of the invoice for troubleshooting the enterphone system.
- b) Black Tie 15%:** The council has asked that the remaining 15% of the original invoice be removed from the payables list.

## Correspondence

### Letters

- a) 2017-04-03:** Warped Picture – The council has authorized \$400.00 to either repair or replace the picture. The authority has been delegated to the owner that brought the issue to the council's attention.
- b) 2017-04-10:** Request for additional signage. As noted above, the Strata Manager will obtain a quote.

#### Request for Renovation/Assumption of Liability:

- a) **Request to Install Air Conditioner and Pergola:** The council has approved the air conditioner; however, they have asked for more information about the pergola.

#### Bylaw Letter

- a) **2017-03-27:** Combustibles in parking stall.
- b) **2017-03-27:** Combustibles in parking stall.

#### Next Meeting Date:

May 23, 2017. Time 1:00 pm – Royce Lounge

#### Termination of Meeting:

As there was no further business, the meeting was terminated at 3:25 pm.

#### Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.

# THE OWNERS, STRATA PLAN EPS2205

## COUNCIL MEETING MINUTES

### Location:

Lounge – 14855 Thrift Avenue  
White Rock, BC

### Date:

March 28, 2017

### Council:

#### Officers:

George Scott – President  
Glenn Daft – Vice-President  
Bruce Higgs – Treasurer

#### Members:

Kaj Larsen – Member  
Robert Surridge – Member  
Phil MacAllen – Member

### Community Web-Portal

Sign-in at: [www.opml.ca](http://www.opml.ca)  
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### Strata Management Team:

Darren Earle – Strata Manager  
Carrie Beevers – Strata Co-Manager  
Roselee Pathammavong – Accounting  
Sean Michaels – Managing Broker

### Obsidian Property Management Ltd.

#306 – 7327 137th Street  
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## Note to owners:

The Summer Barbecue has been scheduled for  
July 22, 2017.

## Attendance:

The following members of Council were present:

- George Scott
- Bruce Higgs
- Phil MacAllen
- Glenn Daft
- Robert Surridge

The following members of Council sent their regrets:

- Kaj Larsen

The following representatives from Obsidian Property Management were present:

- Darren Earle: Strata Manager

## Call to Order:

The meeting was called to order at 3:00 pm.

## Approval of Previous Minutes:

- 2017.02.28

The minutes have been approved as released.

## Old Business

### Committee Reports:

#### a) Waste Committee:

- Earlier this month the red bins were not picked up by Maple Leaf on the regular Tuesday pick up day due to a truck break down. They came on Friday of that week to pick up. Also, our regular bin hauler, Rob, was on vacation so he had arranged for a replacement.
- There was one week where an unusually large amount of cardboard was put into the red cardboard bin. It would not have been so bad if the residents responsible had taken the time to flatten the cardboard boxes.

#### b) Landscape Committee:

- This item has been tabled until the next meeting.

#### c) Maintenance Committee:

- Outdoor solar lights have been procured and will be tested on the west side of the building.
- Video cameras have been installed in the Royce Lounge and the mailbox area.
- The batteries for the Keyscan system have been replaced and should be replaced every two years.
- Items ii and iii are the last two items that will be charged to the security levy. Obsidian will prepare a full accounting of the levy project.

#### d) Social Committee:

- July 22<sup>nd</sup> is that date that has been chosen for the Summer BBQ. More information to follow.

#### e) Storage Room Committee:

- i. The Committee has been supplied an account ledger for golf club storage fees, however, there appear to be some anomalies, including at least one resident that has not paid for this year. The ledger will have to be reviewed with the Property Manager.
- ii. It would also be advisable to establish rules in regard to the Storage Locker rentals. We currently collect for a year for example, however what if a resident moves out? We don't have a policy to refund fees.

A motion was put forth to add to the existing rules:

***Fees for storage lockers, bike room and golf storage are annual fees. There will not be any rebates.***

The motion carried with a four-to-one vote.

- f) Fire Safety Committee:** Three people have volunteered for this committee. A meeting will be held in May to determine a time for a Fire Safety Drill.
- g) Bylaw and Rules Committee:** A notice will be sent to all owners asking for recommendations on changes, additions or removals from the existing bylaws and rules. The current bylaws can be reviewed on the portal. Those that do not have access to the portal can request copies from the Strata Manager.
- h) Budget Committee:** The Treasurer provided a synopsis of the existing budget as well as a preliminary budget for the next fiscal year. The council will meet again to refine the proposed budget.

#### Administrative Issues:

- a) Depreciation Report/2-Year Warranty Review:** The inspection portion of the review has been completed. JRS is aware of the May deadline for the warranty review and will have the report ready for the end of April.
- b) Enterphone Audit:** This item has been completed. Any discrepancies were corrected during the audit.
- c) Insurance:** The updated appraisal has been received by the insurance broker and the council is waiting for the new proposal.
- d) Trees Moved on Common Property:** This item has been tabled until the next meeting.
- e) Royce Lounge Inspection Procedure:** The Strata Manager will update the inspection list and send to the council for approval.

#### Common Property Repair & Issues:

- a) Window Cleaning:** A second quote for the work will be supplied to the council once received.
- b) Water Leak in 4<sup>th</sup> Floor Stairwell:** The plumbing issue has been repaired. The drywall repair work will be included in a letter to Forge about outstanding items.
- c) Siding:** These replacements will be rescheduled with Forge.
- d) Deck Drains:** An inspection report was commissioned by the council regarding the functionality and usage of the existing deck drains. The council has directed the Strata Manager to forward this to Travelers to open an additional claim.
- a) Fire Panel ULC Testing:** This item has been completed.
- b) Entry Mats:** The new mats have been procured and delivered to the building.
- c) Walkthrough with Fire Department:**
  - i. Hot Water Tank in P1: The installation does not meet code. A permit for the installation has been requested. This item will be relayed to Forge.

- ii. **Storage in Parking Stalls:** Remove loose combustibles from parking stalls 116 and 114. Letters have been sent to each owner.
  - iii. **Drain Insulation:** Repair the drain insulation in P2 visitor parking and fire stop drain. This item will be relayed to Forge.
  - iv. **Siding in P2 Visitor Parking:** Remove the siding. This item will be relayed to Forge.
  - v. **Stairwell 2:** Remove tape around smoke detector. The Strata Manager will ask Stratapro to remove the tape.
- d) Elevator Noise:** This item has been tabled until the return of the council member.
- e) Parking Stalls:** The council is interested in finding out which owners would like to rent additional parking, should the become available. If you are interested, please contact the management company at [eps2205@opml.ca](mailto:eps2205@opml.ca).

## New Business

### Administrative Issues:

- a) Warranty Items:** The Council and Strata Manager have been reviewing the work that Forge has been directed to complete by the warranty company. Several items still remain. The Strata Manager will follow up with the warranty company.
- b) Rentmoola:** Rentmoola did an upgrade to their system in the middle of the month and accidentally charged owners when the system was restored. If you use Rentmoola, please check your statements to make sure you have received a refund for any unauthorized charges. Rentmoola is a third-party supplier that is used as a convenience to some owners and is not affiliated with Obsidian through any financial means. If your account with them is not correct, please contact them directly.
- c) Form D / Obsidian Move:** A new Form D has been filed with the Land Titles Office to reflect Obsidian Property Managements new address.
- d) Obsidian Move:**

### Common Property Repair & Issues

- a) R Anderson:**
- b) Hallway Painting:**

## Financial Report

### Acceptance of Financials

- a) 2017.01**
- b) 2017.02**

The Financials have been approved as released.

### Accounts Receivables

- a) Review:** The current list of receivables has been reviewed by the council.

### Accounts Payable

- a) AJM Invoice:** The most recent invoice had extra pick-up charges on it. AJM was not able to explain what they were for so the charges have been deducted from the payment

## Correspondence

### Letters

a) **none**

### Request for Renovation/Assumption of Liability:

a) **none**

### Bylaw Letter

a) **none**

### Next Meeting Date:

April 25, 2017. Time 1:00 pm – Royce Lounge

### Termination of Meeting:

As there was no further business, the meeting was terminated at 3:40 pm.

### Replies:

Replies to requests or correspondence may be posted within the minutes of the Council meeting, the requestor may not necessarily receive a formal written response. All replies will be received within two weeks of the meeting in which they were discussed.