



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, JUNE 21, 2018  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

<b>PRESENT:</b>	Barry Wilson	President/Treasurer/Secretary	Unit # 17
	Dave Tredgett	Vice President/Maintenance	Unit # 11
	Judith Lambie	Landscaping/Pest Control	Unit # 15

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:10 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #11) and **SECONDED** (Unit #15) to approve the Agenda.  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the previous council meeting minutes of April 26, 2018.  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Mr. Smith's Cleaning**

All work has been completed to satisfy the Strata Council and the Strata Agent was directed to pay the invoice for the maintenance items.

**4.2 Cedar removal**

Vista Landscaping has been on site and the cedars have been removed to ensure that the drainage work could follow in the locations of Units #21 - #24. The Agent confirms that the invoice has been paid to the contractor.

#### **4.3 SWR Drainage**

The drainage was cleaned and noted that cedar trees had been planted over an original sump pits. The cost factor changed significantly in favor of the Strata Corporation as what was originally expected to be completed was not necessary. The original drains were then hydro jetted.

It was **MOVED** (Unit #11) and **SECONDED** (Unit #15) to pay the invoice in the amount of \$1,527.52.

Three in Favor, Zero Against, Zero Abstention

**CARRIED**

#### **4.4 Fireplace Cleaning**

Fireplace cleaning was done by Maxwells Plumbing on June 12<sup>th</sup> & 13<sup>th</sup>. Work completed to satisfaction of the Council and the Agent was provided authorization to pay the invoice.

#### **4.5 Roof Inspection – 2 Year**

The 2-Year Roof inspection was completed in early May and the Agent was requested to follow up with B.C. Roofing to obtain a copy of the report completed.

#### **4.6 Fibre Optics – Update**

The Strata Council are following up with a few items that remain outstanding including the wifi hotspot and the access line to be run to the Amenity Building for telephone and internet service.

#### **4.7 Artisan Concrete**

The patio lifting at unit #23 has been completed by Artisan Concrete. The invoice was submitted and the Council have approved for payment.

#### **4.8 Furnace & Hot Water Tanks**

##### **Reminder to Owners**

All furnace and hot water tank replacements must be in contact with the Strata Council prior to proceeding as there are new roof specifications put in place for these installations. An Assumption of Liability will also be required to be completed before approval is granted.

#### **5.1 FINANCIAL STATEMENTS**

The financial statements up to and including **May 31, 2018**, have been reviewed and reported to be in order. It was mentioned that line item for 'eaves trough' was misspelled to read 'eavesthrough'. The Agent will note and advise.

It was **MOVED** (Unit #17) and **SECONDED** (Unit #11) to approve the financial statements as distributed.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

## **5.2 ACCOUNTS RECEIVABLE**

Accounts Receivable to **May 31, 2018** have been reviewed and noted that there are no accounts receivable.

The Management Company sends owners in arrears reminder notices every month.

All Owners are reminded strata fees are due and payable on the first day of each the month.

There are currently no owners in arrears.

## **5.3 EXPENSES FOR APPROVAL**

The following expenses were approved:

1. Gizelle Griffiths - Unit #9 - Approval to pay invoice of \$144.48 for purchase of dogwood tree.

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15)

Three in Favor, Zero Against, Zero Abstention

**CARRIED**

2. Ron Cherniak - Unit #20 - Approval to pay invoice of \$ 99.67for purchase of four (4) boxwoods, sand for driveway and spikes for raccoon prevention.

It was **MOVED** (Unit #11) and **SECONDED** (Unit #15)

Three in Favor, Zero Against, Zero Abstention

**CARRIED**

3. Judie Lambie – Unit #15 – Approval to pay invoice of \$ 264.55 for the purchase of plants, soil, baskets etc.

It was **MOVED** (Unit #11) and **SECONDED** (Unit #17)

Two in Favor, Zero Against, One Abstention

**CARRIED**

## **6. CORRESPONDENCE RECEIVED**

- 6.1 Correspondence was received from Smalley Electric – quote
- 6.2 Correspondence was received from Normac – increases in valuation

All other Owner communication was dealt with and replied to accordingly.

## 7. CORRESPONDENCE SENT

- 7.1 Notice issued to owners regarding Maxwells Plumbing on site for fireplace cleaning of all gas fireplaces, including the Amenity Centre.
- 7.2 Notice was sent to all owners regarding vandals

### Watering Restrictions:

Owners please be advised of the water restrictions in place with the City of Surrey, as follows:  
Please be advised that this is Stage 1

- Even numbered addresses: Wednesday and Saturday from 4am to 9am
- Odd numbered addresses: Thursday and Sunday from 4am to 9am
- Watering flowers, planters, shrubs, and trees on any day from 4 am to 9 am if using a sprinkler, or any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded that **Council can only address written and signed correspondence from owners**. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## 8. NEW BUSINESS

### 8.1 Fence Installation

The fence installation for Units #21 - #24 are scheduled to be completed by DunRite Roofing as per the quote provided of February 22, 2018. They are expected to be completed during the week of June 25<sup>th</sup>, 2018.

### 8.2 Bollard Repair & floodlight installation

Smalley Electric has provided a quote in the amount of \$367.56 for the cost to install a flood light to highlight the street sign and the cost to repair the existing bollard fixture near the postal boxes. All parts for bollard repair will be supplied.

It was **MOVED**, (Unit #15) and **SECONDED** (Unit #17) to approve the quote and to proceed with completion at a cost of \$367.56.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

### 8.3 Increase in Valuations

Normac Appraisals have advised the Hub International team that the cost of construction in the Lower Mainland has increased significantly based on the conduction price index with Statistics Canada as well as their cost guides and research with local builders and developers. It was noted to be especially the case for residential properties, advising that the current increase for the first quarter is approximately 9.6%. This will be reflected in the overall percentage change of Normac's appraised values compared to the previous total insured values and will impact the cost for insurance next year.

#### **8.4 Installation of Irrigation System**

The Strata Council have approved the estimate provided by Landscape Reflections to provide and install a two-zone residential irrigation system to provide irrigation to common property grass strip measuring 120 feet by 10 feet abutting strata lot #17.

It was **MOVED**, (Unit #17) and **SECONDED** (Unit #15) to approve the quote and to proceed with completion at a cost of \$2,141.66.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

#### **8.5 Camera Installation**

The Strata Council discussed the idea of CCTV camera installation as a form of preventative measures relating to security on the premises, vandals causing damage etc. The Agent indicated that this could be completed if Owners approved by a 3/4 Vote Resolution at an AGM or SGM, noting that other resolutions would be necessary to be passed such as relating to the Privacy Act and Change to Common Property approvals. Council have not determined at this point and is just a subject of discussion.

#### **8.6 Signage**

The Strata Council discussed having signage put in place at the entrance to the complex that it is 'Private Property' and noting the address in the sign. The Council have noted that they have witnessed vehicles parked in Edencrest Visitor Parking, who are not visitors of Edencrest Estates. It was mentioned that on occasion, a Council Member has had to advise individuals that it is private property and unless they are not permitted to park their vehicle on the property. Council V. President will obtain costs and quotes for this maintenance item.

#### **9.1 Maintenance – Dave Tredgett**

Dave Tredgett requested that the Strata Agent arrange for the Amenity Building to be cleaned professionally and to arrange steam cleaning of the carpets on the lower level. It is required to have this scheduled for mid to late September.

#### **9.2 Landscaping – Judi Lambie**

It was noted that unit #18 foundation box is incomplete  
Tree in unit #10 to be replaced with Japanese Peirus

#### **9.3 Pest Control – Judi Lambie**

Cement (concrete) ants have been noted. If you notice any of these types, Home Depot provides the tins that can be placed inside or outside. Low rodent activity was noted and bait traps were refilled.

#### **9.4 Bylaw & Rules – Barry Wilson**

These are continuing to be reviewed. A townhall meeting will be arranged for owner discussion.

### **10. TERMINATION/NEXT MEETING**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to terminate the meeting.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:45 p.m.

The next scheduled meeting will be held on Thursday, September 13, 2018 at 3:00 p.m.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, APRIL 26, 2018  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

<b>PRESENT:</b>	Barry Wilson	President/Treasurer/Secretary	Unit # 17
	Dave Tredgett	Vice President/Maintenance	Unit # 11
	Judith Lambie	Landscaping/Pest Control	Unit # 15

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:06 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the Agenda.  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #11) to approve the previous council meeting minutes of February 22, 2018.  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Vancouver Fire Inspection**

Vancouver Fire completed their annual inspection on April 6, 2018. It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve payment of the invoice in the amount of \$281.14 for the inspection and an amount of \$149.87 for required repairs noted at the time of the inspection.

**4.2 Repairs Approved & Completed**

1) Smoke detectors replaced – Smalley Electric has replaced all required smoke detectors throughout the complex as budgeted and discussed with owners at the AGM.

2) Tree trimming – the Kumaken tree thinning has been completed. The Strata Council confirm it has made a small improvement and this will need to be maintained. Council provided the authorization to pay invoice portion to Peninsula Tree Preservation.

### **5.1 FINANCIAL STATEMENTS**

The financial statements up to and including **March 31, 2018**, have been reviewed and reported to be in order. It was mentioned that line item 6213 needed to be modified to reflect 'dryer vent cleaning/fireplace cleaning' as this line item is assigned to both maintenance items on a bi-annual basis. It was currently reading only as 'dryer vent cleaning'.

It was **MOVED** (Unit #17) and **SECONDED** (Unit #11) to approve the financial statements subject to the re-coding of a pest control invoice, which will be reflected in the April 30<sup>th</sup> financial statements.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

### **5.2 ACCOUNTS RECEIVABLE**

Accounts Receivable to **March 31, 2018** have been reviewed and noted that there are no accounts receivable.

The Management Company sends owners in arrears reminder notices every month.

All Owners are reminded strata fees are due and payable on the first day of each the month.

There are currently no owners in arrears.

### **5.3 EXPENSES FOR APPROVAL**

The following expenses were approved:

1. Dave Tredgett - Approval to pay invoice of \$47.54 for lightbulbs purchased.

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15)

Two in Favor, Zero Against, One Abstention

**CARRIED**

## **6. CORRESPONDENCE RECEIVED**

**6.1** Correspondence was received from Unit 16 relating to maintenance.

All other Owner communication was dealt with and replied to accordingly.

## **7. CORRESPONDENCE SENT**

- 7.1** Notice issued to owners regarding Mr. Smith's Cleaning – Scheduled for May 9 – 11
- Gutter cleaning, power washing & window cleaning

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded that **Council can only address written and signed correspondence from owners**. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **8. NEW BUSINESS**

### **8.1 Mr. Smith's Cleaning**

Mr. Smith's Cleaning is scheduled to be on site between May 9<sup>th</sup> and May 11<sup>th</sup> to complete the power washing, window cleaning and lower eave cleaning. Notices have been provided and all work has been arranged and scheduled with Council Member Dave Tredgett.

### **8.2 Cedar Removal – Vista Landscaping**

The Strata Council will coordinate with Vista Landscaping to ensure that the cedar tree removal in the back units of #21 - #24 is completed a week in advance of the scheduled date for SWR Drainage.

### **8.3 Drains Updated – SWR Drainage**

The Strata Council confirm that the drainage work scheduled for units #21 through #24 to hand excavate a depth of 3 feet at the rear of each of these two unit foundations to supply and install an inspection chamber with gasketed lid and connect to existing perimeter system. The updated quote received on February 19<sup>th</sup> indicated the cost to be in the amount of \$2,970.00 plus GST. This work is scheduled for May 30<sup>th</sup> & 31<sup>st</sup>.

### **8.4 Bylaw Registration**

The Strata Agent has confirmed that the bylaws have been registered at the Land Title Office. The Strata Agent has sent a formatted set of bylaws to the Strata Council as well as a copy of the registration documentation from Land Titles.

### **8.5 Bentley Appraisal**

The Strata Agent provided the Strata Council with a copy of the recent appraisal provided by Bentley Appraisal, and note that the total building and other improvements have been appraised at \$9,825,942.00 and is a factor that affects the insurance policy. Should any owner require a copy of the Strata Corporation Insurance Appraisal, please email Bev at the following email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com) and a pdf copy will be sent via email.

### **8.6 Hub Insurance Policy**

The Strata Agent provided the Council with the Hub Coastal Insurance documents for the Strata Corporation. The new policy is in effect from May 1, 2018 through until April 30, 2019. It was noted that the insurance costs came in at \$25,701.00; which was over the budgeted amount of \$25,200.00. However, once adjusted for the effective date of May 1, 2018, it is \$77.00 over the 2018 budget.

### **8.7 Fireplace Cleaning**

The fireplace cleaning for all units will be scheduled with Maxwell's Plumbing on June 12<sup>th</sup> and 13<sup>th</sup>. Council have determined that June 12<sup>th</sup> will be set aside for Units #1 - #12 plus the Amenity Building and June 13<sup>th</sup> will be set for units #13 - #24. Notification reminders will be sent to all owners in advance of this taking place.

### **8.8 RCABC Roof Inspection**

The 2-year annual roof inspection is scheduled to be completed on May 3<sup>rd</sup> with Flynn Canada.

#### *Reminder – Power Washing:*

*Should any owner be taking care of their own power washing of driveways, patio areas etc., please be sure to not spray in the direction of your door or window. Any damages done will be your own to resolve.*

## **9. MEMBER REPORTS**

### **9.1 Maintenance – Dave Tredgett**

Dave Tredgett – Approval for authorization to spend up to an amount of \$75.00 for paint and brushes to paint the light poles.

Three in Favor, Zero Against, Zero Abstention

**CARRIED**

### **9.2 Landscaping – Judi Lambie**

It was noted that most areas have been aerated other than areas that were too wet.

### **9.3 Pest Control – Judi Lambie**

Cement (concrete) ants have been noted. If you notice any of these types, Home Depot provides the tins that can be placed inside or outside. Alternatively, the pest control company can spray on their next visit.

### **9.4 Bylaw & Rules – Barry Wilson**

These are continuing to be reviewed. A townhall meeting will be arranged for owner discussion.

## **10. TERMINATION/NEXT MEETING**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to terminate the meeting.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:00p.m.  
The next scheduled meeting will be held on Thursday, June 21, 2018.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
TUESDAY, FEBRUARY 22, 2018  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

**PRESENT:**

Barry Wilson	President/Treasurer/Secretary	Unit # 17
Dave Tredgett	Vice President/Maintenance	Unit # 11
Judith Lambie	Landscaping/Pest Control	Unit # 15

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:04 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the Agenda.  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #17) to approve the previous council meeting minutes of December 5, 2017  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Council 2018**

The Strata Council as approved at the Annual General Meeting is noted above and present at this Council Meeting. All members remain in their same positions.

**4.2 Committees**

Committees are as follows: Maintenance – Dave Tredgett  
Bylaws – Barry Wilson  
Landscaping/Pest Control – Judi Lambie

#### **4.3 Additional Committee members**

It was **MOVED** (unit #17) and **SECONDED** (unit#15) to add Bob Zoltok to assist with the Bylaw Committee

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

#### **5.1 FINANCIAL STATEMENTS**

The financial statements up to and including **January 31, 2018**, have been reviewed and reported to be in order.

It was **MOVED** (Unit #17) and **SECONDED** (Unit #11) to approve the financial statements.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

#### **5.2 ACCOUNTS RECEIVABLE**

The Management Company sends owners in arrears reminder notices every month.

All Owners are reminded strata fees are due and payable on the first day of each the month.

There are currently no owners in arrears.

#### **5.3 EXPENSES FOR APPROVAL**

The following expenses were approved:

1. Dave Tredgett - Approval to spend up to \$40.00 for L.E.D. bulbs

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15)

Three in Favor, Zero Against, Zero Abstention

**CARRIED**

2. Judi Lambie - Approval to spend up to \$100.00 for potted plants and soil

It was **MOVED** (Unit #17) and **SECONDED** (Unit #11)

Three in Favor, Zero Against, Zero Abstention

**CARRIED**

#### **6. CORRESPONDENCE RECEIVED**

**6.1** Correspondence was received from Vancouver Fire to schedule the 2018 Fire inspection and a date will be set.

All other Owner communication was dealt with and replied to accordingly.

## **7. CORRESPONDENCE SENT**

- 7.1** Notice issued to all owners regarding smoke alarm replacement on February 26<sup>th</sup>
- 7.2** Approval issued to Kumaken for Edencrest portion of tree pruning - \$840.00 plus tax

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded that **Council can only address written and signed correspondence from owners**. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **8. NEW BUSINESS**

### **8.1 Work Orders Requested**

The following work orders have been issued for maintenance items as follows:

- |                          |                            |
|--------------------------|----------------------------|
| -smoke alarm replacement | - 4 new fences             |
| -window cleaning         | - patio lifting @ unit #23 |
| -power washing           | - fireplace cleaning       |
| -eave cleaning           | -drainage chamber          |

### **8.2 Repairs approved & completed**

The following repairs have been approved and completed for the Strata Corporation:

- gate replacement at unit #16 - \$393.75
- eave drains – minor alterations to some downpipes – under warranty
- snow removal invoices approved - \$1,418.03
- replacement of carriage lights at end of cul de sacs - \$282.15

### **8.3 Landscaping approved & completed**

The following landscaping items have been approved & 90% completed:

- Vista – foundation boxes, rock & shrub replacement - \$1916.25

### **8.4 Other Expenses approved**

Other expenses approved were two (2) Christmas gift cards totaling \$100.00 for vendors. Approve to reimburse D.Tredgett.

Two in Favor, Zero Against, One Abstentions

**CARRIED**

### **8.5 Communication**

The Strata Agent confirmed that the authorization forms were provided to Owners at the AGM and have been signed and returned. The Council will follow up with the outstanding few Owners who have not provided this.

## 8.6 Contracts

The Strata Council confirm that the contract for Vista Landscaping has been signed for 2018 and the Strata Agent will follow up with management at PSM to ensure whether a new Agency Agreement is necessary as there were no increases in management fees for 2018.

## 9. MEMBER REPORTS

### 9.1 Maintenance – Dave Tredgett

No report to submit

### 9.2 Landscaping – Judi Lambie

No report to submit

### 9.3 Pest Control – Judi Lambie

Low rodent activity; all bait traps re-filled

### 9.4 Bylaw & Rules – Barry Wilson

The committee is meeting and have begun the review. Council will be updated as necessary.

## 10. TERMINATION/NEXT MEETING

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to terminate the meeting.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:28 p.m.

The next scheduled meeting will be held on Thursday, April 26, 2018.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)

# **PLEASE NOTE**

**THE ATTACHED MINUTES INCLUDE A  
SCHEDULE OF THE APPROVED MAINTENANCE  
FEES FOR STRATA PLAN LMS 3719  
"Edencrest Estates"**

These were approved on February 8, 2018  
At the Annual General Meeting.  
The year end for LMS 3719 was December 31, 2017.

## **Please note that the fees have changed.**

**FOR THOSE OWNERS THAT ARE USING AUTOMATIC  
WITHDRAWAL, THESE PAYMENTS WILL BE PROCESSED  
BY THIS OFFICE. THE INCREASE WILL BE PROCESSED  
AUTOMATICALLY AS OF MARCH 1, 2018.**

**Note that the make up amount (difference between old fees and new)  
for January & February will also take place with the March payment.**

**FOR THOSE OWNERS THAT USE POST DATED CHEQUES,  
PLEASE FORWARD NEW CHEQUES TO THIS OFFICE WITH  
THE CHANGED AMOUNT. YOU WILL ALSO NEED TO  
PROVIDE A CHEQUE TO MAKE UP THE DIFFERENCE IN  
FEES FOR JANUARY & FEBRUARY.**

Management/Council

**Edencrest Estates  
“LMS 3719”  
ANNUAL GENERAL MEETING**

Thursday, February 8, 2018 @ 7:00 PM  
In the Amenity Building at Edencrest Estates  
15168 22<sup>nd</sup> Avenue,  
Surrey, B.C.

---

**1. Registration, Certification of Proxies and Issuance of Voting Cards**

- 2. Call to Order:** Council President Barry Wilson welcomed the owners and thanked them for attending. The meeting was called to order at 7:00 p.m.

Barry acknowledged the Agent, Bev Drinkwater was present at this Annual General Meeting.

**3. Calling of the Role & Certification of Proxies:**

There were **Twenty (20)** Owners in person and **Four (4)** by proxy present, as per the registration sheet for a total representation of **Twenty Four (24)** strata lots. The minimum quorum required is one third of Twenty Four (24) being Eight (8) strata lots. The minimum quorum was satisfied.

It was **MOVED** (Unit #8) and **SECONDED** (Unit #13) to verify quorum.

**MOTION CARRIED**

**4. Filing Proof of Notice of Meeting:**

It was **MOVED** (Unit #9) and **SECONDED** (Unit #22) to accept the proof of Notice of the Annual General Meeting that was mailed to all Owners on January 18, 2018.

**MOTION CARRIED**

**5. Approval of Agenda:**

Barry Wilson brought forward the Agenda to the floor for approval. It was **MOVED** (Unit #22) and **SECONDED** (Unit #23) to approve the Agenda as presented.

**MOTION CARRIED**

**6. Adoption of Minutes**

Special General Meeting – September 21, 2017

It was **MOVED** (Unit #9) and **SECONDED** (Unit #10) to adopt the previous Special General Meeting Minutes of September 27, 2017 as circulated.

**MOTION CARRIED**

## 7. Council Reports:

### President's Report – Barry Wilson

Barry Wilson addressed the owners present and provided his President's Report, which will be attached to these minutes.

### CRT Dispute – Barry Wilson

Barry recapped the following information relating to the CRT Dispute:

- ♦ Adjudication received in October in favor of the Strata Corporation
- ♦ Strata did not incur any costs and there was no impact to the financial position
- ♦ Confirms that the Council is operating within the bounds of the Strata Property Act

Barry also presented the actual Decisions and Orders as stated by the Adjudicator.

### Maintenance – Dave Tredgett

Dave recapped the following information relating to maintenance.

- ♦ Sewers & perimeter drains were cleaned by SWR Drainage
- ♦ An inspection chamber was added to units 3 & 4
- ♦ The exit signs were replaced in the Amenity Building
- ♦ Dryer vent cleaning was completed

Issues to be noted for Owners Action:

- ♦ Smoke detector maintenance – included in budget & discussed under Financial
- ♦ Furnace inspections
- ♦ Hot water tank replacement – insurance may be void if furnace too old so please check your policy
- ♦ Homeowner insurance to cover the owner portion of the Strata Deductibles in particular Earthquake as well as betterments

### Landscaping – Barry Wilson

Barry outlined the following information relating to landscaping.

- ♦ There has been a delay in tree pruning along the property line as we await a Kumaken decision
- ♦ Plant upgrades are planned where cedars and plants are aging out
- ♦ Cedars are beginning to age out where there is lack of light
- ♦ Council to work with owners impacted for their input on a re-design i.e. fence versus hedge
- ♦ Foundation base improvements continue to be added as needed
- ♦ The fire hydrant corner will be re-done with grass and a sprinkler system

Security – Barry Wilson

- There has been a concern of vandalism over last few years
- Motion lights were added to parking area for illumination
- The entrance gate from Semiahmoo trail is a concern from 'passers by' entering from the trail
- Council is looking at cameras, signs and blocking off open sections
- Semiahmoo Trail Guidelines must be kept in mind when determining an action

**8. Insurance Report:**

**Insurance Summary Attached - Addendum "A"**

Owners were asked to note that the Strata Corporation's existing insurance coverage was attached to the Notice of the Annual General Meeting.

It is suggested that Owners detach this documentation and retain for future reference. A summary of the Corporations' insurance is as follows: All Property Value \$9,298,000.00

**Deductibles:**

All Risk \$1,000.00  
Earthquake 10%  
Water Damage \$5,000.00  
Sewer Back-up \$5,000.00  
Flood \$10,000.00  
Replacement Broken Glass \$250.00

Council President, Barry Wilson addressed the Owners that the difference with Hub/Coastal Insurance is that there are no limitations with the guaranteed replacement cost, while others may pay a maximum of 110 or 120%. This means that should there be a fire that causes total destruction of the complex, the cost of replacement is guaranteed no matter how much the cost has increased and other policies do not cover those assurances. Another aspect to note with respect to the increase in insurance costs is the appraisal value and the understanding that the building is appraised annually and the insurance values are reflected based on the appraisal amount. Owners were advised that the appraisal was not market value, only the cost to re-build the complex in the event of total destruction.

It was suggested that owners ensure that any betterments or improvements to their unit be covered in their homeowner's package, as the value difference would not be a covered expense of the Strata Corporation Insurance should a fire occur within their strata lot. The Owners were advised that they should contact their own individual insurance agents with respect to additional coverage should the Corporation subrogate against an Owner for a water damage deductible that was a result of their negligence or their fault.

It was further elaborated on the Strata Corporation's earthquake coverage and pointed out that the deductible was 10% of the total value of the building. Currently the building is valued at \$9,298,000.00 and in case of damage caused by an earthquake, the Strata Corporation would have to pay the first \$929,800.00 of repairs. This would be assessed to Owners by way of unit entitlement

for an average for each owner of \$38,741.00. This number is only an estimate as it would be based on unit entitlement as set out when the building was developed.

It was **MOVED** (Unit #24) and **SECONDED** (Unit #5) to acknowledge receipt of notification of insurance.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

**MOTION CARRIED**

**9. Financial Report: Majority Vote**

**9.1 Balance Sheet as of December 31, 2017 – Addendum “B”  
Budget to Actual as of December 31, 2017 – Addendum “B”**

The financial statements to December 31, 2017 were included in the Agenda package. They were presented as "Addendum B" and were discussed in detail by Council President, Barry Wilson and the Owners.

It was **MOVED** (Unit #19) and **SECONDED** (Unit #23) to acknowledge Owner's receipt of the fiscal year-end financial statements to December 31, 2017.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

**MOTION CARRIED**

**9.2 Edward Jones Investments – as of December 31, 2017**

The Edward Jones Investments to December 31, 2017 were included in the Agenda package. They were presented as "Addendum C" and were discussed by Council President, Barry Wilson and the Owners.

Council advised that the plan going forward is to move assets from Edward Jones to Toronto Dominion as they mature, and will be re-invested. Council will review the current SPA investment rules to ensure they are compliant.

**9.3 2018 Proposed Operating Costs Budget – Addendum “D”**

Barry Wilson addressed the owners and advised that in the Proposed Operating Budget for 2018, there was a carry forward of (\$9,900.00) to offset a larger fee increase. The strata fees for this fiscal year have increased with an overall increase of 5.53%. with the primary factors being the Smoke Detector replacement (Operating Budget) and the increase in the projected fence replacement cost (Contingency Fund Budget funds required based on the Long-Term Plan).

Barry addressed each line item in the Operating Costs Budget and explained to the owners what the strata had intended to address for this fiscal year.

It was **MOVED** (Unit #13) and **SECONDED** (Unit #8) to bring to the floor for discussion the Operating Costs Budget as "Addendum D".

There was minimal discussion on the Proposed Budget. There was a question from the floor relating to the line item 6213 for Vent Cleaning inquiring why there is such a large increase. Barry explained to Owners that this line item was used as a combination of 'dryer vent cleaning' and 'fireplace servicing' and noted that the dryer vent cleaning was completed in 2017 and the Council would be arranging for the fireplace cleaning in 2018. The expenses for this maintenance item were greater as there are two (2) fireplaces in each unit as well as the Amenity Building. Barry also explained that although this was not necessarily considered as a maintenance item that the Corporation is responsible for, this could pose as a fire risk if not attended to and it would give all residents and the Strata Council peace of mind that it is completed every other year. No more discussion took place on the Proposed Budget.

The Question was called (Unit #23) for a majority vote.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

#### **9.4 2018 Proposed Contingency Reserve Fund Long Term Plan - Addendum "E"**

Council has prepared an expanded Long Term Reserve Plan in consideration of the requirements of the Depreciation Report regulations. Cost estimates were obtained from reliable sources for each item and amortized over the remaining life cycle of each item. Council is recommending the Owners consider adopting a long term reserve fund based on a 50% Roof and 75% or 100% for all other expenditure items as the contribution for the Long Term Reserve Plan.

It was **MOVED** (Unit #9) and **SECONDED** (Unit #24) to bring to the floor for discussion the Contingency Reserve Fund Budget as "Addendum E".

Minimal discussion took place with respect to the Long Term Fund. Council advised that this would be reviewed and adjusted on a yearly basis. It was noted that some of the 'long term' items have been funded through the Operating Fund Repairs such as asphalt/roadways and fences. This may have an effect going forward in that some items may be more fully funded and lower the Assessment required if the funds not required for that line item.

No more discussion took place and the Question was called (Unit #9) for a majority vote.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

#### **9.5 Proposed Schedule of Strata Lot Fees for 2018 – “Addendum F”**

The Proposed Schedule of Strata Lot Fees is based on the approved Operating Fund and the Approved Contingency Reserve Fund combined.

It was **MOVED** (Unit #11) and **SECONDED** (Unit #08) to bring to the floor for discussion the Schedule of Strata Lot Fees for a total amount of \$136,970.76 for the 2018 fiscal year, noting that there is a fee increase for Owners.

Following discussion on the Schedule of Strata Lot Fees, the Question was called (Unit #11) for a majority vote.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

Owners in attendance were reminded that the fiscal year end for the Strata Corporation was December 31<sup>st</sup> and that the new fees will be in effect as of January 1<sup>st</sup>, 2018. The new fees will be automatically withdrawn for all Owners on pre-authorized payment, on March 1, 2018. It was also stated that the differential between the old and the new fees for January and February will also be deducted at the same time.

#### **10. Consideration of Special Resolution – 3/4 Vote**

##### **10.1 Depreciation Report Waiver**

Council is recommending that the Owners approve a resolution to waive the requirement for a Depreciation Report as required by the Strata Property Act.

The Act requires that the Owners must be given the opportunity to exempt the corporation from having this report done. Should the owners of Edencrest Estates “LMS 3719”, who are present in person or by proxy wish to exempt the Corporation at this time, a motion, second and approval (to exempt) by 3/4 vote is required.

**“THEREFORE BE IT RESOLVED** by a 3/4 Vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 that, as required by Section 94(3) of the Act, the Strata Corporation hereby waives the requirement for a Depreciation Report for the year ending 2018.”

It was **MOVED** (Unit #18) and **SECONDED** (Unit #08) to bring forward for discussion, the Resolution to waive the Depreciation Report.

Minimal discussion took place on the Depreciation Report and the Question was called for a Vote (Unit #23).

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

## **10.2 Bylaw Addition – Eligibility for Council**

In review of our current shortage of Owners available to sit on Council, this will allow a broader range of people while ensuring that they are all residents of Edencrest.

*WHEREAS*, there is a shortage of Owners available for Council;

*WHEREAS*, all Council Members must be residents of Edencrest; and

*WHEREAS*, all Council Members must be the age of 21 or older

***“THEREFORE BE IT RESOLVED*** by a 3/4 vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 hereby approve to adopt the addition of the following bylaw:

### **Division 3 – Council**

#### **9.3 Eligibility for Council:**

- (a) An Owner's spouse who are not on title as a registered owner, but reside in Edencrest may be elected to Council;
- (b) Family members over the age of 21, who reside in the Strata Corporation and are not on title as a registered owner may be elected to Council if designated by the Owner.

It was **MOVED** (Unit #8) and **SECONDED** (Unit #11) to bring forward for discussion, the Resolution to approve the bylaw addition for Council Eligibility.

A Motion was made (Unit #13) to make an amendment as follows:

### **Division 3 – Council**

#### **9.4 Eligibility for Council:**

- (a) An Owner's spouse who is not on title as a registered owner, but resides in Edencrest may be elected to Council;
- (b) Family members over the age of 21, who reside in the Strata Corporation and are not on title as a registered owner may be elected to Council if designated by the Owner.

The amendment is specifically a grammatical one changing the content of (a) as underlined.

The motion was Seconded (Unit #22). The Question was called on the Amendment. (Unit #9)

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

**MOTION CARRIED**

The Strata Agent read the Amended Resolution as follows:

**Division 3 – Council**

**9.5 Eligibility for Council:**

- (c) An Owner's spouse who is not on title as a registered owner, but resides in Edencrest may be elected to Council;
- (d) Family members over the age of 21, who reside in the Strata Corporation and are not on title as a registered owner may be elected to Council if designated by the Owner.

It was **MOVED** (Unit #9) and **SECONDED** (Unit #10) to bring forward for discussion, the Amended Resolution to approve the bylaw addition for Council Eligibility.

Discussion ensued relating to interpretation of spouse and it was clarified that regardless of the sexual orientation of an owner, your spouse would be your partner with whom you co-habitate with.

Other discussions from the floor about who would be considered as a family member. It was suggested that as long as the family member was living and residing in Edencrest Estates and was over the age of 21 – it would not be relevant whether it was your sister or your adult daughter looking after their elderly parents. The fact of the matter was that the family member in question was designated by the Owner. No further discussions took place.

The Question was called (Unit #8) on the Amended Resolution relating to Council Eligibility.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

**10.3 Bylaw Amendment – Enforcement of Bylaws**

It is felt that the current level of fines is not a sufficient deterrent and that by raising it, owners will be more inclined to adhere to the Bylaws of the Strata. The amount should not matter for all those who intend to adhere to our Bylaws as they only come into force if Bylaws are broken, after a complaint procedure process.

*WHEREAS*, It is felt that the current level of fines are not a sufficient deterrent;

*WHEREAS*, Owners will be more inclined to adhere to the Bylaws of the Strata; and

*WHEREAS*, the amount should not matter for those who intend to adhere to our Bylaws;

**"THEREFORE BE IT RESOLVED** by a 3/4 vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 hereby approve to amend the bylaw as follows:

**Division 4 – Enforcement of Bylaws and Rules**  
Maximum fine

- 23 The strata corporation may fine an owner or tenant a maximum of:
- a) \$50.00 for each contravention of a bylaw, and
  - b) \$10.00 for each contravention of a rule;

**TO READ AS:**

**Division 4 – Enforcement of Bylaws**  
Maximum fine

- 23 The Strata Corporation may fine an owner or tenant a maximum of
- a) \$200 for each contravention of a bylaw, and
  - b) \$50 for each contravention of a rule
  - c) \$500 for each contravention of a rental bylaw

It was **MOVED** (Unit #18) and **SECONDED** (Unit #08) to bring forward for discussion, the Resolution to approve the bylaw amendment for Enforcement of Bylaws.

Discussion ensued from the Owners in relation to the bylaw amendment. Much of the conversation related to why there was a need to increase the level of fines if it has yet to become an issue within Edencrest Estates. Council responded to the questions advising that the purpose of approving this bylaw amendment at this time would mean that it is in place for any possible future necessity. The Council explained that it may never be necessary to fine an owner an amount of \$200.00 and a fine of that magnitude would only occur if after the complaint process was completed and an owner or occupant did not adhere to the Strata Corporation Bylaws. The Strata Council reiterated that they believe, as most owners do, that a face to face conversation is always the first step to resolving any conflict.

One owner from the floor commented that the maximum fines were much higher than the rate of inflation and how did we decide on the amount versus a higher amount. Council advised that the ability for a Strata Council to levy a fine had nothing to do whatsoever with the inflation rate. These figures are outlined in the Strata Property Act and Regulations as being the highest that can be imposed for a Bylaw or a Rule infraction. Council also advised that it is common for Strata Corporations to have these specific amounts in place.

No more discussion took place. The Question was called on the Resolution (Unit #8).

**Twenty One (21) In Favor, Two (2) Opposed, One (1) Abstentions.**

**MOTION CARRIED**

#### **10.4 Bylaw Amendment – Rentals**

The Strata Council have discussed rentals within the Strata Corporation and are recommending the following amendment to the current bylaw relating to rentals in Edencrest Estates.

**"THEREFORE BE IT RESOLVED** by a 3/4 vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 to amend the current bylaw as follows:

- 1.12 Rental of units requires presentation to and written permission from Strata Council to a maximum number of 2 rental suites

#### **TO READ AS**

- 1.12 Zero rentals will be permitted except for those mandated by the Strata Property Act, under Section 142 and Section 144

It was **MOVED** (Unit #24) and **SECONDED** (Unit #13) to bring forward for discussion, the Resolution to approve the bylaw amendment for Rentals.

Minimal discussion ensued from the Owners and the Council acknowledged that under the Strata Property Act, there are exceptions for family members and in the case of hardship.

No more discussion took place. The Question was called on the Resolution (Unit #24).

**Twenty Two (22) In Favor, Two (2) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

#### **10.5 Bylaw Addition – Short Term Rentals**

Council is recommending that the Owners approve a resolution approve the following rental bylaw to prohibit any short term rentals.

**"THEREFORE BE IT RESOLVED** by a 3/4 vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 to approve to adopt the addition of the following bylaw:

#### **Division 1 - Duties of Owners, Tenants, Occupants and Visitors**

##### **Bylaw 3 – Use of Property**

3.3 – An owner, tenant or occupant shall not use or permit the use of his strata lot for non-residential use including:

- (a) civic use;
- (b) congregate housing and care;
- (c) accessory advertising;
- (d) daycare centre; or
- (e) temporary lodging.

An owner, tenant or occupant shall not grant a license to any person or use or permit the use of his strata lot under any of the following arrangements. Without limiting the generality of the foregoing, no owner, occupant or tenant will grant a license to any person to occupy a strata lot under the following arrangements:

- (a) pursuant to a house swap;
- (b) as a motel, hotel, inn, hostel, or bed and breakfast or other similar accommodations;
- (c) through any website designed for booking short term accommodations, including but not limited to [www.Airbnb.com](http://www.Airbnb.com), [www.vrbo.com](http://www.vrbo.com) and other similar websites; or
- (d) at a nightly or weekly rate.

It was **MOVED** (Unit #11) and **SECONDED** (Unit #09) to bring forward for discussion, the Resolution to approve the bylaw addition for short term rentals.

Minimal discussion took place. The Question was called on the Resolution (Unit #08).

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

#### **10.6 Bylaw Addition – Use of Common Property**

One of the primary objectives of living in a complex is to allow the owners to establish the guidelines for how they want to live together. Strata living is less about individualism and more about establishing the standards by which we all abide. In this case, it is the view of the Strata Council that based on Owner feedback, Owners do not want to have other owners using the common property adjacent to an Owner's unit as a short cut to other areas or the street. They have a right to privacy.

It is the opinion of the Strata Council that this is currently covered by the Schedule of Standard Bylaws: Use of Property 3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that (a) causes a nuisance or hazard to another person (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot, (e) is contrary to a purpose for which the strata lot or common property is intended as show expressly or be necessary implication on or by the strata plan. However, to be more specific, Council is recommending the addition of the bylaw noted.

**"THEREFORE BE IT RESOLVED** by a 3/4 vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 approve to adopt the addition of the following bylaw:

**Division 1 -Duties of Owners, Tenants, Occupants and Visitors**

**Bylaw 3 – Use of Property**

3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that:

(f ) uses the common property adjacent to an Owner's strata lot as a short cut access to the street or other properties – except on an emergency basis, exceptional circumstance which may happen once or twice a year , or unless a Council Member exercising their duties.

It was **MOVED** (Unit #16) and **SECONDED** (Unit #22) to bring forward for discussion, the Resolution to approve the bylaw addition for use of common property.

There was no discussion from the floor on this bylaw addition.

The Question was called on the Resolution (Unit #13)

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

**10.7 Bylaw Addition – Smoking Prohibition**

It has been determined that second hand smoke is hazardous to your health. In addition, second hand smoke can create a nuisance for other Owners and interfere with the quiet enjoyment they are entitled to under the Bylaws. As a result, the Council is recommending that a ban on smoking be added to our Bylaws.

The smoking ban applies to all owners, new and existing. Unlike bylaws for pet and age restrictions, the Strata Property Act doesn't acknowledge any pre-existing rights for smokers. All owners must comply with the ban.

**"THEREFORE BE IT RESOLVED** by a 3/4 vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 approve to adopt the addition of the following bylaw:

**Division 1 -Duties of Owners, Tenants, Occupants and Visitors**

**Bylaw 3 – Use of Property**

3 (5) An owner, tenant, occupant or visitor must not:

- (a) smoke on common or limited common property such as balconies and patios
- (b) smoke in strata lots
- (c) for the purpose of this bylaw, 'smoke' or 'smoking' includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burs tobacco or other substances and including electronic smoking devices.

It was **MOVED** (Unit #24) and **SECONDED** (Unit #11) to bring forward for discussion, the Resolution to approve the bylaw addition for smoking prohibition.

A Motion was made (Unit #13) to make an amendment as follows:

**Division 1 - Duties of Owners, Tenants, Occupants and Visitors**

**Bylaw 3 – Use of Property**

3 (5) An owner, tenant, occupant or visitor must not:

- (a) smoke on common or limited common property such as balconies and patios
- (b) smoke in strata lots
- (c) for the purpose of this bylaw, 'smoke' or 'smoking' includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burs tobacco or other substances and including electronic smoking devices.

The amendment is specifically a grammatical one changing the content of (c) as underlined.

The motion was Seconded (Unit #18). The Question was called on the Amendment. (Unit #9)

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

The Strata Agent read the Amended Resolution as follows:

**Division 1 - Duties of Owners, Tenants, Occupants and Visitors**

**Bylaw 3 – Use of Property**

3 (5) An owner, tenant, occupant or visitor must not:

- (a) smoke on common or limited common property such as balconies and patios
- (b) smoke in strata lots

- (c) for the purpose of this bylaw, 'smoke' or 'smoking' includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other substances and including electronic smoking devices.

It was **MOVED** (Unit #08) and **SECONDED** (Unit #16) to bring forward for discussion, the Amended Resolution to approve the bylaw addition for smoking prohibition.

Discussion ensued between the Owners in relation to smoking within each owner's unit and questions arose relating to where a perspective owner, relative or friend would have to go in order to have a cigarette. It was stated that anyone who wished to smoke would need to go off premises at the roadway to the entrance in order to smoke their respective cigarette, cigar or the like. It was mentioned that at this current time, there were no owners within the community of Edencrest that admitted to being a smoker of any kind; and that the concern was more for a friend or family member that visited. It was also pointed out that it was best that any prospective buyers know that it is a nonsmoking complex rather than have it become a problem by introducing a Bylaw after a smoker moves in.

Council was questioned as to whether the Strata Corporation could ban smoking in the unit and Council President stated that a Bylaw Smoking Ban could be implemented. There was discussion as to whether smoking was a disability. One Owner felt it was based on the Medical Profession and it was pointed out that there are legal challenges to that fact. It would be the legal decisions that would dictate enforcement.

A Motion was made (Unit #18) to make an amendment to the Resolution as follows:

**Division 1 - Duties of Owners, Tenants, Occupants and Visitors**

**Bylaw 3 – Use of Property**

3 (5) An owner, tenant, occupant or visitor must not:

- (a) smoke on common or limited common property such as balconies and patios
- (b) for the purpose of this bylaw, 'smoke' or 'smoking' includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other substances and including electronic smoking devices.

The amendment is to remove (b) smoke in strata lots from the Resolution.

The motion was Seconded (Unit #09). The Question was called on the Amendment. (Unit #9)

**Seven (7) In Favor, Seventeen (17) Opposed, Zero (0) Abstentions.**

***MOTION DEFEATED***

The Question was called by Unit #11 on the Amended Resolution as follows:

The Strata Agent read the Amended Resolution as follows:

**Division 1 - Duties of Owners, Tenants, Occupants and Visitors**

**Bylaw 3 – Use of Property**

3 (5) An owner, tenant, occupant or visitor must not:

- (a) smoke on common or limited common property such as balconies and patios
- (b) smoke in strata lots
- (c) for the purpose of this bylaw, 'smoke' or 'smoking' includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other substances and including electronic smoking devices.

**Twenty (20) In Favor, Four (4) Opposed, Zero (0) Abstentions.**

***MOTION CARRIED***

**11. New Business:**

**11.1 Security**

The Strata Council reiterated the information as noted above to be cautious and aware of people coming on the property from the Semiahmoo Trail. Lighting at the mailboxes/visitor parking has been added to assist with illumination.

**11.2 Landscaping Issues**

The Strata Council discussed landscaping noting that some back yards would require more rock type as the lack of sunlight makes it difficult for the grass and yards are soggy and wet; while other back yards would be the opposite. Council will work with owners individually to gain their input without changing the overall appearance of the complex.

**11.3 Fence Replacement**

The Strata Council discussed the fence replacement and advised the Owners that quotes have been received and the costs have dramatically increased. Council has looked at a number of options including PVC. PVC is very expensive, and Cedar has increased in cost in the last 3 years.

Council is investigating the options of ongoing restoration versus full replacement. As we monitor the condition of our fences, we will continue to do repairs and strategic replacement unless there is a major deterioration of the overall fencing which would require full replacement. Owners will be kept updated as necessary.

**11.4 Bylaws**

The Strata Council advised that they will be working on the re-vamping of the bylaws registered for the Corporation with the addition of the new bylaws approved at tonight's Annual General Meeting.

It was advised that this had been anticipated to be completed during the fiscal year of 2017 but unfortunately did not occur due to circumstances beyond their control.

Council is looking at a broad assortment of Bylaws that may be required based on other Strata's experience and experts in the field. However, the intent is to add as few additional Bylaws as possible.

Council is also looking at creating one document which will incorporate the Schedule of Standard Bylaws, Edencrest Amendments and any new Bylaws. This new document would become our Bylaws once passed at the next Annual General Meeting or Special General Meeting.

The current plan would be to present an initial plan to the Owners in May / June and again in October so the Owners can have input.

#### **11.5 Rules**

There are no rules to ratify.

### **12. Election of Strata Council**

The Agent advised that at this point in the meeting the existing Council ceased to be in office and that a new Council needed to be elected.

The Strata Council President advised that it is important to understand that just because an Owner puts his or her name forward for election, does not mean they will automatically become a Council Member – they must receive a majority vote. Barry Wilson also advised that in order to allow Owners to have anonymity, the Strata Council have proposed a vote by Secret Ballot. This will permit owners to vote without any peer pressure. A private ballot box was set up for Owner's use

A list of questions all Owners should consider when voting for Council members was presented to the Owners for their consideration.

The current Council advised that they were prepared to serve as Council members in 2018. They emphasized that no Owner was obligated to vote for them. In fact, the Owners should only vote for those they feel would serve in the best interests of the Strata Corporation.

The Strata Agent asked for any nominations from the floor. The Strata Agent indicated that she must ask for nomination from the floor three (3) times and no further nominations were received.

Scott Rudyk (Unit 16) and Strata Agent, Bev Drinkwater were appointed to be Scrutineers as they did not hold ownership at Edencrest. Council Election ballots were distributed, collected and counted by the scrutineers.

After calculation of the completed ballots, it was confirmed that the following Owners have received majority votes and are the elected Strata Council for 2018.

Barry Wilson  
David Tredgett  
Judi Lambie

Unit #17  
Unit #11  
Unit #15

A **MOTION** was made by Unit #22 to destroy the ballots. The motion was **SECONDED** by Unit #08.

**MOTION CARRIED**

A list of the 2018 Meeting dates was presented for the Owners.

### 13. Termination of Meeting:

There being no further business, a **MOTION** was made by Unit #13 to terminate the Meeting at 9.35 p.m. The motion was **SECONDED** by Unit #11.

**MOTION CARRIED**

The first meeting for the new Strata Council will be scheduled for Thursday, February 22, 2018.

As a matter of general information, please be advised that Owners should always retain at least the most current 24 months of strata Council and general meeting Minutes. While copies of the meetings are retained on file with the Management Company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot Owner, and although the Management Company can provide these on your behalf, there is a charge to the strata lot Owner for doing so.

IF YOU ARE NOT ON THE PRE-AUTHORIZED CHEQUE PROGRAM, PLEASE READ THIS: The PAC program is a convenient way to save postage, time, inconvenience of writing cheques and escape late payment fines. Because your maintenance fees are due on the 1<sup>st</sup> day of the month, you avoid the embarrassment of missed payments, and you may stop payment at any time if you feel the need to do so. Your payments will always be on time. Should you move your account from one bank or branch to another, advise the Management Company by the 15<sup>th</sup> of the month prior to the withdrawal date and a new agreement will be set up with you so payments can continue uninterrupted. For further information regarding this program please call 604-385-2242.

For letters to Council or questions concerning your Strata Corporation, please contact Bev Drinkwater by email, facsimile or telephone.

Peninsula Strata Management Ltd.  
316 -1959-152nd Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242  
Fax: 604-385-2241  
e-mail: bev@peninsulastrata.com



**EDENCREST - LMS3719  
PRESIDENT'S REPORT  
2017**

This year was an interesting year from a couple of perspectives. The weather in late 2016 and 2017 gave our new roof many tests with strong winds, rain and snow. We were all ecstatic to find that it withstood everything nature threw at it with no problems detected. It has performed above our expectations with a few minor eave issues.

It was also a challenging year for the Council as the CRT Dispute took up an inordinate amount of our time. As a result, some projects that we were planning for the Strata were delayed. On a positive note, the final Adjudication was received in October with a favourable decision for the Strata Corporation. This meant we did not incur any costs that could impact our financial position. This allows us to proceed forward as planned and confirms that we are operating within the bounds of the Strata Act. The Council can now focus going forward on the items requiring attention.

During the year we completed many maintenance items, some notable items are:

1. Sewers and perimeter drains were cleaned
2. An inspection chamber was added to Units 3/4
3. Dryer vent cleaning took place
4. The exit signs were replaced in the Amenity Building

Unfortunately, there has been a delay in the pruning of the trees on the South Boundary as they are located on the neighbour's property so requires their approval. We are continuing to pursue this with the Kumaken Owners and hope to have it completed in the early Spring.

The "no grass" problem we experienced in early Spring bounced back quickly but drainage continues to be an issue. We are developing plans to try and mitigate the problem. We will cover some of the options proposed at the Annual General Meeting, so Owners may express their thoughts.

Cedars in the complex are beginning to age out, particularly where there is a lack of light due to tree growth. Where necessary, we are beginning a replacement program using either a fence or a different hedge such as a laurel or yew. The Council plans to work with the Owners impacted so they can have input, while ensuring there is no change to the overall look of the Complex.

Security is being reviewed as we experienced a number of vandalism issues over the last few years. Motion lights were added to the parking area which has helped illuminate that area. This will also be a subject for discussion at the Annual General Meeting.



Financially, Council is pleased to be able to say that we are under budget for 2017 and there will be a carryover into 2018. There were three unexpected expenses in 2017:

1. Snow removal and de-icing due to the bad winter
2. Drainage repairs and the installation of an inspection chamber
3. Pest control for the prevention of carpenter ants

The carryover is primarily due to the under planned expenditures on maintenance repairs and deferred landscaping projects which will be completed in 2018.

Our initial objective was to have a complete set of new Bylaws developed in 2017. Unfortunately, due to circumstances beyond our control, this was not possible and it had to be postponed to 2018. In the meantime, there are 6 Bylaws we feel are important to be passed this year to cover a few key areas of concern.

Three were previously passed but never registered. We are therefore doing some housekeeping by presenting them again and so we have a current version before registering them. They are:

1. Enforcing Bylaws (fines) - this is an amendment increasing the existing fine limits
2. Use of Property – to manage short cuts on common property
3. Council Eligibility – to expand the eligibility requirements for Council

There is an amendment to our existing Bylaw reducing rentals from 2 to 0.

There are 2 new Bylaws:

1. No short-term rentals ie. Air BnB
2. A smoking prohibition

All these Bylaws will be discussed at the AGM prior to voting.

Finally, you will see there is an increase planned for our Strata Fees for 2018. We will review this at the meeting but it is important to note that the last increase was in 2013 and the increase planned is less than the inflation rate for BC over that time frame.

Once again, I close with my personal thanks to the Council Members and their spouses who contribute so much to our community! As Owners, we cannot thank them enough!

On behalf of the Council, our thanks to you the Owners for your support throughout 2017.

Best regards,  
Barry Wilson

President  
Edencrest Council

**LMS 3719 EDENCREST**  
**APPROVED BUDGET 2018**

	YTD ACTUAL	YTD ESTIMATE	BUDGET	APPROVED BUDGET
	30-Nov-17	31-Dec-17	2017	2018
<b>INCOME</b>				
4001 - OWNER ASSESSMENTS	88,013.02	\$96,014.95	96,013.68	\$100,121.16
4010 - OWNER CRF CONTRIBUTION	30,963.08	\$33,777.16	33,778.80	\$36,849.60
4002 - BANK INTEREST	211.81	\$221.81	120.00	\$216.00
4030 - FINES & PENALTIES	25.00	\$0.00	0.00	
4099 - PREVIOUS YEAR (+/-)	9,295.00	\$10,140.00	10,140.00	\$9,900.00
<b>Total Income</b>	<b>\$128,507.91</b>	<b>\$140,153.92</b>	<b>\$140,052.48</b>	<b>\$147,086.76</b>
<b>EXPENSES</b>				
<b>OPERATING GENERAL</b>				
6100 - FORTIS BC	324.74	\$389.68	360.00	\$396.00
6101 - B.C. HYDRO - ELECTRICITY	929.97	\$1,239.97	936.00	\$936.00
6102 - WATER & SEWER	4,738.31	\$7,042.31	7,413.60	\$7,392.00
6201 - INSURANCE	21,951.89	\$23,982.64	24,600.00	\$25,200.00
6202 - INSURANCE APPRAISAL	309.75	\$309.75	312.00	\$315.00
6203 - BANK CHARGES	495.00	\$540.00	600.00	\$564.00
6207 - ACCOUNTING/LEGAL	787.50	\$787.50	2,535.00	\$3,432.00
6208 - SOCIAL EVENTS	37.60	\$155.50	696.00	\$600.00
6404 - WCB	4.31	\$4.31	0.00	\$4.56
6501 - PROPERTY MANAGEMENT FEES	11,396.00	\$12,432.00	12,432.00	\$12,432.00
6503 - GST /PROPERTY MANAGEMENT	569.80	\$621.60	621.60	\$621.60
6601 - PROPERTY MGMT ADMIN. COST	1,527.35	\$1,634.13	1,005.00	\$1,560.00
6604 - OFFICE SUPPLIES	0.00	\$248.07	414.48	\$240.00
<b>Total OPERATING GENERAL</b>	<b>\$43,072.22</b>	<b>\$49,387.46</b>	<b>\$51,925.68</b>	<b>\$53,693.16</b>
<b>OPERATING MAINTENANCE</b>				
6210 - BALCONIES & DECKS	0.00	\$0.00	600.00	\$0.00
6211 - AMENITIES'S BUILDING	25.57	\$42.36	342.00	\$360.00
6212 - DRAINAGE IMPROVEMENTS	3,581.03	\$3,581.03	3,612.00	\$5,760.00
6213 - DRYER VENT CLEANING	1,008.00	\$1,008.00	1,008.00	\$3,000.00
6214 - EAVES THROUGH CLEANING & MAINT.	2,835.00	\$2,835.00	2,835.00	\$2,844.00
6215 - FIRE PREVENTION	727.02	\$727.02	360.00	\$4,992.00
6301 - CONCRETE REPAIRS	958.65	\$958.65	2,964.00	\$720.00
6302 - ROADS & WALKWAYS	3,235.67	\$4,653.70	1,800.00	\$1,464.00
6303 - LANDSCAPING MAINT. CONTRACT	14,379.75	\$15,687.00	15,687.00	\$16,068.00
6304 - LANDSCAPE SEASONAL/UPGRADE	2,067.55	\$8,688.30	12,900.00	\$11,124.00
6307 - GENERAL MAINTENANCE	6,102.62	\$4,863.94	10,488.00	\$6,456.00
6310 - WINDOW CLEANING	0.00	\$1,774.50	0.00	\$2,100.00
6312 - ROOF MAINTENANCE & REPAIR	0.00	\$0.00	0.00	\$0.00
6313 - PEST CONTROL CONTRACT	924.55	\$1,011.70	972.00	\$1,056.00
6314 - PEST CONTROL SEASONAL	1,222.93	\$1,222.93	780.00	\$600.00
<b>Total OPERATING MAINTENANCE</b>	<b>\$37,068.34</b>	<b>\$47,054.13</b>	<b>\$54,348.00</b>	<b>\$56,544.00</b>
<b>CONTINGENCY FUND CONTRIBUTION</b>				
6701 - CONTINGENCY RESERVE	30,963.90	\$33,778.80	33,778.80	\$36,849.60
<b>Total CONTINGENCY FUND CONTRIBUTION</b>	<b>\$30,963.90</b>	<b>\$33,778.80</b>	<b>\$33,778.80</b>	<b>\$36,849.60</b>
<b>Total Expense</b>	<b>\$111,104.46</b>	<b>\$130,220.39</b>	<b>\$140,052.48</b>	<b>\$147,086.76</b>
<b>NET TOTAL +/-</b>	<b>\$17,403.45</b>	<b>\$9,933.53</b>	<b>\$0.00</b>	<b>\$0.00</b>

**LMS 3719 EDENCREST**  
**PROPOSED STRATA FEE SCHEDULE 2018**

<b>Total to Contingency Fund</b>	<b>36,849.60</b>
<b>Total to Operating Fund</b>	<b>100,121.16</b>
<b>ANNUAL BUDGET</b>	<b>136,970.76</b>

			<b>Operating</b>	<b>Contingency</b>	<b>Total Fees</b>
<b>UNIT</b>	<b>S.L</b>	<b>U/E</b>	<b>Budget Fees</b>	<b>Fund Fees</b>	<b>2018</b>
1	1	220	\$358.65	\$132.00	\$490.65
2	2	220	\$358.65	\$132.00	\$490.65
3	3	220	\$358.65	\$132.00	\$490.65
4	4	220	\$358.65	\$132.00	\$490.65
5	5	222	\$361.91	\$133.20	\$495.11
6	6	200	\$326.04	\$120.00	\$446.04
7	7	200	\$326.04	\$120.00	\$446.04
8	8	222	\$361.91	\$133.20	\$495.11
9	9	220	\$358.65	\$132.00	\$490.65
10	10	199	\$324.41	\$119.40	\$443.81
11	11	199	\$324.41	\$119.40	\$443.81
12	12	220	\$358.65	\$132.00	\$490.65
13	13	220	\$358.65	\$132.00	\$490.65
14	14	201	\$327.67	\$120.60	\$448.27
15	15	201	\$327.67	\$120.60	\$448.27
16	16	220	\$358.65	\$132.00	\$490.65
17	17	219	\$357.02	\$131.40	\$488.42
18	18	200	\$326.04	\$120.00	\$446.04
19	19	200	\$326.04	\$120.00	\$446.04
20	20	219	\$357.02	\$131.40	\$488.42
21	21	219	\$357.02	\$131.40	\$488.42
22	22	219	\$357.02	\$131.40	\$488.42
23	23	219	\$357.02	\$131.40	\$488.42
24	24	219	\$357.02	\$131.40	\$488.42
<b>TOTAL U/E</b>		<b>5118</b>	<b>\$8,343.43</b>	<b>\$3,070.80</b>	<b>\$11,414.23</b>
			x12	x12	x12
			<b>\$100,121.16</b>	<b>\$36,849.60</b>	<b>\$136,970.76</b>



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
TUESDAY, DECEMBER 5, 2017  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

<b>PRESENT:</b>	Barry Wilson	President/Treasurer/Secretary	Unit # 17
	Dave Tredgett	Vice President/Maintenance	Unit # 11
	Judith Lambie	Landscaping/Pest Control	Unit # 15
	Robert Zoltok	Bylaws	Unit # 8

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:04 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the Agenda.  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #11) and **SECONDED** (Unit #15) to approve the previous council meeting minutes of November 23, 2017  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Budget Planning**

The budget planning for the next fiscal year is still in progress. Line items were discussed and recommendations made to be implemented.

**4.2 Maintenance Items**

Council Member Dave Tredgett is in the process of obtaining quotes for next year's regular maintenance items to include Mr. Smith's Cleaning for gutter cleaning, window cleaning and power

washing. Quotes from DunRite to include gate replacements, lighting installations, smoke detector installations.

## **5. FINANCIAL REPORT**

### **5.1 FINANCIAL STATEMENTS**

Being that the last council meeting was less than two weeks ago, there were no financial statements, no accounts receivables and no expenses for approval to approve at this meeting.

## **6. CORRESPONDENCE RECEIVED**

### **6.1 No correspondence has been received.**

All other Owner communication was dealt with and replied to accordingly.

## **7. CORRESPONDENCE SENT**

### **7.1 No correspondence to report.**

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded that **Council can only address written and signed correspondence from owners**. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **8. NEW BUSINESS**

### **8.1 Bylaws**

The Strata Council are reviewing the current bylaws to determine any that need to be tightened up, and will be proposing some new bylaw resolutions which the Council feel are necessary moving forward.

### **8.2 Long Term Plan**

The Council are obtaining quotes for a few items that may fall under the long-term plan, such as fencing and asphalt/roadway work. These would be added into the plan and the plan would be adjusted accordingly.

### 8.3 Annual General Meeting

The Strata Council have determined the topics of discussion to be presented at the General Meeting. The Annual General Meeting is scheduled for Thursday, February 8, 2018.

### 10. TERMINATION/NEXT MEETING

It was **MOVED** (Unit #11) and **SECONDED** (Unit #08) to terminate the meeting.  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:28 p.m.

The next scheduled meeting will be the Annual General Meeting to be held on Thursday, February 8, 2018.  
Notice to follow under separate cover.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, NOVEMBER 23, 2017  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

**PRESENT:** Barry Wilson                      President/Treasurer/Secretary      Unit # 17  
              Dave Tredgett                      Vice President/Maintenance      Unit # 11  
              Judith Lambie                      Landscaping/Pest Control      Unit # 15

**REGRETS:** Robert Zoltok                      Bylaws                      Unit # 8

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:08 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the Agenda.  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #11) to approve the previous council meeting minutes of September 21, 2017  
Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Maintenance Projects**

SWR Drainage attended on site on October 3, 2017 to complete the work approved at the Special General Meeting. The Strata Council advise that the total cost for the project was \$2,522.63, which was the estimated amount including GST. No additional costs were incurred as there was no broken pipe. This was paid from the CRF account.

## 4.2 Civil Resolution Tribunal

The Civil Resolution Tribunal has been completed and details were provided to all owners on October 17<sup>th</sup>. In summary, the applicant's claims were dismissed and they are not being reimbursed for their fees as noted below:

### DECISION AND ORDERS

105. I order all claims of the applicants are dismissed.

106. The applicants requested that I order the strata to reimburse them for payment of CRT fees. Under Section 49 of the Act and tribunal rules 14 and 15, the tribunal will generally order an unsuccessful party to reimburse a successful party for tribunal fees and reasonable expenses related to the dispute resolution process. The applicant was not the successful party and accordingly, I decline the applicant's request for reimbursement of CRT fees paid.

## 4.3 Tax Filing

The Strata Agent provided the Council with the tax filing form authorizing Peninsula Strata Management to file the T2 tax filing for the Strata Corporation. The Agent advised that the T2 has been filed with Canada Revenue Agency on behalf of the Strata Corporation as outlined in the Agency Agreement.

## 5 FINANCIAL REPORT

### 5.1 FINANCIAL STATEMENTS

The financial statements up to and including **October 31, 2017**, have been reviewed and reported to be in order.

It was **MOVED** (Unit #15) and **SECONDED** (Unit #11) to approve the financial statements.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

The Council advise that the October 31<sup>st</sup> financial statements will be emailed to all Owners.

### 5.2 ACCOUNTS RECEIVABLE

The Management Company sends owners in arrears reminder notices every month.

All Owners are reminded strata fees are due and payable on the first day of each the month.

There are currently no owners in arrears.

### 5.3 EXPENSES FOR APPROVAL

The following expenses were approved:

- |    |                                 |          |
|----|---------------------------------|----------|
| 1. | Dave Tredgett - Office supplies | \$116.40 |
|    | - Light bulbs                   | \$35.82  |

**MOVED** (Unit #17) and **SECONDED** (Unit #15) Two in Favor, Zero Against, One Abstention **CARRIED**

- |    |                                   |          |
|----|-----------------------------------|----------|
| 2. | Barry Wilson – Binders & dividers | \$131.67 |
|----|-----------------------------------|----------|

**MOVED** (Unit #15) and **SECONDED** (Unit #11) Two in Favor, Zero Against, One Abstention **CARRIED**

### 6. CORRESPONDENCE RECEIVED

**6.1** Woodpecker - correspondence was received with respect to a noisy woodpecker observed at both units #8 and #17. Council are requesting that if any residents hears or sees a woodpecker near their unit to please advise the Council.

All other Owner communication was dealt with and replied to accordingly.

### 7. CORRESPONDENCE SENT

- 7.1** No correspondence to report.

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded that **Council can only address written and signed correspondence from owners**. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

### 8. NEW BUSINESS

#### 8.1 Budget 2018

Council are in the process of preparing the Annual Budget. To date, the final figures are not confirmed.

#### 8.2 Amenity Building

The Strata Council confirm that the mailbox that has been in the Amenity Room is to be removed as it is not used due to the ability of emailing communications to the Strata Council.

### **8.3 Investments**

The Council confirm that they are converting the Edward Jones investments to TD Bank investments as they come due.

### **8.4 Communication**

The Strata Council and Agent are working to strengthen the chain of email or written communication between residents of Edencrest, the Strata Council and Management.

### **8.5 Contracts**

Council discussed with the Agent, signing any new contracts for the next fiscal year which would include the landscaping contract and the Agency Agreement. The Strata Agent advised the Council that there will not be an increase next year for the management fees.

## **9. MEMBER REPORTS**

### **9.1 Maintenance – David Tredgett:**

- Quotes to be received from Premium Fence - fence replacement pricing, both PVC type and wooden
- Quotes received from Mr. Smith's Cleaning for 2018 services to include gutter cleaning, window cleaning, power washing
- Quotes have been received from Trevor at DunRite relating to various maintenance
- Quote to be provided for repair and/or replace paving work of the roadways in the complex.

### **9.2 Landscaping – Judi Lambie:**

Council is continuing to review options to upgrade the Landscaping and will report to the Owners once the plan is complete.

#### **Kumaken**

Tree pruning quotes have been received and passed to Kumaken representatives. Discussions are ongoing and unresolved but spiral pruning is being considered.

**9.3 Pest Control – Judi Lambie:** The pest control update advises there is medium rodent activity and all bait traps were re-filled. It is confirmed that the bait traps are working.

### **9.4 Bylaws & Rules – Bob Zoltok:**

Council have determined that they will be moving forward with the implementation of a couple of bylaw proposals for the Annual General Meeting.

## 10. TERMINATE MEETING

It was **MOVED** (Unit #15) and **SECONDED** (Unit #11) to terminate the meeting.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:24 p.m.

The next scheduled council meeting will be held on Tuesday, December 5, 2017 at 3:00 p.m.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)

**Edencrest Estates  
“LMS 3719”  
SPECIAL GENERAL MEETING**

Thursday, September 21, 2017 @ 7:00 PM  
In the Amenity Building at Edencrest Estates  
15168 22<sup>nd</sup> Avenue,  
Surrey, B.C.

---

**1. Registration, Certification of Proxies and Issuance of Voting Cards**

- 2. Call to Order:** Council President Barry Wilson welcomed the owners and thanked them for attending. The meeting was called to order at 7:00 p.m.

Barry acknowledged the Agent, Bev Drinkwalter was present at this Special General Meeting.

**3. Calling of the Role & Certification of Proxies:**

There were **Nineteen** (19) Owners in person and **Four** (4) by proxy present, as per the registration sheet for a total representation of **Twenty Three** (23) strata lots. The minimum quorum required is one third of Twenty Four (24) being Eight (8) strata lots. The minimum quorum was satisfied.

It was **MOVED** (Unit #9) and **SECONDED** (Unit #19) to verify quorum.

**CARRIED**

**4. Filing Proof of Notice of Meeting:**

It was **MOVED** (Unit 15) and **SECONDED** (Unit #05) to accept the proof of Notice of the Special General Meeting that was mailed to all Owners on September 1, 2017.

**CARRIED**

**5. Approval of Agenda:**

Barry Wilson brought forward the Agenda to the floor for approval. It was **MOVED** (Unit #22) and **SECONDED** (Unit #06) to approve the Agenda as presented.

**CARRIED**

**6. Adoption of Minutes**

Annual General Meeting – February 2, 2017

It was **MOVED** (Unit #08) and **SECONDED** (Unit #22) to adopt the previous Annual General Meeting Minutes of February 2, 2017 as circulated.

**CARRIED**

## **7. Financial Report: Majority Vote**

### **7.1 Budget to Actual as of July 31, 2017 – Addendum “A”**

### **7.2 Edward Jones – July 31, 2017 – Addendum “B”**

### **7.3 CRF Long Term Plan – Addendum “C”**

Barry addressed the Edencrest Owners and explained the line items that were currently over budget and where they will be offset from other accounts so the Strata is protected to be within budget at year end.

1. Fire Prevention (line item #6215) is over budget \$325.23 due to the cost of replacing the exit signs. Offset – General Maintenance
2. Roads & Walkways (line item #6302) is over budget \$1,435.67 due to the extended and cold winter experienced with several call outs for plowing and salting. Offset – Concrete Repairs
3. Pest Control Seasonal (line item #6314) will be over as of August \$248.68 due to spraying and repairs due to carpenter ants. Offset – Landscape Seasonal.

He also explained that Drainage (line item #6212) had been spent and that there was a new SWR Drainage report recommending additional work which will be funded from the CRF if passed at this meeting.

The Council explained the Edward Jones financial statement to July 31<sup>st</sup>, 2017 and advised that as the bonds mature, they are being cashed and deposited into the Edward Jones Cash Account for the Strata Corporation.

Council reviewed the Long Term Plan and showed how much was available in the Emergency Fund \$3,288.89. There was no discussion from the floor.

## **8. SWR Drainage Report – Addendum “D”**

Council Vice President Dave Tredgett reviewed the drainage system layout for the complex with the Owners so that they could better understand the scope of the project.

The Strata Council is recommending that the funds be transferred from the CRF to account for the following work:

Note to SWR Report: cost for repair work as noted in report

1. Unit 19 – removal of debris
2. Unit 3 – 4 – installation of inspection chamber
3. Unit 2 – hydro jet with a specialized root cutter

## 8.1 **Special Resolution #1 – ‘Drainage’ – 3/4 Vote Resolution**

**WHEREAS**, Strata Council for Edencrest Estates LMS 3719, received a report from SWR Drainage Service Ltd. for perimeter drainage work required to be done. The Strata Council is now recommending to the Owners LMS 3719, that funds be transferred from the Contingency Reserve Fund to cover the recommended repairs to the drain system identified as “Part A”, “Part B” and “Part C” in the SWR Report.

**“THEREFORE BE IT RESOLVED** by a 3/4 Vote of the Owners of Strata Plan LMS 3719 “Edencrest Estates”, either in person or by proxy, approve an amount of up to \$4,400.00 be expensed from the Contingency Reserve Fund. Funds to be used for the purpose of covering a recommended repair to the drain system as identified in the SWR Report.”

It was **MOVED** (Unit #11) and **SECONDED** (Unit #17) to bring the Resolution to the floor for discussion.

An Owner from the floor inquired as to whether there would be anything else in the immediate future that would relate to more expense from the CRF.

Council responded that it is impossible to predict what may occur and they would address with owners, if something arises.

An owner inquired about the current surplus based on the financial statements January to July 31<sup>st</sup>.

Council stated that the remaining funds are allocated. If a surplus is still in existence by the end of the fiscal year end, then the Owners can determine whether they would wish to transfer it into the CRF account.

There were no more questions in relation to the Resolution on the Floor. The Question was asked by Unit #11.

**Twenty Three (23) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

**CARRIED**

## **9. Landscaping**

**9.1 Trees Impacted by drought, shade and pooling**

**9.2 Trees impacting patios and walkways**

**9.3 Landscape Designer**

The Council discussed several areas throughout the complex that have been affected either by drought or by water pooling. There are also trees that are impacting walkways and patio areas that will need to be removed and replanted in other locations.

The Strata Council have advised that they are considering the idea of working with a Landscape Designer, who will be able to assist with suggested landscaping ideas for an overall continuity and design that fits within the property. A designer will have the expertise for the areas that are most affected by water pooling to assist with proper drainage.

Minimal discussion took place surrounding this and a question from the floor was asked in relation to why there may have been so many ongoing problems with the landscaping being soft and mushy and inquired if this had anything to do with the drainage problems.

## 10. CRT Update

The Strata Council advised the Owners that both sides have submitted their case and it has been assigned to an adjudicator to make a determination.

No questions from the floor were asked.

## 11. Termination of Meeting

There being no further business, a **MOTION** was made by Unit #08 to terminate the Meeting at 7.32 p.m. The motion was **SECONDED** by Unit #11.

**CARRIED**

As a matter of general information, please be advised that Owners should always retain at least the most current 24 months of strata Council and general meeting Minutes. While copies of the meetings are retained on file with the Management Company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot Owner, and although the Management Company can provide these on your behalf, there is a charge to the strata lot Owner for doing so.

IF YOU ARE NOT ON THE PRE-AUTHORIZED CHEQUE PROGRAM, PLEASE READ THIS: The PAC program is a convenient way to save postage, time, inconvenience of writing cheques and escape late payment fines. Because your maintenance fees are due on the 1<sup>st</sup> day of the month, you avoid the embarrassment of missed payments, and you may stop payment at any time if you feel the need to do so. Your payments will always be on time. Should you move your account from one bank or branch to another, advise the Management Company by the 15<sup>th</sup> of the month prior to the withdrawal date and a new agreement will be set up with you so payments can continue uninterrupted. For further information regarding this program please call 604-385-2242.

For letters to Council or questions concerning your Strata Corporation, please contact Bev Drinkwalter by email, facsimile or telephone.

Peninsula Strata Management Ltd.  
316 -1959-152nd Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242  
Fax: 604-385-2241  
e-mail: bev@peninsulastrata.com



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, SEPTEMBER 21, 2017  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

<b>PRESENT:</b>	Barry Wilson	President/Treasurer/Secretary	Unit # 17
	Dave Tredgett	Vice President/Maintenance	Unit # 11
	Judith Lambie	Landscaping/Pest Control	Unit # 15
	Robert Zoltok	Bylaws	Unit # 8

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:10 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #08) to approve the Agenda.  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

Correction was noted to New Business 8.1 to read units 19 + 20

It was **MOVED** (Unit #15) and **SECONDED** (Unit #08) to approve the previous council meeting minutes of June 13, 2017 as amended.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Complex Signage**

The 'no smoking' sign has been installed as previously noted.

## 4.2 Telus Fibre Optics

Telus fibre optics installation is completed from the street to the Hydro Rooms. Owners will be contacted by Telus directly once live.

## 4.3 Fire Hydrant

The inspection was completed and interior exit signs have been replaced. The fire hydrant has also been painted.

## 4.4 CRT Update

- ★ Facilitation started as of June 7, 2017 was unsuccessful
- ★ Adjudication began on June 30, 2017 with submission of evidence
- ★ Submissions of arguments began July 13, 2017
- ★ All submissions were completed as of August 31, 2017 and a Tribunal member has been assigned
- ★ Due to an error made, the applicant reply was re-submitted on Sept 20, 2017
- ★ The final package is now with the Tribunal member to adjudicate the Dispute

## 4.5 Maintenance Projects

SWR Drainage – a revised quote was received for the work that is recommended. Approval for additional expenses is being presented at the SGM being held on September 21, 2017. If approved, the Council advise that an early October date will be scheduled as per an email received by SWR.

# 5 FINANCIAL REPORT

## 5.1 FINANCIAL STATEMENTS

The financial statements up to and including **August 31, 2017**, have been reviewed and reported to be in order.

It was **MOVED** (Unit #11) and **SECONDED** (Unit #17) to approve the financial statements.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

The Council advise that the July 31<sup>st</sup> financial statements were provided to all Owners and will relate to financial discussion at the SGM.

Additional drainage work required to avoid perimeter drain blockage - \$4,400.00 – Source from CRF once approved by Owners at the Special General Meeting.

The Income and Expense Statement show reflects the following

#6302 – over budget due to snow removal portion to date	\$2,035.67	-offset from concrete budget
#6215 – over budget due to replacement of exit signs	\$325.23	-offset by general maintenance

As of September, 2017 – the corporation will be over in seasonal pest control line item due to the call-outs for carpenter ants and maintenance required to ensure they have no access. Offset by landscaping budget

## **5.2 ACCOUNTS RECEIVABLE**

The Management Company sends owners in arrears reminder notices every month.

All Owners are reminded strata fees are due and payable on the first day of each the month.

The Strata Council have requested the Agent provide a written copy of Strata Fee arrears collection process.

## **5.3 EXPENSES FOR APPROVAL**

An expense was approved below:

1. Judi Lambie – Pots and flowers  
-Canada day decoration \$51.89

**MOVED** (Unit #17) and **SECONDED** (Unit #8) Three in Favor, Zero Against, One Abstention **CARRIED**

2. Dave Tredgett – paint + brush for hydrant painting \$41.79

**MOVED** (Unit #17) and **SECONDED** (Unit #8) Three in Favor, Zero Against, One Abstention **CARRIED**

## **6. CORRESPONDENCE RECEIVED**

**6.1** Hedge Trimming request – a request to trim the Yew hedges between the garages between the garage doors was received. Upon review, Council noted that some of the other garages were also starting to encroach on the entrance to some garages. It was decided to aggressively prune them back without creating holes for dead spots. We will then monitor on an ongoing process and as the green fills in, cut back some more.

The unit issuing the initial request has been trimmed twice and reviewed a third time. We will continue to monitor and prune as much as possible to reduce the impact on the garage entrance.

**6.2** Semiahmoo Trail – there were concerns expressed by other strata corporations who use or border the Semiahmoo trail have encountered homeless or partygoers. Please call Surrey City Services if you see or suspect any illegal activity

**6.3** PSM/Strata Corporation Guidelines – the council have noticed that some owners correspond with PSM and not Strata Council. Council requested that all correspondence received by PSM is forwarded for Council to review. PSM instructed to send a copy to the strata council of any correspondence sent by PSM.

All other Owner communication was dealt with and replied to accordingly.

## **7. CORRESPONDENCE SENT**

### **7.1 Robbery Warning**

Reminder once again to keep all doors shut and locked on unit garages.

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded that **Council can only address written and signed correspondence from owners**. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **8. NEW BUSINESS**

### **8.1 Use of owner Email Addresses**

Council have received three (3) enquiries regarding an unsolicited email they received from an owner Email addresses are for strata purposes only and are not to be used for personal business solicitation  
Reminder to all Owners to refrain from using the addresses in this manner  
Council use a distribution list blind copied to keep addresses confidential on email correspondence

## **9. MEMBER REPORTS**

### **9.1 Maintenance – David Tredgett:**

- Remdal has completed the 2-year paint review and corrected some minor deficiencies
- Fall eave cleaning to be planned for middle to late November – upper and lower eaves
- A leaky hose bib was replaced in one unit
- Fence installation was completed between units #19 - #20 as previously approved -cost of \$1,235.85

### **9.2 Landscaping – Judi Lambie:**

#### **Approved**

- Unit 5 – 3 cedars replaced on perimeter
- Unit 11 – replace current with Pieris Japoica
- Unit 14-15 – add root barrier
- Unit 17 – add soil to build up lawn

- Unit 17 – add pink dogwood – alligator bag
- Unit 18-19 – add soil, seed to build up lawn
- Unit 19 – replace mini tree by garage

#### To be Quoted

- Remove & replace dead cedar between unit #1 - 2
- Remove heather in front yard of #10
- Complete back yard of unit 19
- Unit 7 – 8 – dead cedar. Review whether to replace with hedge/fence

#### Under review

Landscaping issues due to drought and flooding  
Trees impacting patios and walkways  
Landscape designer

#### Kumaken

Quotes have been received and passed to Kumaken representatives. Discussions are ongoing and unresolved but spiral pruning is being considered.

**9.3 Pest Control – Judi Lambie:** the pest control update advises there is low rodent activity and all bait traps were re-filled. Carpenter ants were detected in 2 units and has been sprayed for by Canadian Pest Control. Council confirm no more activity and it is being monitored.

### **10. TERMINATE MEETING**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #11) to terminate the meeting.  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:02 p.m.

The next scheduled council meeting will be held on Thursday, November 23, 2017 at 3:00 p.m.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
TUESDAY, JUNE 13, 2017  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

**PRESENT:** Barry Wilson                      President/Treasurer/Secretary      Unit # 17  
Dave Tredgett                      Vice President/Maintenance      Unit # 11  
Judith Lambie                      Landscaping/Pest Control      Unit # 15

**REGRETS:** Robert Zoltok                      Bylaws                      Unit # 8

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:03 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the Agenda.

Three      in      Favor,      Zero      Against,      Zero      Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #11) to approve the previous council meeting minutes of April 20, 2017 as delivered.

Three      in      Favor,      Zero      Against,      Zero      Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1      Landscape Review**

Back yards in three units have been reseeded and are coming back. Bush has been replaced at unit #13. A quote from Vista for some extra gardening including 3 cedars being replaced on perimeter of unit, pink dogwood installed at fire hydrant corner and the cost to replace a mini tree by garage. It was **MOVED**

(Unit #17), **SECONDED** (Unit #11) to approve quote from Vista Landscaping for the cost of \$1,680.00 plus taxes.  
**CARRIED**

#### **4.2 Kumaken Tree Thinning**

Barry and Judi met with Janie and Ryan from Kumaken. The Kumaken trees were reviewed and options discussed. Janie was to pursue the issue of dead trees and possibility of removal and Edencrest agreed to acquire quotes for pruning and removal of trees. Quotes have been received from 3 arborists and an additional two companies were on site but never sent quotes. The Council are continuing to pursue options with the Kumaken Stratas.

#### **4.3 Complex Signage**

Council notes that Visitor Parking area is becoming a smoking area by visitors. This may cause some problems with residents. The Strata Council approved the purchase of a "No Smoking" sign to be placed in the Visitor Parking and the Amenity Building. It was **MOVED** (Unit # 17), and **SECONDED** (Unit #15) to approve the cost for the purchase of 3 signs at a cost of \$17.00 each plus taxes for an overall cost to the Strata Corporation of \$57.12.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

#### **4.4 Telus Fibre Optics**

Telus Fibre Optics Installation is completed from the Hydro Rooms to the garages.

#### **4.5 Complex Lighting – Deferred until AGM**

After extensive discussion regarding the complex lighting, Council has determined that due to issues that have arisen with Owners, the project will be put on hold until the next Annual General Meeting. At that time, we can have further discussion with the Owners and a more detailed plan can be discussed. Until then, we are continuing to operate as in previous years which means Owners may request approval to have a motion security light installed but at the Owner's expense.

#### **4.6 Vancouver Fire & Safety**

Vancouver Fire & Safety has reviewed the Amenity Building and the interior 'exit' signs have been replaced with longer lasting updated models. The Council will arrange for the fire hydrant to be painted. The Fire Department authorized the color code and council will purchase the Dulux paint in red. The purchase of the paint and brush for an amount of \$41.79 was approved.

**MOVED** (Unit # 15), and **SECONDED** (Unit # 17)

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

#### **4.7 CRT Update**

The Civil Resolution Tribunal have notified the Council that the facilitation process has begun.

#### **4.8 Maintenance Projects**

Gutter cleaning – complete  
Window cleaning – complete  
Power washing – complete  
MacRae's power washing – complete  
Dryer vent duct cleaning – complete

#### **4.9 SWR Drainage**

The perimeter drains and catch basins have been cleaned. Additional recommended work was identified by SWR and has been scheduled with timing based on importance of the work. The additional work includes the sump chamber clean out at unit #19 as wood and other debris was noted, hydro jetting and root removal at the unit #2 perimeter, and the installation of an inspection chamber at the corner of unit #3.

A Motion (Unit #15) was made to approve the additional work as quoted by SWR Drainage in the amount of \$2,522.63. It was **SECONDED** (Unit #11)

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

#### **4.10 Grass in Back Yards**

Council advised that the grass problem caused by the bad weather is improving and that the additional seeding has helped with the rebound.

#### **4.11 Visitor Parking**

We have had contractors parking in the roadways through necessity. Please ensure that visitors continue to use the Visitor Parking area as well as contractors who do not require their vehicles nearby.

### **5 FINANCIAL REPORT**

#### **5.1 FINANCIAL STATEMENTS**

The financial statements up to and including **May 31, 2017**, have been reviewed and reported to be in order.

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the financial statements.

Three in Favor, Zero Against, Zero Abstentions  
**CARRIED**

## **5.2 ACCOUNTS RECEIVABLE**

The Management Company sends owners in arrears reminder notices every month. There is one owner in arrears and the Agent was directed to follow up with the owner in question.

All Owners are reminded strata fees are due and payable on the first day of each the month.

## **6. CORRESPONDENCE RECEIVED**

**6.1** Vista Landscaping Quote – See Previous Business 4.1

**6.2** Civil Resolution Tribunal – See Previous Business 4.7

All other Owner communication was dealt with and replied to accordingly.

## **7. CORRESPONDENCE SENT**

### **7.1 Robbery Warning**

A notice was sent to all residents regarding security: “Theft – Please Be Aware”

A resident was robbed in her garage by 2 strangers requesting directions.

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded that **Council can only address written and signed correspondence from owners**. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **8. NEW BUSINESS**

### **8.1 Fence/Yews Between Units #18 & #19**

Council to determine between a fence divider or planting of Yews for these units. A quote has been received for a custom-built fence divider but Council will follow up for a quote with pre-hung fabricated panels. A timeline will also need to be considered.

### **8.2 Remdal Inspection:**

Remdal Painting met with Council on site to perform a 2 - year inspection of the painting project completed in 2015. A report of findings will be provided to both the Agent and Strata Council.

#### **8.8 Approved Expenses:**

An expense was approved below:

1. Judi Lambie – Spring baskets & planting - \$219.92

**MOVED** (Unit #17) and **SECONDED** (Unit #8) Three in Favor, Zero Against, Zero Abstention **CARRIED**

### **9. MEMBER REPORTS**

#### **9.1 Maintenance – David Tredgett:**

Various projects completed including:

- gates that have been repaired
- concrete area has been patched
- the electrical shed door has been repainted.
- pest wire installed
- new driveway sections have been sealed

#### **9.2 Landscaping – Judi Lambie:**

Spring baskets and planting completed at a cost of \$219.92.

Negotiations with Kumaken regarding trees on their property continues.

**9.3 Pest Control – Judi Lambie:** the pest control update advises there is medium activity and all bait traps were re-filled. Carpenter ant activity was detected at a unit and is being sprayed for by Canadian Pest Control. Cement ants have been noted and are being sprayed as necessary.

**Reminder to Owners:** Please do not leave food sources outside of your strata lot, such as bird feeders, pet food, water sources etc. as this attracts rodents. Also, be sure to keep barbecues cleaned after use, as this can be an attraction for rodents.

### **10. TERMINATE MEETING**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #11) to terminate the meeting.

Three in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:02 p.m.

The next scheduled council meeting will be held on Thursday, September 21, 2017 at 3:00 p.m.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, APRIL 20, 2017  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

<b>PRESENT:</b>	Barry Wilson	President/Treasurer/Secretary	Unit # 17
	Dave Tredgett	Vice President/Maintenance	Unit # 11
	Judith Lambie	Landscaping/Pest Control	Unit # 15
	Robert Zoltok	Bylaws	Unit # 8

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:00 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to approve the Agenda.  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #8) and **SECONDED** (Unit #11) to approve the previous council meeting minutes of February 16, 2017 as delivered.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Spring Landscape Maintenance:** Judi Lambie advised that a site meeting has been arranged with the Strata Council and landscaper for April 25<sup>th</sup>. Judi stated that there is a bush to be replaced at unit #13, three (3) cedars at unit #5 and a pink dogwood at the Amenity Building. Back yards at units #13, #15 and #09 will be addressed.

**4.2 Kumaken Tree Thinning:** The Strata Council have requested that the Agent contact both strata and apartment buildings to arrange for a site meeting with respect to some trees that are bordering the complex.

**4.3 Agency Agreement:** The Strata Council have signed and dated the Agency Agreement. This will be signed by the Peninsula Strata Management and a copy will be provided for Council records.

**4.4 Complex Signage:** Strata Maintenance David Tredgett advised that the signs to be posted in the interior cul-de-sacs are still being worked on.

**4.5 Complex Lighting:** Council Member David Tredgett advised that the first phase of lighting is complete.

**4.6 Bylaw Committee – update:** There is nothing new to report; the Committee is gathering their information. Owners will be notified when an Owner Town Hall date is established.

**4.7 Vancouver Fire & Security:** The Agent was directed to contact Vancouver Fire to schedule the annual inspection of the fire protection equipment for the week of May 15<sup>th</sup> or later. It was confirmed that it is scheduled for Thursday, May 18<sup>th</sup>, 2017.

**4.8 Telus Fibre Optics:** After receiving 23 of 24 Owner Telus Optics Suite Wiring permission forms, the Strata Corporation has approved and proceeded with the Telus Fibre Optics installation (as discussed at the AGM)

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

## **5 FINANCIAL REPORT**

### **5.1 FINANCIAL STATEMENTS**

The financial statements up to and including **March 31, 2017**, have been reviewed and reported to be in order.

It was then **MOVED** (Unit #11) and **SECONDED** (Unit #15) to approve the financial statements as amended.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

### **5.2 ACCOUNTS RECEIVABLE**

The Management Company sends owners in arrears reminder notices every month. There is one owner in arrears and the Agent was directed to follow up with the owner in question.

All Owners are reminded strata fees are due and payable on the first day of each the month.

## **6. CORRESPONDENCE RECEIVED**

### **6.1 CRT Update**

An email was received March 13, 2017 from the Civil Resolution Tribunal advising the Strata Corporation that they were having delays and expected the facilitation to start in approximately 6 weeks.

**6.2** All other Owner communication was dealt with and replied to accordingly.

## **7. CORRESPONDENCE SENT**

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded for a number of reasons, **Council can only address written and signed correspondence from owners.** Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **8. NEW BUSINESS**

**8.1 Gutter Cleaning:** Gutter cleaning of the lower eaves was completed by Mr. Smith's Cleaning Services on Thursday, April 20<sup>th</sup>.

**8.2 Window Cleaning:** All exterior window cleaning was completed by Mr. Smith on April 20<sup>th</sup> and April 21<sup>st</sup>, 2017. This included all residential units and the Amenity Building.

**8.3 Power Washing:** Individual units arranged through Council Member Dave Tredgett, for back patio and/or sidewalks to be completed at their own costs. This work was also scheduled and completed by Mr. Smith's Cleaning Services.

**8.4 McRae's Power Sweeping:** The power sweeping will be completed by McRae's on May 12<sup>th</sup>, 2017 beginning at 9:00 a.m. At the time of the preparation of these Council Minutes, it is noted that all Resident Owners have been provided with a Maintenance Notice for the preparation prior to the complex sweeping.

**8.5 SWR Drainage:** The Agent confirms that SWR Drainage is scheduled to be on site for Monday and Tuesday, May 8<sup>th</sup> and 9<sup>th</sup> to clean and remove debris from the catch basin located in the back yards; and the perimeter drain systems to be hydro jetted.

**8.6 Bentley Appraisal:** The Strata Agent and Council discussed the appraisal update as provided by Bentley Appraisals. It was confirmed that the complete appraisal of the building complex was undertaken on April 7, 2015 and the valuation for 2017 is an updated replacement cost estimate. The Council

requested that the Agent clarify with Bentley whether or not the recently completed roof from 2016 would have an impact on the appraised values for the building. Mr. Bentley confirms that the appraisal is based on replacement cost of the original construction. Mr. Bentley also noted that a comparison of cedar shingle and fiberglass shingle roofing rates, indicates that both roofing systems fall within a similar cost range and no adjustment to the recently updated replacement cost is required.

**8.7 Hub Coastal Insurance:** The Strata Agent provided the Council with the Hub Coastal Insurance documents for the Strata Corporation. The new policy is in effect from May 1, 2017 through until April 30, 2018. It was noted that the insurance costs came in at \$24,369.00; which was slightly under the budgeted amount of \$24,600.00.

#### **8.8 Approved Expenses:**

Two expenses were previously approved and are now ratified:

1. Trident Key Mart – lock replacement on Electrical Room - \$500.50 Vote 4-0-0
2. Lighting Upgrades – visitor parking and cul de sacs - \$1,579.50 Vote 4-0-0

**MOVED** (Unit #17) and **SECONDED** (Unit #8) Four in Favor, Zero Against, Zero Abstention **CARRIED**

Three additional expenses were approved:

**MOVED** (Unit #17) and **SECONDED** (Unit #8) to pay:

1. \$15.26 Easter Decorations - Three in Favor, Zero Against, one Abstention **CARRIED**
2. \$11.63 Amentiy – timer for floor lamp  
\$15.43 Pest Wire for raccoons - Four in Favor, Zero Against, Zero Abstention **CARRIED**

### **9. MEMBER REPORTS**

**9.1 Maintenance – Dave Tredgett:** David provided the Strata Agent with a list of 6 maintenance items that require a quote from the handyman. The Agent noted the specific items and has sent to Trevor Mosser of DunRite Roof & Restoration. At the time of the preparation of these Council Minutes, it was confirmed that Trevor has met with Council Member Dave Tredgett to review the specifics of the maintenance items. A quote will follow in due course.

**9.2 Pest Control – Judi Lambie:** the pest control update advises there is low activity and no additional bait traps are required.

**Reminder to Owners:** Please do not leave food sources outside of your strata lot, such as bird feeders, pet food, water sources etc. as this attracts rodents. Also, be sure to keep barbecues cleaned after use, as this can be an attraction for rodents.

Resident Owners of Edencrest:

*Please be reminded that the the visitor parking spots at Edencrest are for visitors who are visiting at your home. **Please do not permit parking of their vehicle there while on vacation elsewhere.***

## **9. TERMINATE MEETING**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #08) to terminate the meeting.  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 3:56 p.m.

The next scheduled council meeting will be held on Thursday, June 13, 2017 at 3:00 p.m.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, FEBRUARY 16, 2017  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

<b>PRESENT:</b>	Barry Wilson	President/Treasurer/Secretary	Unit # 17
	Dave Tredgett	Vice President/Maintenance	Unit # 11
	Judith Lambie	Landscaping/Pest Control	Unit # 15
	Robert Zoltok	Bylaws	Unit #8

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:00 p.m. by Barry Wilson, Council President. A quorum was determined.

**2. APPROVAL OF THE AGENDA**

It was **MOVED** (Unit #15) and **SECONDED** (Unit #8) to approve the Agenda.  
Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #15) to make an amendment to the Council Meeting Minutes of December 16<sup>th</sup>, 2016 under 6.5 to read as "Civil Resolution Tribunal Dispute".

The minutes of the Council meeting held December 15, 2016 were approved as amended.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**4. PREVIOUS BUSINESS**

**4.1 Gas Can Storage by Neighboring Strata:** It is noted by the Strata Council that the gas cans that were of a concern have since been removed.

**4.2 Vista Quote:** The Vista quote for removal of dead cedars adjacent to unit #1 will form a part of the Spring maintenance.

**4.3 Kumaken Tree Thinning:** Council is in the process of obtaining three quotes for this project and will then proceed to set a meeting with the property manager of Kumaken condominium building.

**4.4 – Windows – Lundline:** The windows at Unit #16 have been replaced by Lundline Glass.

**4.5 - Raccoons – Unit 14/Unit 15:** Discussions with the pest control company have determined that raccoons are crawling in under the soffit areas. Council intends to deter more from entering by using chicken wire over the places of entry.

## **5 FINANCIAL REPORT**

### **5.1 FINANCIAL STATEMENTS**

The financial statements up to and including **January 31, 2017**, have been reviewed and reported to be in order. Council have requested that the window repairs cost in the amount of \$393.50 be recoded from line item 6311 to 6302 as some of the previous line items had been removed.

Council has requested Peninsula to update their admin costs to be current and let us know the status as to months outstanding.

It was then **MOVED** (Unit #11) and **SECONDED** (Unit #15) to approve the financial statements as amended.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

### **5.2 ACCOUNTS RECEIVABLE**

The Management Company sends owners in arrears reminder notices every month. There are no owners in arrears at this time.

All Owners are reminded strata fees are due and payable on the first day of each the month.

## **6. CORRESPONDENCE**

Various emails were sent to Owners by the Council for notification and/or specific reminders.

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded for a number of reasons, Council can only address written and signed correspondence from owners. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **7. WORK ORDERS**

No work orders were submitted

## 8. NEW BUSINESS

**8.1 – Council Meetings, AGM date:** The Council and Agent reviewed the scheduled Council Meeting dates for 2017 as follows: April 20, June 13, September 21, October 19 & December 7, 2017. All council meetings are held on Thursday afternoons at 3:00 p.m. The Annual General Meeting will be held on February 8, 2018.

**8.2 - Bylaw Committee:** There were two volunteers at the AGM to form a Bylaw Committee. Council President Barry Wilson made a **MOTION** to approve the Committee to include Ralph Gardner and Robert Zoltok. The motion was **SECONDED** (Unit #15). Much research and review will be completed by the Committee as well as opinions from residents with respect to some generic strata issues. The Committee will be taking a look at current bylaws in place at other strata corporations for comparison. The timeline will be for voting at the next Annual General Meeting. The Council will keep residents updated.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

**8.3 – Communication:** The Council for Edencrest will be taking around a communication memo to all Owners/Residents and request that this form be filled out and signed. It was determined that there should be a formal signed approval to permit email as a form of accepted communication to receive documented Council Meeting Minutes and other relevant information specific to Edencrest Owners. Please fill out this form and send to the strata agent at [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)

**8.4 – Complex Signage:** There have been some problems with people parking at the end of the interior cul de sacs. The Council have advised that there will be some new signage installed throughout the Strata for no parking Fire Lanes; to be placed at the amenity centre, and one at each end of complex. Dave Tredgett to investigate this. We ask that all residents ensure that visitors know Visitor Parking is the only approved parking location.

**8.5 - Complex Lighting:** The Council have discussed the purchase of new lighting at the electrical shack at the front (on both sides) and one at each end of the strata complex. Dave Tredgett is doing his diligence to find the right product. More information to follow.

UPDATE as of minute distribution:

The Council has met with the electrician and a plan is in place to install the following:

1. New lighting heads for the lights at the end of each cul de sac
2. Switch the light unit at the Amenity Building
3. Install 2 new motion lights on the electrical shed to light up the Parking area
4. Replace the 3 light post (base is broken) with a new one

Note that the abstention is due to one council member being absent and unavailable to vote.

Three in Favor, Zero Against, One Abstention

**CARRIED**

**8.6 – Agency Agreement:** The Strata Agent provided the Council with a Fee Schedule Amendment for 2017 for review and signature.

**8.7 – Approved Expenses:** two expenses have been approved. **MOVED** (Unit #17) and **SECONDED** (Unit #8) to pay:

- |    |                           |  |                |
|----|---------------------------|--|----------------|
| 1. | \$22.34 to Judi Lambie    | Three in Favor, Zero Against, one Abstention | <b>CARRIED</b> |
| 2. | \$25.14 to David Tredgett | Three in Favor, Zero Against, one Abstention | <b>CARRIED</b> |

## **9. MEMBER REPORTS**

**9.1 Maintenance – Dave Tredgett:** Dave provided a maintenance timetable for March to August for scheduled items to be completed and the length of time required. The Agent will work with Council to make these arrangements and advise.

**9.2 Landscaping – Judi Lambie:** Judi reports that one quote has been received for tree trimming at the back of unit #9.

**9.3 Pest Control – Judi Lambie:** Judi acknowledges that two more rodent traps need to be purchased. Council approved this expenditure and Judi will advise the contractor.

Reminder to Owners: Please do not leave food sources outside of your strata lot, such as bird feeders, pet food etc. as this attracts rodents. Also be sure to keep barbecues cleaned after use, as this can be an attraction for rodents.

## **8. ADJOURNMENT**

It was **MOVED** (Unit #17) and **SECONDED** (Unit #11) to terminate the meeting.

Four in Favor, Zero Against, Zero Abstentions

**CARRIED**

There being no further business to discuss, the meeting was terminated at 4:10 p.m.

The next scheduled council meeting will be held on Thursday, April 20, 2017 at 3:00 p.m.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)

**Edencrest Estates  
"LMS 3719"  
ANNUAL GENERAL MEETING**

Thursday, February 2, 2017 @ 7:00 PM  
In the Amenity Building at Edencrest Estates  
15168 22<sup>nd</sup> Avenue,  
Surrey, B.C.

---

**1. Registration, Certification of Proxies and Issuance of Voting Cards**

- 2. Call to Order:** Council President Barry Wilson welcomed the owners and thanked them for attending. The meeting was called to order at 7:09 p.m. after a presentation by Leducor about Telus Fibre Optics.

Barry acknowledged the Agent, Bev Drinkwater was present at this Annual General Meeting.

Barry Wilson then welcomed the new owners Keith & Joan Carter of Unit #21.

**3. Calling of the Role & Certification of Proxies:**

There were **Twenty Two (22)** Owners in person and **Two (2)** by proxy present, as per the registration sheet for a total representation of **Twenty Four (24)** strata lots. The minimum quorum required is one third of **Twenty Four (24)** being **Eight (8)** strata lots. The minimum quorum was satisfied.

It was **MOVED** (Unit #8) and **SECONDED** (Unit #13) to verify quorum.

**CARRIED**

**4. Filing Proof of Notice of Meeting:**

It was **MOVED** (Unit #14) and **SECONDED** (Unit #11) to accept the proof of Notice of the Annual General Meeting that was mailed to all Owners on January 12, 2017 and the Revision that was emailed on January 16, 2017.

**CARRIED**

**5. Approval of Agenda:**

Barry Wilson brought forward the Agenda to the floor for approval. It was **MOVED** (Unit #19) and **SECONDED** (Unit #23) to approve the Agenda as presented.

**CARRIED**

**6. Adoption of Minutes**

Annual General Meeting – January 28, 2016

It was **MOVED** (Unit #15) and **SECONDED** (Unit #22) to adopt the previous Annual General Meeting Minutes of January 28, 2016 as circulated.

**CARRIED**

Town Hall Minutes – October 6, 2016

A **MOTION** (Unit #11) was made to amend the Town Hall Minutes as follows:  
“the total approved for the cost of the re-roofing project was \$585,160,000.00 should read: “the total approved for the cost of the re-roofing project was \$585,160.00”. The motion was **SECONDED** (Unit #17).

.Twenty Four in Favor.

**CARRIED**

A **MOTION** (Unit #14) was made to amend the Town Hall Minutes as follows:  
“approved unanimously” should read “approved – 22 in favor, 0 against, 0 abstentions”. The motion was **SECONDED** (Unit #8)

.Twenty Four in Favor.

**CARRIED**

A **MOTION** (Unit # 9) was called to adopt the Town Hall Minutes as amended. The motion was **SECONDED** (Unit #11).

.Twenty Four in Favor.

**CARRIED**

**7. Council Reports:**

President's Report – Barry Wilson

Barry Wilson addressed the owners present and provided his President's Report, which will be attached to these minutes.

Roof Replacement Project – Barry Wilson

Barry recapped the following information relating to the Roof Replacement Project:

- ♦ Completed construction in May, 2016
- ♦ Preliminary financial recap was presented at June 2016 Roof Celebration Dinner with owners
- ♦ Rebate cheques to Owners were issued in July 2016
- ♦ Final Roof Project financials were presented at the October 6, 2016 Town Hall Meeting
- ♦ Based on poor weather experienced between October and January of this year, the roof has exceeded expectations
- ♦ To date, there have been no major issues
- ♦ The challenge discussed at the October 6<sup>th</sup> Meeting has now been taken to the Civil Resolution Tribunal by the Owner

Maintenance – Dave Tredgett

Dave recapped the following information relating to maintenance.

- ♦ Fireplace cleaning was completed
- ♦ Concrete repairs made to units 23 & 24 driveways
- ♦ Security lighting has been deferred until 2017 to be finalized
- ♦ Amenity building hot water tank was replaced

- ♦ Amenity building dishwasher was purchased in December and installed in January, 2017
- ♦ Curb repairs in front of unit 14 were completed

Issues to be noted for Owners Action:

- ♦ Smoke detector maintenance
- ♦ Furnace inspections
- ♦ Hot water tank replacement – insurance may be void if furnace too old so please check your policy
- ♦ Homeowner insurance to cover the owner portion of the Strata Deductibles in particular Earthquake

Future:

- ♦ Additional security lighting
- ♦ Fence issues
- ♦ Drainage system – 16 surface drains/ 6 sumps (perimeter drains)

Landscaping – Judi Lambie

Judi recapped the following information relating to landscaping.

Current:

- ♦ Watering system installed at entrance
- ♦ Foundation base improvements have been done and will be ongoing into 2017
- ♦ Landscaping upgrades have been started (units 5-8)

Future:

- ♦ Foundation base improvements to continue
- ♦ Sand and soil to be added
- ♦ Plant upgrades where cedars and plants are aging out
- ♦ Units 9 to 16 – tree pruning along the property line in conjunction with neighbors

**8. Insurance Report:**

**Insurance Summary Attached - Addendum "A"**

Owners were asked to note that the Strata Corporation's existing insurance coverage was attached to the Notice of the Annual General Meeting.

It is suggested that Owners detach this documentation and retain for future reference. A summary of the Corporations' insurance is as follows: All Property Value \$9,187,000.00

**Deductibles:**

All Risk \$1,000.00  
Earthquake 10%  
Water Damage \$5,000.00  
Sewer Back-up \$5,000.00  
Flood \$10,000.00  
Replacement Broken Glass \$250.00

Council President, Barry Wilson addressed the Owners that the difference with Hub/Coastal Insurance is that there are no limitations with the guaranteed replacement cost, while others may pay a maximum of 110 or 120%. This means that should there be a fire that causes total destruction of the complex, the cost of replacement is guaranteed no matter how much the cost has increased and other policies do not cover those assurances. Another aspect to note with respect to the increase in insurance costs is the appraisal value and the understanding that the building is appraised yearly and the insurance values are reflected based on the appraisal amount. Owners were advised that the appraisal was not market value, only the cost to re-build the complex in the event of total destruction.

It was suggested that owners ensure that any betterments or improvements to their unit be covered in their homeowner's package, as the value difference would not be a covered expense of the Strata Corporation Insurance should a fire occur within their strata lot. The Owners were advised that they should contact their own individual insurance agents with respect to additional coverage should the Corporation subrogate against an Owner for a water damage deductible that was a result of their negligence or their fault. He advised all Owners that the hose lines used to connect washing machines, dishwashers, etc. are the responsibility of the individual Owner and to ensure to dispose of the copper or plastic lines and upgrade to the braided style type.

It was further elaborated on the Strata Corporation's earthquake coverage and pointed out that the deductible was 10% of the total value of the building. Currently the building is valued at \$9,187,000.00 and in case of damage caused by an earthquake, the Strata Corporation would have to pay the first \$918,000.00 of repairs. This would be assessed to Owners by way of unit entitlement for an average for each owner of \$38,250.00. This number is only an estimate as it would be based on unit entitlement as set out when the building was developed.

It was **MOVED** (Unit #11) and **SECONDED** (Unit #8) to acknowledge receipt of notification of insurance.

Twenty Four in Favor.

**CARRIED**

## **9. Financial Report: Majority Vote**

### **9.1 Balance Sheet as of December 31, 2016 – Addendum "B" Budget to Actual as of December 31, 2016 – Addendum "B"**

The financial statements to December 31, 2016 were provided at the Annual General Meeting by the Strata Agent. They were presented as "Addendum B" and were discussed in detail by Council President, Barry Wilson and the Owners.

Barry advised that financial statements will be provided to all Owners on a quarterly basis and any future transactions for Edward Jones will be noted in the Council Meeting Minutes, and shown on the CRF Account (Contingency Reserve Fund).

It was **MOVED** (Unit #8) and **SECONDED** (Unit #13) to acknowledge Owner's receipt of the fiscal year-end financial statements to December 31, 2017.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

**CARRIED**

**9.2 Edward Jones Investments – as of December 31, 2016**

The Edward Jones Investments to December 31, 2016 were provided at the Annual General meeting by the Strata Agent. They were presented as "Addendum C" and were discussed by Council President, Barry Wilson and the Owners.

Council advised that the plan going forward is to move assets from Edward Jones to Toronto Dominion as they mature, and will be re-investing once the Council reviews the current restrictions to ensure they are compliant.

**9.3 2017 Proposed Operating Costs Budget – Addendum "D"**

Barry Wilson addressed the owners and advised that in the Proposed Operating Budget for 2017, there was a carry forward of (\$10,140.00) to offset the fee increase. Therefore, the strata fees for this fiscal year have not increased. It was noted that the final result was a carryover of \$9,924.45 so Seasonal Landscaping will be adjusted compensate for the difference.

Barry addressed each line item in the Operating Costs Budget and explained to the owners what the strata had intended to address for this fiscal year.

It was **MOVED** (Unit #22) and **SECONDED** (Unit #8) to bring to the floor for discussion the Operating Costs Budget as "Addendum D".

No more discussion took place on the Proposed Budget. The question was called (Unit #23) for a majority vote.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

**CARRIED**

**9.4 2017 Proposed Contingency Reserve Fund Contributions - Addendum "E"**

Council has prepared an expanded Long Term Reserve Plan in consideration of the requirements of the Depreciation Report regulations. Cost estimates were obtained from reliable sources for each item and amortized over the remaining life cycle of each item. Council is recommending the Owners consider adopting a long term reserve fund based on a 50% Roof and 75% or 100% for all other expenditure items as the contribution for the Long Term Reserve Plan.

It was **MOVED** (Unit #9) and **SECONDED** (Unit #18) to bring to the floor for discussion the Contingency Reserve Fund Budget as "Addendum E".

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**  
**CARRIED**

**9.5 Proposed Schedule of Strata Lot Fees for 2017 – “Addendum F”**

The Proposed Schedule of Strata Lot Fees is based on the approved Operating Fund and the Approved Contingency Reserve Fund and the combination of them together.

It was **MOVED** (Unit #19) and **SECONDED** (Unit #14) to bring to the floor for discussion the Schedule of Strata Lot Fees for a total amount of \$129,792.48 for the 2016 fiscal year, noting that there is no fee increase for Owners.

Following discussion on the Schedule of Strata Lot Fees, the question was called (Unit #11) for a majority vote.

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**  
**CARRIED**

**10. Consideration of Special Resolution – 3/4 Vote**  
**10.1 Depreciation Report Waiver**

Council is recommending that the Owners approve a resolution to waive the requirement for a Depreciation Report as required by the Strata Property Act.

The Act requires that the Owners must be given the opportunity to exempt the corporation from having this report done. Should the owners of Edencrest Estates “LMS 3719”, who are present in person or by proxy wish to exempt the Corporation at this time, a motion, second and approval (to exempt) by 3/4 vote is required.

**“THEREFORE BE IT RESOLVED** by a 3/4 Vote of the Owners of Edencrest Estates, Strata Plan LMS 3719 that, as required by Section 94(3) of the Act, the Strata Corporation hereby waives the requirement for a Depreciation Report for the year ending 2017.”

It was **MOVED** (Unit #22) and **SECONDED** (Unit #05) to bring forward for discussion, the Resolution to waive the Depreciation Report.

Minimal discussion took place on the Depreciation Report and the Question was called for a Vote (Unit #12).

**Twenty Four (24) In Favor, Zero (0) Opposed, Zero (0) Abstentions.**

**CARRIED**

**11. New Business:**

**11.1 CRT:** The Strata Council advised the Owners that the Strata Corporation had received a Notice of Dispute from the Civil Resolution Tribunal with regards to the Roofing Expenditures, claiming that there were unapproved expenditures on items that were not included in the Special Levy Resolutions. Council advised that a Response to this Notice has been filed within the guidelines set out.

The CRT has told us "One of the first steps in facilitation is to make sure the respondent knows all the details of the claim and I will be asking the applicant to provide those details then". The Strata Council have not heard from the Tribunal or Owner in relation to these details but will keep Owners apprised once they receive any new information.

**11.2 Bylaws:** The Strata Council discussed moving forward with obtaining new Bylaws for the Strata Corporation, advising that there would be much work involved to determine which bylaws to put forward, including a lot of research and time. Council indicated that the plan is to form a Bylaw Committee who can work on gathering information, checking other bylaws from various strata corporations to compare before involving a lawyer. Council advises that prior to putting any new bylaw proposals for the next fiscal year, they would be getting input and approval from the Ownership at Edencrest. Bob Zoltok of Unit #8 and Ralph Gardner of Unit #7 have volunteered to take part in a Bylaw Committee. More information on the subject to follow and to be discussed at Council Meetings going forward.

**11.3 Rules:** The Strata Council advised that there were no new Rules to be adopted.

**12. Election of Strata Council**

The Agent advised that at this point in the meeting the existing Council ceased to be in office and that a new Council needed to be elected.

The Strata Council President advised that it is important to understand that just because an Owner puts his or her name forward for election, does not mean they will automatically become a Council Member – they must receive a majority vote. Barry Wilson also advised that in order to allow Owners to have anonymity, the Strata Council have proposed a vote by Secret Ballot. This will permit owners to vote without any peer pressure.

The Strata Agent asked for any nominations from the floor. Unit #8 – Robert Zoltok requested to put his name forward for council election. The Strata Agent indicated that she must ask for nomination from the floor three (3) times and no further nominations were received.

The Members of the existing Strata Council, David Tredgett and Judi Lambie indicated that they would continue as Council Members until the completion of the Civil Resolution Tribunal. They would then re-examine as to whether they would continue as Council Members.

Council President, Barry Wilson also indicated that he would put his name forward for re-election to the Strata Council.

The Strata Agent wrote on the White Board Chart for all Owners to see, the four (4) Owners who are running for election and it was advised to all, to put a check mark for only those owners they wished to vote for and were not obligated to vote for all nominees.

Council Election ballots were collected and Units #15 – John Lambie and Unit #16 - Scott Rudyk were appointed to be Scrutineers as they did not hold ownership at Edencrest  
After calculation of the completed ballots, it was confirmed that the following Owners have received majority votes and are the elected Strata Council for 2017.

Barry Wilson	Unit #17
David Tredgett	Unit #11
Judi Lambie	Unit #15
Robert Zoltok	Unit #08

A **MOTION** was made by Unit #18 to destroy the ballots. The motion was **SECONDED** by Unit #17.  
**CARRIED**

### 13. Termination of Meeting:

There being no further business, a **MOTION** was made by Unit #12 to terminate the Meeting at 9.15 p.m. The motion was **SECONDED** by Unit #11.

**CARRIED**

The first meeting for the new Strata Council will be scheduled for Thursday, February 16, 2017.

As a matter of general information, please be advised that Owners should always retain at least the most current 24 months of strata Council and general meeting Minutes. While copies of the meetings are retained on file with the Management Company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot Owner, and although the Management Company can provide these on your behalf, there is a charge to the strata lot Owner for doing so.

IF YOU ARE NOT ON THE PRE-AUTHORIZED CHEQUE PROGRAM, PLEASE READ THIS: The PAC program is a convenient way to save postage, time, inconvenience of writing cheques and escape late payment fines. Because your maintenance fees are due on the 1<sup>st</sup> day of the month, you avoid the embarrassment of missed payments, and you may stop payment at any time if you feel the need to do so. Your payments will always be on time. Should you move your account from one bank or branch to another, advise the Management Company by the 15<sup>th</sup> of the month prior to the withdrawal date and a new agreement

will be set up with you so payments can continue uninterrupted. For further information regarding this program please call 604-385-2242.

For letters to Council or questions concerning your Strata Corporation, please contact Bev Drinkwater by email, facsimile or telephone.

Peninsula Strata Management Ltd.  
316 -1959-152nd Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242  
Fax: 604-385-2241  
e-mail: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)



Strata Plan LMS 3719 15168 22nd Ave Surrey B.C. V4A 9T4

**EDENCREST - LMS3719  
PRESIDENT'S REPORT  
2016**

This year was once again a very busy year for the Council with the completion of the 2016 Roofing Project which came in under plan and earlier than projected.

This project was well communicated to all the Owners so we will only take the time to say Thank You for putting up with the intrusion this project had on your quiet enjoyment and for taking the time to attend the numerous meetings we had on the project. In view of the rain and snow we had this Fall / Winter, we can all be thankful this project was completed this year! We certainly have had a great test to demonstrate the quality of work performed by Flynn.

I know it has been said before, but I would like to thank Dave for his "over the top" commitment to this project on our behalf. This includes his wife Margie, who suffered though a major disruption to her lifestyle including canceling their vacation to be here through the project. While the full Council was involved with all decisions, it was Dave who carried the ball and made it happen in such a smooth, efficient manner that minimized the impact on the rest of us.

While many other activities took place in 2016, below are a few of the items:

1. Fireplace cleaning for Units
2. Replacement of the Amenity hot water tank and new dishwasher
3. Concrete repairs to driveways and curb
4. Installation of a sprinkler system at the entrance
5. Foundation base improvements
6. Refurbishing of backyards for units 5-8 and shrubs for units 18 / 19

Financially, Council is pleased to be able to say that we are under budget for 2016 and there will be a carryover into 2017. This will enable us to once again maintain our Strata Fees at the current level for 2017 while continuing to work on the Projects we started executing in 2016. Details will be presented at the Annual General Meeting for your approval.

Once again, I close with my personal thanks to both Dave and Judi. They are incredible Council Members who contribute so much to our community! I have the utmost respect for their dedication to our community and it is a joy to work with them. The personal sacrifices they make as well as Margie, John and Gail, our spouses, for the benefit of us all is to be respected and commended. As Owners, we cannot thank them enough!

On behalf of the Council, our thanks to you the Owners for your support throughout 2016.

Best regards,  
Barry

President  
Edencrest Council

**LMS 3719 EDENCREST**  
**APPROVED BUDGET 2017**

	YTD ACTUAL	YTD ESTIMATE	BUDGET	APPROVED BUDGET
	30-Nov-16	31-Dec-16	2016	2017
<b>INCOME</b>				
4001 - OWNER ASSESSMENTS	88,018.70	\$96,020.40	\$96,020.00	\$96,013.68
4010 - OWNER CRF CONTRIBUTION	30,954.88	\$33,768.96	\$33,769.00	\$33,778.80
4002 - BANK INTEREST	232.61	\$244.61	\$60.00	\$120.00
4099 - PREVIOUS YEAR (+/-)	10,867.00	\$10,867.00	\$10,867.00	\$10,140.00
<b>Total Income</b>	<b>\$130,073.19</b>	<b>\$140,900.97</b>	<b>\$140,716.00</b>	<b>\$140,052.48</b>
<b>EXPENSES</b>				
<b>OPERATING GENERAL</b>				
6100 - FORTIS BC	\$269.89	\$337.61	\$408.00	\$360.00
6101 - B.C. HYDRO - ELECTRICITY	\$599.59	\$879.28	\$1,284.00	\$936.00
6102 - WATER & SEWER	\$4,890.28	\$6,978.28	\$7,518.00	\$7,413.60
6201 - INSURANCE	\$21,364.55	\$23,298.72	\$24,180.00	\$24,600.00
6202 - INSURANCE APPRAISAL	\$309.75	\$309.75	\$312.00	\$312.00
6203 - BANK CHARGES	\$545.00	\$590.00	\$600.00	\$600.00
6207 - ACCOUNTING/LEGAL	\$157.50	\$525.00	\$2,334.00	\$2,535.00
6208 - SOCIAL EVENTS	\$713.61	\$713.61	\$300.00	\$696.00
6404 - WCB	\$0.00	\$0.00	\$0.00	\$0.00
6501 - PROPERTY MANAGEMENT FEES	\$11,066.00	\$12,072.00	\$12,072.00	\$12,432.00
6503 - GST HST/PROPERTY MANAGEMENT	\$553.30	\$603.60	\$603.60	\$621.60
6601 - PROPERTY MGMT ADMIN. COST	\$845.11	\$986.11	\$900.00	\$1,005.00
6604 - OFFICE SUPPLIES	\$95.19	\$119.73	\$240.00	\$414.48
<b>Total OPERATING GENERAL</b>	<b>\$41,409.77</b>	<b>\$47,413.69</b>	<b>\$50,751.60</b>	<b>\$51,925.68</b>
<b>OPERATING MAINTENANCE</b>				
6210 - BALCONIES & DECKS	\$0.00	\$0.00	600.00	\$600.00
6211 - AMENITIES'S BUILDING	\$769.25	\$1,626.52	1,896.00	\$342.00
6212 - DRAINAGE IMPROVEMENTS	\$819.00	\$819.00	1,179.00	\$3,612.00
6213 - DRYER VENT CLEANING	\$3,024.00	\$3,024.00	3,024.00	\$1,008.00
6214 - EAVES THROUGH CLEANING & MAINT.	\$0.00	\$1,575.00	2,268.00	\$2,835.00
6215 - FIRE PREVENTION	\$322.93	\$322.93	576.00	\$360.00
6301 - CONCRETE REPAIRS	\$9,166.50	\$9,166.50	9,174.00	\$2,964.00
6302 - ROADS & WALKWAYS	\$0.00	\$2,571.19	1,260.00	\$1,800.00
6303 - LANDSCAPING MAINT. CONTRACT	\$14,033.25	\$15,309.00	15,402.00	\$15,687.00
6304 - LANDSCAPE SEASONAL/UPGRADE	\$10,326.68	\$11,143.98	12,386.40	\$12,900.00
6307 - GENERAL MAINTENANCE	\$750.38	\$1,143.91	4,860.00	\$10,488.00
6310 - WINDOW CLEANING/REPAIR	\$1,774.50	\$1,774.50	1,920.00	\$0.00
6312 - ROOF MAINTENANCE & REPAIR	\$0.00	\$0.00	0.00	\$0.00
6313 - PEST CONTROL CONTRACT	\$771.80	\$932.46	900.00	\$972.00
6314 - PEST CONTROL SEASONAL	\$159.60	\$159.60	750.00	\$780.00
<b>Total OPERATING MAINTENANCE</b>	<b>\$41,917.89</b>	<b>\$49,568.59</b>	<b>\$56,195.40</b>	<b>\$54,348.00</b>
<b>CONTINGENCY FUND CONTRIBUTION</b>				
6701 - CONTINGENCY RESERVE	\$30,954.88		\$33,769.00	\$33,778.80
<b>Total CONTINGENCY FUND CONTRIBUTION</b>	<b>\$30,954.88</b>	<b>\$33,768.96</b>	<b>\$33,769.00</b>	<b>\$33,778.80</b>
<b>Total Expense</b>	<b>\$114,282.54</b>	<b>\$130,751.24</b>	<b>\$140,716.00</b>	<b>\$140,052.48</b>
<b>NET TOTAL +/-</b>	<b>\$15,790.65</b>	<b>\$10,149.73</b>	<b>\$0.00</b>	<b>\$0.00</b>

**NOTE TO BUDGET:** the following accounts could be effected by the CRT Dispute Ruling

Sidewalk Panels	\$2,040.00
Power Washing	\$600.00
Unit foundations	\$2,400.00
Landscaping	\$4,481.00
Security	\$4,920.00

**LMS 3719 EDENCREST**  
**APPROVED STRATA FEE SCHEDULE 2017**

<b>Total to Contingency Fund</b>	<b>33,778.80</b>
<b>Total to Operating Fund</b>	<b>96,013.68</b>
<b>ANNUAL BUDGET</b>	<b>129,792.48</b>

			<b>Operating</b>	<b>Contingency</b>	<b>Total Fees</b>
<b>UNIT</b>	<b>S.L</b>	<b>U/E</b>	<b>Budget Fees</b>	<b>Fund Fees</b>	<b>2017</b>
1	1	220	\$343.93	\$121.00	\$464.93
2	2	220	\$343.93	\$121.00	\$464.93
3	3	220	\$343.93	\$121.00	\$464.93
4	4	220	\$343.93	\$121.00	\$464.93
5	5	222	\$347.06	\$122.10	\$469.16
6	6	200	\$312.67	\$110.00	\$422.67
7	7	200	\$312.67	\$110.00	\$422.67
8	8	222	\$347.06	\$122.10	\$469.16
9	9	220	\$343.93	\$121.00	\$464.93
10	10	199	\$311.10	\$109.45	\$420.55
11	11	199	\$311.10	\$109.45	\$420.55
12	12	220	\$343.93	\$121.00	\$464.93
13	13	220	\$343.93	\$121.00	\$464.93
14	14	201	\$314.23	\$110.55	\$424.78
15	15	201	\$314.23	\$110.55	\$424.78
16	16	220	\$343.93	\$121.00	\$464.93
17	17	219	\$342.37	\$120.45	\$462.82
18	18	200	\$312.67	\$110.00	\$422.67
19	19	200	\$312.67	\$110.00	\$422.67
20	20	219	\$342.37	\$120.45	\$462.82
21	21	219	\$342.37	\$120.45	\$462.82
22	22	219	\$342.37	\$120.45	\$462.82
23	23	219	\$342.37	\$120.45	\$462.82
24	24	219	\$342.37	\$120.45	\$462.82
<b>TOTAL U/E</b>		<b>5118</b>	<b>\$8,001.14</b>	<b>\$2,814.90</b>	<b>\$10,816.04</b>
			x12	x12	x12
			<b>\$96,013.68</b>	<b>\$33,778.80</b>	<b>\$129,792.48</b>



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, DECEMBER 15, 2016  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

<b>PRESENT:</b>	Barry Wilson	President/Treasurer/Secretary	Unit # 17
	Dave Tredgett	Vice President/Maintenance	Unit # 11
	Judith Lambie	Landscaping/Pest Control	Unit # 15

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

Mary Bridger of Unit #18 was in attendance at the Council Meeting as an observer.

**1. CALL TO ORDER**

The meeting was called to order by 3:13 p.m. by Barry Wilson, Council President. A quorum was established.

**2. APPROVAL OF THE AGENDA**

It was **MOVED, SECONDED** (Unit #15/Unit #11) to approve the Agenda.

**CARRIED**

**3. ADOPTION OF PREVIOUS MINUTES:**

Following as review of the Council Minutes held on September 22, 2016, there being no errors or omissions noted, it was **MOVED, SECONDED** (Unit #17/Unit #15) to adopt the minutes as prepared and distributed.

**CARRIED**

As the Strata Council has considered the Townhall Owner Meeting to fall under approval for the Owners of Edencrest, these will be approved and corrected at the Annual General Meeting.

**4. PREVIOUS BUSINESS**

**4.1 - Gas Can Storage**

Peninsula Strata Mgmt. have followed up with the management company for Kumaken, Premier Strata Services and were advised that they were self-managed and Premier handled their financial obligations only. The Agent noted the circumstance and the concern of residents at Edencrest relating to gas can storage seen on a balcony. At the time of this Council Meeting, it was advised that an email response had been

received by the Agent from the Property Manager of Kumaken. Details were provided relating to the specific side (**west**) and floor (**3<sup>rd</sup>**) where these gas cans had been seen.

#### **4.2 - Vista Quote**

The quote from Vista Landscaping for the replacement of dead cedars on the perimeter adjacent to Unit 1 has not yet been received as at the date of this Council Meeting. This will form a part of the 2017 budget proposal.

#### **4.3 - Security Lights**

Quotes are in process of being received at this time. The Strata Council is creating an overall plan for the complex and this will be presented at the Annual General Meeting.

#### **4.4 – Kumaken Tree Thinning**

Council members Barry and Judi have met with Rob from Peninsula Tree Services in relation to the trees belonging to the Kumaken complex. Thinning of the trees belonging to Kumaken Strata was discussed and noted that Edencrest has the right to trim any branches that are over our property line. Discussion between Edencrest council members and Peninsula Tree (Rob) suggests that it is best to trim at the tree trunk; however, this will require approval from Kumaken. Rob advised that a meeting is to be arranged between both Kumaken rental and strata management to discuss the options, and a very 'ball park' price range of between \$3,000.00 and \$4,000.00 was suggested by Rob.

### **5. FINANCIAL REPORT**

#### **5.1 FINANCIAL STATEMENTS**

The financial statements up to and including **October 31, 2016**, have been reviewed and reported to be in order. It was then **MOVED, SECONDED** (Unit #15/ Unit #11) to approve the financial statements as prepared. **CARRIED**

#### **5.2 ACCOUNTS RECEIVABLE**

The Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time. There are no arrears noted.

All Owners are reminded strata fees are due and payable on the first day of each the month.

## **6. CORRESPONDENCE**

### **Received:**

6.1 Correspondence was received relating to a Pet Bylaw. Council advises that this will be under review along with other Bylaws.

6.2 Hedge Trimming request – Unit 8. The height of the cedars between units #7 and #8 was discussed and noted that the pruning will take place over the next 6 – 8 weeks; weather permitting.

6.3 Leaf Clean Up – Unit #24. The leaves accumulating at the back of the unit presented a concern for vermin and Council advises that Vista has cleaned up the area in question.

6.4 Fortis Fireplace Inspection rebates. Council has reviewed this and advise that this would apply to individual owners only. Council also notes that there was a greater cost savings by doing the inspections as a group than if done individually, with the rebate.

6.5 Civil Rights Tribunal Dispute. The Strata Council confirm that the Corporation has received a CRT Dispute relating to the Roof Contingency Expenses. The Strata Council have responded on Wednesday, December 14<sup>th</sup> to the Dispute, and within the 14-day requirement. If the Strata Council requires any Owner input, they will be notified accordingly.

6.6 Ice in Clean-Outs. There was a concern regarding ice forming in the downspouts at the clean-outs. Council Member Dave Tredgett advised that this does not appear to be a concern and will monitor it. Owners are reminded to please monitor them when they clean out the downspout traps at their unit.

### **Sent:**

6.7 Correspondence was sent to an owner to remove the flag that was stuck in the tree. Council notes that this flag has since been removed.

All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases, Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.

All owners are reminded for a number of reasons, Council can only address written and signed correspondence from owners. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.

## **7. WORK ORDERS**

No work orders were submitted

## **8. NEW BUSINESS**

### **8.1 - Unit 16 - Window Inspection**

Council advises that four (4) windows were inspected and determined to have broken seals. A quote was received from Novus Glass in the amount of \$393.00 to replace the glass in this unit. Due to the proximity of Christmas holidays, the work will be scheduled on January 9, 2017. It was **MOVED, SECONDED** (Unit #15/Unit #11) to approve the quote. **CARRIED**

### **8.2 - Raccoons - Units #14/ #15**

Raccoons were discovered on the roofs at these units and chased away. The Council is looking into options and investigating as to what can be used to deter them and block them from gaining entry.

### **8.3 - Budgets 2017**

The Strata Council are currently working on a draft budget for the next fiscal year to be approved at the Annual General Meeting.

### **8.4 - Strata Christmas Decorations**

Christmas decorations were put up in November by Council Member Judi Lambie. The Strata Council approved the purchase of some new decorations to replace damaged ones previously donated. The cost was \$40.05 and is within the current operating budget.

### **8.5 - Snow Removal**

Due to the ongoing cold weather and snow conditions, it was noted that the Corporation will definitely use the budget for snow removal this year. Council advised that Vista Landscaping has been doing a good job keeping the common areas ice free and clean.

### **8.6 - Skylights - Unit #24**

The owner had a concern with moisture forming on the inside of the glass skylights. Council Members attended and noted that it appeared to be caused due to high humidity in the unit, noting the new roof being more air tight and keeping in the moisture. Owners are requested to ensure that their humidistats are turned on and are working, as it moves air throughout the unit and reduces humidity.

### **8.7 - Hose Bibs/Frost Covers**

Please be reminded to remove your hoses and shut off your water supply to your outside taps so that they do not freeze in the cold weather. Alternatively, there are covers made of Styrofoam that can be purchased at Home Depot and are inexpensive. This is a resident owner responsibility.

## **8.8 - Salt Inventory**

Council Vice President, Dave Tredgett advised that they are running low on ice melt/salt for use on the common roadways and sidewalks throughout the complex. It was **MOVED, SECONDED** (Unit #17/Unit #15) to approve the purchase of six (6) more bags.

**CARRIED**

## **8.9 - Request to Borrow Tables & Chairs**

Council received a request from a resident at Edencrest to borrow two (2) tables and eight (8) chairs from the Amenity Building. This request was denied unanimously by the Strata Council as the owner was requesting to remove them from the site. The Council felt that they did not wish for removal from the complex. The Agent was requested to send the Owner correspondence advising of their decision.

## **9. MEMBER REPORTS**

### **9.1 - Maintenance – Dave Tredgett**

- ❖ Eave Cleaning – This was scheduled for November 28 and November 29, but was completed in one day. Dave Tredgett received a summary of the worst areas as noted by the contractor. It was noted that units 9 – 12 continue to have the highest accumulation of debris and units 18 – 19 have a higher concentration.
- ❖ Lighting Upgrade – Council Member Dave Tredgett presented examples of types of lights available to upgrade the complex and options were discussed. The Strata Council will continue to explore this for a presentation at the AGM; quotes are in the process of being received.
- ❖ Dishwasher Installation – The installation cannot be completed until the new year due to a lack of trades available at this time over the holiday season. The cost will be accrued to this fiscal year.
- ❖ Drain System Quotes Received – Quotes are being received and will be used to update the 2017 Budget and Long Term Plan for Edencrest Estates. These are for the surface, sump and storm drainage areas.
- ❖ Window & Eave Quote – These are currently being received and will be used for the 2017 Budget and Long Term Plan for the complex.
- ❖ Concrete Quote – A quote is being received for the 2017 Budget and Long Term Plan. It is difficult to establish at this time due to the snowfalls.

## 9.2 - Landscaping – Judi Lambie

- ❖ Units #18 - #19 Boxwoods. The work has been completed by Vista Landscaping and we are awaiting the invoices for the work performed.
- ❖ Unit #20 Stumps & River Rock. This work has also been completed by Vista Landscaping and we are awaiting the invoice.

## 9.3 - Pest Control – Judi Lambie

- ❖ Monthly Review indicates low activity of vermin with snow now helping to keep them away. Tree trimming next to units is required; Vista Landscaping to complete.

The guest/observer was requested to leave the meeting as the Council had privacy issues to discuss.

## 10. TERMINATION

There being no further business to discuss, the meeting was terminated at 4:13 p.m.

The next scheduled meeting will be the Annual General Meeting held on Thursday, February 2, 2017 at 7:00 p.m. Formal notice to follow under separate cover.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)

# **Edencrest Estates “LMS 3719” TOWN HALL OWNER MEETING**

Thursday, October 6th, 2016 @ 7:00 PM  
In the Amenity Building at Edencrest Estates  
15168 22<sup>nd</sup> Avenue,  
Surrey, B.C.

---

- 1. Registration:** As this was not a Formal Special General Meeting no proxies or voting cards were necessary. Owners in attendance did sign in to register their unit being in attendance.
- 2. Call to Order:** Council President Barry Wilson welcomed the owners and thanked them for attending. The meeting was called to order at 7:00 PM.
- 3. Filing Proof of Notice of Meeting:**
  - C.1** It was **Moved, Seconded** (Unit #14/Unit #16) and **Carried Unanimously** to accept the proof of Notice of the Town Hall Meeting that was mailed and emailed to all Owners on September 16, 2016.
  - C.2** There were Twenty Two (22) Owners in person in attendance at this Town Hall Owner Meeting.

## **4. ROOF PROJECT – FINAL RECONCILIATION:**

Council President, Barry Wilson provided a slide presentation to all of the Edencrest Owners, outlining the overall Roof Project that was approved at the Special General Meeting on November 26, 2015 and the breakdown of what that entailed.

Barry noted that there was a Special Assessment to the Owners in the amount of \$395,160.00 in conjunction with a withdrawal from the Contingency Reserve Fund in the amount of \$190,000.00. The total approved for the cost of the re-roofing project was \$585,160,000.00. He pointed out that the Contractor, Roof Inspection Consultant, Dean Carate and the Management Company, Peninsula Strata Management all recommended that a 'contingency' for the unforeseeable and unknown expenses be included into the overall budget for the project. This would ensure that there is no delay in the project while waiting for Owner approval for additional funds. A delay could result in the loss of the crew, additional disruption and potentially a poorer quality result. The recommendation was for an amount of 7 to 10%.

Barry advised that the Strata Council had not received any request nor any questions about detailing the expense(s) of the 'contingency'.

Council President, Barry Wilson highlighted to the Owners, where savings occurred throughout the project in several different areas. The Strata Corporation saved a substantial amount of money by not having the Management Company, Peninsula Strata Management involved in the day-to-day planning and organizing of the crew and the project and as well, the Corporation saved an amount of \$7,662.90 by starting this project in mid-January instead of the originally scheduled timeframe.

The Council maintained a good working environment for all of the crew while the roof was being completed, planning out the parking for owners and workers, fencing off areas where equipment was being stored, providing the crew with bottled water when the weather was hot, and even providing a lunch for the crew on a couple of occasions. The Strata Council firmly believes that developing this good rapport with the roofing crew enabled Edencrest Estates to benefit directly. The crew worked hard (there were several days where the crew worked 10 to 12 hours to complete the areas), the primary crew remained with us throughout, and the quality of work was carefully monitored. Council advised that this rapport created a mutual respect between contractors and the Strata Corporation. As a result, there was approximately \$7,000.00 saved on extras that could have been billed to the Strata Corporation by the Contractor.

Barry provided the Ownership with a detailed explanation of all 'contingency expenses' totaling an amount of \$14,405.20, which was far below the budgeted amount of \$57,750.00. He also advised that following the completion of the Roof Project, a Roof Project Celebration was held for all Residents of Edencrest Estates and an amount of \$79,290.56 was returned to the Owners by way of Unit Entitlement.

Following the presentation to the Owners, Barry advised that there was one (1) owner at Edencrest who has questioned the expenses charged to the contingency. This owner had requested the opportunity to present their opinion at this meeting so it was planned accordingly. However, on October 5<sup>th</sup>, the Owner changed their mind and decided not to present anything and has requested that we not ask them to respond to any questions. It was therefore determined that in the best interest of harmony, the Owner would not be identified and that we would instead focus on the issue itself.

Barry explained that the unnamed unit owner had questioned how the Strata Council handled the extra 'contingency' items. He showed a slide of the Owner's concern exactly as received from the Owner. The Owner felt that the items should have been detailed and that Council should have obtained specific permission from the Owners for these 'contingency' items.

The Strata Council believe that they have handled the overall project in accordance with the Strata Property Act and as mandated by the Owners at the November 26 Special General Meeting where the Contingency Budget was explained. No questions or requests for more detail were received and the Project was passed unanimously on November 26, 2015. Council called the Town Hall Owner Meeting to bring this concern to the attention of the Owners of Edencrest for discussion and to obtain their direction going forward.

Barry addressed the Owners with several examples of what the word 'contingency' means and all examples led to the same idea;

'a future even or circumstance that is possible but cannot be predicted with certainty.'

‘a provision for an unforeseen event or circumstance’  
‘a possibility that must be prepared for’

He indicated that he could find no examples of where Contingency expenses were required to be detailed as by definition they are unknown.

It was pointed out that the Contractor, the Inspection Company and the Management Company all recommended that a Contingency amount be budgeted.

In addition, the wording of the resolution was discussed with the Management Company and it was determined that the wording as presented was the way to do it.

Several owners stood up and voiced their opinions on how the project was handled, noting that they put their trust in the Strata Council, were more than pleased that the project was completed under budget, and that they have the utmost faith on how the Strata Council have handled the financial aspects of the Strata Corporation. They also indicated that they were aware of the Contingency expense and expected us to manage it accordingly and as needed.

An Owner stated that the Owner who was in disagreement should speak up and put forward their opinion for the discussion.

An Owner from the floor (Unit #8) put forward a **Motion** on the floor:

“We the unit owners of Edencrest townhouse complex at 15168 22<sup>nd</sup> Avenue in Surrey, B.C., make the following motion:

- We fully support our elected council’s pro-active fiscal management and supervision of our January-May 2016 roof project; and
- We fully support all fiscal decisions made by our elected council during the roof project and after the project was concluded, including but not limited to, for the workers closing lunch, bottled water purchases, the unit owners celebration meeting and a thank-you gift for David Tredgett.”

The Motion was **Seconded** by Unit #23.

Council President Barry Wilson clarified to the Ownership in attendance that the monies from the Roof Project did not include the celebration meeting for the Owners or the thank you gift for David Tredgett and this motion needed to be amended.

Unit #9 then made an amendment to the **Motion** on the floor, as follows:

“We the unit owners of Edencrest “LMS 3719” townhouse complex at 15168 22<sup>nd</sup> Avenue in Surrey, B.C., make the following motion:

- We fully support our elected council’s pro-active fiscal management and supervision of our January-May 2016 roof project as approved by a unanimous decision at the Special General Meeting held November 26, 2015.” and;

- We fully support all fiscal decisions made by our elected council during the roofing project and after the project was concluded, including but not limited to, for the workers closing lunch and bottled water purchases.”

The Amendment to the Motion was **Seconded** by Unit #14.

The Agent read the Amended Motion to the Owners and it was **Approved Unanimously**.

At this time, the Agent provided all Owners in attendance with a ballot that was prepared prior to this Meeting in anticipation of having a “Secret Ballot” vote.

The Council reminded all present that they were voting on the “amended motion” that was currently on the floor.

All ballots were collected in a ballot box and tallied with the outcome as follows:

TWENTY ONE (21) in favor

ONE (1) abstention

The Strata Council advised all Owners present that the unknown complainant had advised that he/she would bring this issue to the Civil Resolution Tribunal should the outcome of this Town Hall Owner Meeting not be in favor of the complainant.

Discussion ensued with the Ownership. The Owners fully support how the Strata Council handled the entire project and are prepared to do whatever is necessary to defend their actions.

It was decided to table the discussion on Bylaws until a later meeting. Council President assured the Owners they would have input into how the Council proceeds with the Bylaws Update.

## **5. Adjournment:**

There being no further business, the meeting was adjourned at 8.10 PM.

As a matter of general information, please be advised that Owners should always retain at least the most current 24 months of strata Council and general meeting Minutes. While copies of the meetings are retained on file with the Management Company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot Owner, and although the Management Company can provide these on your behalf, there is a charge to the strata lot Owner for doing so.

IF YOU ARE NOT ON THE PRE-AUTHORIZED CHEQUE PROGRAM, PLEASE READ THIS: The PAC program is a convenient way to save postage, time, inconvenience of writing cheques and escape late payment fines. Because your maintenance fees are due on the 1<sup>st</sup> day of the month, you avoid the embarrassment of missed payments, and you may stop payment at any time if you feel the need to do so. Your payments will always be on time. Should you move your account from one bank or branch to another, advise the Management Company by the 15<sup>th</sup> of the month prior to the withdrawal date and a new agreement will be set up with you so payments can continue uninterrupted. For further information regarding this program please call 604-385-2242.

For letters to Council or questions concerning your Strata Corporation, please contact Bev Drinkwalter by mail, facsimile or telephone.

Peninsula Strata Management Ltd.  
316 -1959-152nd Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242  
Fax: 604-385-2241  
e-mail: bev@peninsulastrata.com



**COUNCIL MEETING MINUTES - STRATA PLAN LMS 3719  
THURSDAY, SEPTEMBER 22, 2016  
3:00 P.M.**

**AMENITIES BUILDING - 15168 - 22nd AVENUE, SURREY**

**PRESENT:**

Barry Wilson	President/Treasurer/Secretary	Unit # 17
Dave Tredgett	Vice President/Maintenance	Unit # 11
Judith Lambie	Landscaping/Pest Control	Unit # 15

**STRATA AGENT:** Bev Drinkwalter, Strata Agent, Peninsula Strata Management Ltd.

---

**1. CALL TO ORDER**

The meeting was called to order by 3:10 p.m. by Barry Wilson, Council President.

**2. GUEST BUSINESS**

Mary Bridger of unit #18 was in attendance at the Council Meeting.

**3. ADOPTION OF PREVIOUS MINUTES:**

**2.1** - The minutes of the Council meeting held June 23, 2016 were approved as presented. (M - Unit #11/S - Unit #15) **Motion Carried Unanimously**

**4. BUSINESS ARISING FROM MINUTES**

**3.1** - Owner Gathering: The Owner Gathering took place on June 28<sup>th</sup> whereby the Strata Council arranged a celebratory dinner for all Residents and provide an overview of the roofing project with slides and details regarding the allocation of funds and unforeseen expenses. The Strata Council advised that this was well attended and the overall consensus was that the Ownership of Edencrest were happy with the project as completed.

**3.2** - Landscaping Update: The following information was reported by Judi Lambie relating to ongoing landscaping at Edencrest.

- Unit 5 – 8 backyard project has been completed
- Front entrance irrigation system is now in place
- Foundation boxes have been built at some units
- We are beginning to test Yews as a replacement for cedar trees that are aging out or are in low sun locations

There are two (2) dead cedar trees adjacent to perimeter unit #1 and unit #5 which need replacing and a plant located at unit #16 which needs replacing. These items will be reviewed with Vista on September 29<sup>th</sup>. After the review, it was established that the cedars located on the perimeter are not doing well so Vista will provide a credit for the dead cedars and provide a quote to replace the bad section with Yews in 2017.

**3.3 - Pest Control Update:** Canadian Pest Control was on site and reviews took place on July 14, August 11, and September 8<sup>th</sup>. Council notes that the monthly cost has increased as of July 1<sup>st</sup> to \$76.50.

Council also confirms that all rat traps have been inspected and serviced and low rodent activity was reported. Reminder to Owners: Please keep back yards clutter free at all times

**3.4 - Maintenance Update:** Council Vice President David Tredgett advises of the following maintenance items that have been completed since the last Council Meeting:

- |  |          |
|--|----------|
| ▪ Drainage repairs to the front curb   | \$819.00 |
| ▪ Requests received from owners to paint their patios themselves<br>Using strata paint inventory <b>APPROVED</b> |          |
| ▪ Unit #22 light fixture replaced by Council Member D. Tredgett  | N/C      |
| ▪ Unit #22 hose hanger installed by Council Member D. Tredgett   | N/C      |
| ▪ Annual Fire inspection by service provider   | \$322.93 |
| ▪ Amenity fire inspection by Surrey Fire Dept  | N/C      |
| ▪ Resident requested garage/estate sale <b>UNAPPROVED</b>  |          |
| ▪ Unit #4 – water damage due to overflow of washer – Insurance company<br>is resolving this issue                |          |
| ▪ Lights replaced by Council Member D. Tredgett at mailbox area  | N/C      |
| ▪ Dirt added to roadway edge next to new driveway pads @ units 23 & 24   |          |
| ▪ Hot water tank replaced in the Amenity Building due to age   | \$719.25 |

A Motion to approve the above was **MOVED** (Unit #17), **SECONDED** (Unit #15) and **APPROVED UNANIMOUSLY**.

#### **4. FINANCIAL REPORT**

##### **4.1 FINANCIAL STATEMENTS**

The financial statements up to and including **August 31, 2016**, have been reviewed and reported to be in order. It was then **MOVED, SECONDED** (Unit #15/ Unit #17) and **CARRIED** to approve the financial statements as prepared, with the exception of the re-coding of an invoice.

Council President, Barry Wilson will provide resident owners with a quarterly “owner copy” of financial statements to the end of August to include the Balance Sheet, Income Statement and Edward Jones statement.

The Strata Council confirms that a fine reversal will be re-coded to bank expense and a landscaping contract expense of \$771.75 will be recoded to Landscaping Seasonal. These changes will show in the financial statements for September 30, 2016.

The Special Levy account and Holdback account were both closed in July and the Strata Council confirms that lien searches for each strata lot were completed to ensure that all units were clear from a 'builders lien' being placed. The cost of \$264.72 was charged as part of the Special Levy Account.

Edward Jones: A Royal Bank of Canada callable bond was called in and redeemed in the amount of \$12,000.00.

## **4.2 ACCOUNTS RECEIVABLE**

The Management Company sends owners in arrears reminder notices every month. There are no owners in arrears at this time.

All Owners are reminded strata fees are due and payable on the first day of each the month.

## **5. CORRESPONDENCE**

Received: Various emails have been received relating to the use of the Special Levy Roof Project which will be dealt with at the October 6<sup>th</sup> Town Hall Meeting.

Correspondence received relating to one owner in a neighboring strata storing gas cans on deck. The Council have requested that the Agent obtain contact information and issue a letter in this regard.

An owner has offered to be a member of an 'Amenity Committee'. Council have noted this information for future if an Amenity Committee is formed.

Council has agreed to NSF costs associated with Executrix of an estate. The Agent and Council have discussed how to effectively handle this situation in the future. The Agent and Council agreed that the new procedure will be to automatically remove a deceased owner from the pre-authorized payment plan to avoid any bank charges.

*All correspondence received by Council is reviewed and discussed at regularly scheduled Council meetings. In some cases Council directs the Strata Agent to send owners a written response, other items maybe included elsewhere within the minutes and in some cases an owner may be contacted directly by Council members.*

*All owners are reminded for a number of reasons; Council can only address written and signed correspondence from owners. Correspondence should be addressed to Council and sent to Council c/o the Strata Agent, mailed to the management company or given to a Council member.*

## **6. WORK ORDERS**

No work orders were submitted

## **7. NEW BUSINESS**

**7.1 - Ratification of Approved Actions by Council:** The following are the list of approved actions by the Strata Council and were discussed with all Owners at Edencrest at the Owner Gathering, following the completion of the roof project:

- a) Roof replacement strata expenses approved and actioned; charged to roof replacement Special Levy
  - back yard landscape remediation \$ 1,144.50
  - lien searches for 24 units \$ 264.72
  - release of holdback to Flynn Canada \$ 52,292.02
- b) Roof Project SPL Final Reconciliation and cheques distribution
  - Refund of \$79,290.55 to Owners
- c) Strata expenses approved and actioned:
  - roof project Owner Gathering celebration dinner \$ 713.61
  - amenity building cleaning \$ 50.00
  - pylons for traffic control \$ 48.16
  - baby gift to landscape supervisor \$ 41.32
  - Vista Landscaping – unit 12 remove wood, add box by window to control carpenter ants as per Canadian Pest \$ 771.75
  - pest control callout – unit 24 (wasps) \$ 79.80
  - bedding plants & hanging baskets \$ 283.46
  - unit #21 – hose bib and install shut-off valve to bring to code \$ 237.56
  - installation of parking curbs to protect cedars \$ 446.25
  - Artisan Concrete – units 23 & 24 driveways \$9,166.50
  - Vista Landscaping work – overall complex \$8,216.25

It was noted that the Owner Gathering Celebration Dinner would put the Social Account over but this will be offset against another account so the total the Strata Corporation will not be over.

A Motion to approve the above was **MOVED** (Unit #15), **SECONDED** (Unit #11) and **APPROVED UNANIMOUSLY**.

**7.2 - Vista Snow Removal Program:** The Strata Council have advised that a new contract for snow removal has been received from Vista Landscaping and the only change in this contract is where the snow will be piled. The Contract was **MOVED** (Unit #17), **SECONDED** (Unit #11) and **APPROVED UNANIMOUSLY**.

**7.3 - Hot Water Tank:** A new hot water tank for the Amenity Building was installed by Maxwells Plumbing, as budgeted for in the current operating budget.

**7.4 - Fireplace Cleaning:** The fireplace cleaning of all units was completed by Maxwells Plumbing. This maintenance was completed during September 20<sup>th</sup> to September 22<sup>nd</sup>. It was planned at the last AGM to have this done bi-annually with dryer vent cleaning completed on alternate years.

**7.5 - Eave Cleaning:** The eave cleaning of the inside of the upper and lower eaves has been arranged with Mr. Smith's Cleaning for Monday, November 28<sup>th</sup>. Notices will be provided to owners as a reminder as we approach the date.

**7.6 - Security Sensor Lights:** This item has been **TABLED** at this time.

**7.7 – Notice Distribution:** The Strata Council discussed distribution of notices, minutes and other handouts and confirmed with the Agent that all email addresses have been reviewed and are correct.

**7.8 – Kumaken Tree thinning:** Council Member Judi Lambie will coordinate with strata member from Kumaken regarding the tree thinning.

**7.9 – Town Hall Owner Meeting:** Town Hall Meeting will take place on Thursday, October 6, 2016. Formal Notice was sent to all Owners by email and by a hard copy mailed on September 16, 2016. Peninsula Strata Mgmt. will be in attendance at this meeting.

## **8. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 3:45 p.m. The next scheduled meeting will be the Town Hall Meeting held on Thursday, October 6, 2016 at 7:00 p.m.

Bev Drinkwalter  
Strata Agent

**Note to Owners:** Please retain the last 24 months of Strata Corporation Minutes. Prospective purchasers commonly request copies of Minutes from the strata lot Owner, and although these can be obtained through the Management office, there will be a charge of \$.25/page.

**Pre-Authorized Cheque Program** a convenient way to save time, money and ensure that strata fees are paid on time. For further information please call Peninsula Strata Management Ltd.

Repair requests and concerns should be **signed and submitted, in writing**, to any Strata Council Member or Peninsula Strata Management Ltd. Email is available for general inquiries or in emergency circumstances.

Frequently we attempt to return your calls when we are out of the office. If you disable Anonymous Call Blocking features (Telus \*87) on your telephone we can return your calls without delay.

Peninsula Strata Management Ltd.  
#316 1959 152<sup>nd</sup> Street  
White Rock, BC V4A 9E3

Tel: 604-385-2242 Ext., 226  
Fax: 604-385-2241  
email: [bev@peninsulastrata.com](mailto:bev@peninsulastrata.com)