



**COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, MARCH 21, 2019**

| | | |
|-------------------------|--|-----------------|
| COUNCIL PRESENT: | Lana Panko | President |
| | Maureen Melnyk | Vice President |
| | Nora Baterdok | Treasurer |
| | Alana Ormerod | Secretary |
| | Osman Ozakcayli | Member at Large |
| | Chris Hartnell | Member at Large |
| MANAGEMENT: | Cristin Corneille Strata Agent, Peninsula Strata Management Ltd. | |
| OBSERVERS: | Aili Gidlof | |

(1) CALL TO ORDER

The strata agent called the meeting to order at 6:59 p.m. A quorum was established.

Council confirmed council positions for the 2019 fiscal period: Lana Panko is the council President, Maureen Melnyk is the council Vice President, Nora Baterdok is the council Treasurer, Alana Ormerod is the council Secretary and Osman Ozakcayli and Chris Hartnell are Members at Large.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council meeting held January 24, 2019 and there being no errors or omissions noted, it was **MOVED** and **SECONDED** to adopt the Minutes as prepared and distributed **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Security for the Southeast Corner

Council discussed installing a motion sensor light on the patio of a unit in the southwest corner as a deterrent to any unwelcome visitors. As this motion sensor light would have an on/off switch would be controlled from inside a unit, council will discuss this option with the owner of the unit to see if they are interested in having a motion sensor light installed on their patio.

3.2 Parkade Concrete Repairs

Cracks due to settling have been noticed in the parkade. Council will confer with a contractor about the best method to seal these cracks.

3.3 Parkade Gate Maintenance

The parkade gate is serviced twice annually as per the maintenance contract. The strata agent reported to council the parkade gate was last serviced in February of 2019.

3.4 Cold Hallways – Ventilation Rooftop Fan With a Heater

As a result of receiving complaints in the winter about cold hallways, council discussed whether or not 240 volts of electricity could be run to a new rooftop unit and if thermostats could be installed in the east side of the hallways. Council will confer with an electrician regarding this matter and this will be discussed further at a future council meeting.

3.5 Procedure for Request for Alterations to a Strata Lot

Owners are reminded any alterations to a strata lot which are structural in nature (this includes replacing the flooring in a unit) require approval from council prior to work commencing. Once council approves an alteration request, council will direct the strata agent to send an owner who is making a request, an Approval Letter and an Assumption of Liability form (AOL) to sign and return to the strata agent. This AOL form must be signed and returned prior to a renovation beginning.

3.6 Enterphone Panel Cover

The cover on the enterphone is in need of replacement. Council directed the strata agent to obtain a quote for this.

(4) COMMITTEE REPORTS

Landscaping/Gardening Committee

The landscape contractor presented council with the new contract for the 2019 landscaping season. It was **MOVED** and **SECONDED** to approve this contract in the amount of \$4,725.00 **CARRIED**

The landscaping/Gardening Committee reports the committee has three new members joining Aili, Bonnie and Anne. They are Monica Fung, Michelle Wooldridge and Corinne Jubb. Bonnie and Anne will be co-chairs of the committee.

They have had one meeting and people have taken on responsibility for various tasks around the property, not covered by the Landscape company.

The landscape/gardening committee report the Gardener began his contract and comes on Thursdays. He had been twice this month, at the time of this meeting.

The strata agent will be the liaison with the committee regarding budget. Council requests that the committee present their 2019 garden plan and how the \$500 will be used at the May 16th meeting.

Council directed the strata agent to schedule the Spring Start Up for the irrigation system and commented the irrigation system appears to be leaking in one corner of the complex and the irrigation contractor will need to look at this.

Council reports there has been a suggestion to remove some stepping stones from in front of a unit and plant grass instead. Council discussed this and decided not to do this at this time due to special gardening budget constraints.

Maintenance Committee

Councillors Osman and Chris report there isn't a specific maintenance committee but rather a collection of volunteers who do small maintenance tasks around the complex.

If you notice something needing maintenance attention on the common property of the complex, please either submit the request in writing to the council mailbox or email the strata agent about this at: Cristin@peninsulastrata.com.

Social Committee

The social committee liaison on council reports there are not any social events planned at this time.

Privacy Officer

The strata agent recommended to council they establish a Privacy Officer on council who would be tasked with reviewing surveillance footage if requested to do so by the RCMP. The Privacy Officer would also review the Privacy Information Protection Act (PIPA) and the Strata Property Act (SPA) and how they interact with one another.

Council directed the strata agent to print off a copy of both the SPA and the PIPA for the President of Council to review.

(5) FINANCIAL REPORT

5.1 Financial Statements

The Financial Statements up to and including February 28, 2019, were reviewed and reported to be in order. It was then **MOVED** and **SECONDED** to accept the financials as prepared **CARRIED**

Council directed the strata agent to obtain the current Term Deposit and Guaranteed Investment Certificate interest rates. It was **MOVED** and **SECONDED** to invest \$75,000.00 in either a term deposit or a Guaranteed Investment Certificate with the term and rate to be determined, once the strata agent obtains the current interest rates **CARRIED**

5.2 Accounts Receivable – In Camera

Council reviewed the accounts receivable. The Strata Agent noted two owners were in arrears for various reasons.

As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

All Owners are reminded strata fees are due and payable on the first day of each month. Reminder to residents that the strata fee increase takes effect April 1st and is retroactive to the fiscal year beginning of January 1, 2019.

Council discussed a fine that was issued to a resident for a bylaw infraction. It was determined the fine would still stand, as warnings letters/emails had previously be sent to this resident about the bylaw infraction. Council directed the strata agent to notify the appropriate parties about this decision.

5.3 Petty Cash

The Council Petty Cash liaison reports the petty cash was reconciled and accounted for.

(6) CORRESPONDENCE – In Camera

Council and the strata agent reviewed correspondence relating to: a request to purchase a new garage fob, Invoices for a water loss, a request to remove a fine, a loud fan in a hallway, an email about a water loss.

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. An owner may be contacted directly by Council members regarding their issue.

All owners are reminded of this for a number of reasons. Council can only address dated, written, and signed correspondence from owners. The letter should be addressed to Council and sent c/o of the Strata Agent and mailed to PSM or deposited in the council mailbox in the lobby of the Berkshire.

(7) NEW BUSINESS

7.1 Water Losses

As a result of three recent water losses originating in two units, owners are reminded the deductible for water damage is currently \$5,000.00 and **will be increasing to \$10,000.00 as of May 1, 2019**. This means a strata lot is responsible for this amount before the corporation's insurance contributes to the claim.

The corporation is waiting on reimbursement from the insurance company of one of the strata lots where a water loss occurred and the owner of the strata lot where the other two losses occurred will be forwarded the water damage deductible invoices upon the strata agent receiving them.

7.2 Hot Water Tanks/Toilet Seal Replacement

Council would like to remind owners hot water tanks are meant to last between 10-12 years and if your hot water tank is older than this, you should consider having it replaced.

Toilet seals also need to be replaced periodically by owners. Any lines to appliances (dishwashers, washing machines, etc.) which are plastic should be replaced with steel braided lines.

7.3 Water Shut Off Valve

An owner notified council that the water shut off valve in their strata lot is difficult to shut off. Council requests that owners test the water shut off valves in their units to see if turning the valve shuts off the water to their unit. If it doesn't, please notify either council or the strata agent of this.

A quote was obtained to replace the water valve in a unit which is not working properly. It was **MOVED** and **SECONDED** to approve a quote in the amount of \$600.00 to replace the water shut off valve

CARRIED

Council directed the strata agent to obtain a second quote for this.

7.4 Visitor Parking

Anyone visiting a resident for more than a couple of weeks is considered to be a temporary resident, not a visitor. Parking for long term visitors (temporary residents) cannot be in visitor's parking.

Council directed the strata agent to discuss this with an owner and suggest a possible parking solution for this temporary resident.

7.5 Parkade Break In and Theft of Bicycle(s)

Council notes there was a recent break in to the parkade through the parkade man gate. The intruder helped himself to a bicycle and also to a bottle recycling bin. The man gate has been reinforced since this break in and council reminds residents to be mindful of anything/anyone which may seem amiss on common property and report this to council or the strata agent.

7.6 Proposed New Format for Council Meeting Minutes

Council will be introducing a new council Minutes format to residents after their next council meeting. Once the new format has been chosen, council will forward a copy of this new format to the strata agent.

7.7 Window Washing and Power Washing Quotes

It is time to do the annual window washing a power washing of the parkade and the north walls. Council directed the strata agent to obtain quotes for this.

7.8 New Timer for the Outside Lights

The person responsible for programming the outside lights reports the timer is difficult to program and is not keeping time accurately. Council directed the strata agent to obtain a quote to replace the outside light timer with a new timer.

7.9 Fireplace Cleaning

It is time to do the bi-annual cleaning/servicing of the fireplaces. Council directed the strata agent to obtain a quote for this.

(8) ADJOURNMENT

The next strata council meeting will be May 16th at 7:00 p.m. There being no further business to discuss, the meeting was terminated at 9:50 p.m. The next council meeting with management in attendance will held on July 18, 2019.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.

Berkshire – LMS 3154 ANNUAL GENERAL MEETING MINUTES

LOCATION: Amenity Room
Date February 21, 2019

1. CALL TO ORDER

The Council President called the meeting to order at 7:02 p.m. and thanked people for coming. The President welcomed four new owners to the Annual General Meeting: Corrine Jubb, Glynnis Ridgway, Sherri Williams and Nora Baterdok. The President then asked owners if anyone objected to the strata agent facilitating the meeting and upon receiving no objections, the strata agent then began the calling of the roll.

2. CALLING OF THE ROLL & CERTIFICATION OF PROXIES

The Strata Property Act of British Columbia requires that a quorum of (1/3) one third of the eligible Owners entitled to vote to be in attendance for a General Meeting to proceed. In accordance with the Strata Property Act., the Strata Agent informed the Ownership a total of 29 units were eligible to vote and the quorum requirement per the Act, would constitute one third of the total eligible owners which would be 10. In attendance at tonight's meeting at there are 22 owners represented in person and 5 owners represented by proxy. As the quorum requirement of 10 was met, the meeting was declared legal and able to proceed.

3. PROOF OF NOTICE

The Strata Property Act of BC requires that the Strata Corporation provide adequate notice of a General Meeting being held of all Owners within a Strata Corporation. The requirement of 21 days' notice is required. Notices to tonight's meeting were delivered and mailed to all owners on or before January 31, 2019. It was then **MOVED** (unit 105) and **SECONDED** (unit 203) to accept the proof of notice, the motion was

CARRIED

4. ADOPTION OF PREVIOUS GENERAL MEETING MINUTES

The minutes of Annual General held February 1, 2018 were previously reviewed by the Owners. As no errors or omissions were noted, It was then **MOVED** (unit 406) and **SECONDED** (unit 105) to accept the minutes as prepared and distributed. The vote was called and there were 27 in favor, 0 opposed 0 abstentions, and the motion was

CARRIED

5. PRESIDENTS REPORT

Attached to these minutes owners will find a copy of the President's Report.

6. ANNUAL REPORT ON INSURANCE

Owners were advised that a copy of the Strata Corporation's insurance coverage through Hub International Insurance Services was attached to the Notice of the Annual General Meeting. It is suggested Owners detach this documentation and file it for use when renewing their personal contents insurance.

The agent outlined the ramifications with respect to Earthquake coverage and suggested owners ensure any betterments or Owner improvements to the Strata Lot are covered by their homeowner's package. The Owners were advised they should obtain additional insurance coverage should the Corporation subrogate against an Owner for a water damage deductible which was a result of their negligence or their fault. The Agent suggested Owners contact their own individual insurance agents with respect to such additional coverage.

The property is currently insured to a value of \$6,200,000.00. The insurance deductibles are as follows:

| | |
|-------------------|----------|
| All Risks | \$1,000 |
| Water Damage | \$5,000 |
| Backup Sewer | \$5,000 |
| Flood Damage | \$10,000 |
| Key and Lock | Nil |
| Earthquake Damage | 10% |

7. SPECIAL RESOLUTIONS – ¾ VOTE REQUIRED

SPECIAL RESOLUTION "A"- Bylaw Addition - Growing of Marijuana

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan LMS 3154 – Berkshire, that the existing smoking bylaw be amended to read as follows:

By the addition of bylaw 3(21)(c)

3(21)(c) No Owner, Tenant, or Occupant, is permitted to grow marijuana on common property, limited common property, or within a strata lot

It was **MOVED** (Unit 403) and **SECONDED** (Unit 202) to put Resolution "A" on the floor for discussion.

After a brief question and answer period, a vote was called via secret ballot. The strata agent asked for two scrutineers to count the ballots and Bonnie Gillis and Michelle Wooldridge volunteered. There were 27 votes in favor, 0 opposed, 0 abstentions and the motion was **CARRIED**

SPECIAL RESOLUTION "B"- Bylaw Addition – Short Term Rentals

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan LMS 3154 – Berkshire, that the existing rental bylaw be amended to read as follows:

- 33 The strata corporation may fine an owner a maximum of \$1000.00 for a contravention of the rental bylaws and may impose this fine **every day** for a continuing contravention

It was **MOVED** (Unit 205) and **SECONDED** (Unit 203) to put Resolution "B" on the floor for discussion.

After a brief question and answer period, a vote was called via secret ballot. There were 26 votes in favor, 0 opposed, 1 abstention and the motion was **CARRIED**

SPECIAL RESOLUTION "C" – Depreciation Report Update

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan LMS 3154 – the Berkshire in accordance with the requirement of The Strata Property Act, the corporation waive the requirement for a Depreciation Report Update for the current fiscal year.

It was **MOVED** (Unit 105) and **SECONDED** (Unit 107) to put Resolution "C" on the floor for discussion

After a brief question and answer period, a vote was called: 27 in favor, 0 opposed, 0 abstentions and the motion was **CARRIED**

The strata agent asked for a motion to destroy the secret ballots and it was **MOVED** (Unit 105) and **SECONDED** (Unit 403) to destroy the ballots

An owner left the meeting at this time.

8. ADOPTION OF 2019 PROPOSED OPERATING BUDGET

The owners were provided with an overview of the process used by the Council and the Strata Agent in preparing the proposed budget. It was **MOVED** (Unit 206) and **SECONDED** (Unit 105) to put the proposed operating budget on the floor for discussion.

An amendment was put forth by an owner to increase the budgeted amount for Special Gardening from \$500.00 to \$2,000.00 and decrease the amount contributed to the Contingency Reserve Account by \$1,500.00. The proposed amendment was **MOVED** (Unit 107) and **SECONDED** (Unit 403) and a vote was called: 9 in favour, 17 opposed, 0 abstentions and the motion was **DEFEATED**

After a brief question and answer period on the proposed budget a vote was called: 26 in favor, 0 opposed and 0 abstentions and the motion was **CARRIED**

Attached to these minutes owners will find a copy of the adopted 2019 budget and the strata fees.

9. ELECTION OF STRATA COUNCIL MEMBERS

The Strata Property Act and the building's bylaws allow for a minimum of 3 and a maximum of 7 members to participate on the Strata Council. Owners were encouraged to participate and help form a Strata Council that can flourish for years to come.

The existing Council is deemed to have resigned at this time and have the option of letting their name stand for reelection. The following previous Council members stood for reelection: Nora Baterdoak, Alana Omerod, Lana Panko, Osman Ozakcayli and Maureen Melnyk.

The floor was then opened for further nominations or volunteers, the following volunteered: Chris Hartnell.:

After three additional calls to the floor for additional nominations and there being none, nominations were closed. As there were 6 nominations for Council, a secret ballot vote was called to determine each volunteer had a majority of votes to be on council. Scrutineers Michelle Wooldridge and Bonnie Gillis counted the votes and it was confirmed each person had achieved the minimum majority votes (fourteen) to be on council)

CARRIED

The newly elected Council members were asked to stay after the termination of the AGM to have a short meeting with the Agent, the purpose of which is to select the next council meeting date. Council positions will be determined at the next council meeting.

10. GENERAL DISCUSSION

At this point the floor was opened for owners to get additional questions answered and to bring items to the attention of the new Council, they want Council to look into and consider in the coming year. Items discussed were: cold air in the hallways, amenity room hours of use, replacing the timer for the outside lights, updating owners' emergency contact information, thank you to Michelle Wooldridge for her efforts at clearing the snow, a barbeque cover had been found in the backyard after a recent snowstorm, the fence on the neighbouring property is coming down and the trees on the east side of the property may cause a problem for a new development which could be built on the east side.

11. TERMINATION OF MEETING

There being no further business to discuss, it was **MOVED** (Unit 403) and **SECONDED** (Unit 406) to terminate the meeting and the vote was called and the motion was

CARRIED

The meeting was terminated at 9:01 p.m.

ITEMS OF IMPORTANCE

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 1st 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 15th 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 the Strata Agent.

Peninsula Strata Management
316-1959-152nd Street
Surrey, BC V4A 9E3

Tel: 604-385-2242
Fax: 604-385-2241
e-mail:

The Berkshire- LMS 3154 Council Activities- 2018

Dear Owners and Residents of the Berkshire

Welcome to AGM 2019.

Next few minutes, I will give you an overall perspective about what we did last year as a council, what we achieved, the challenges we have encountered, what we would like to achieve in future, and extend our thanks and show our appreciation to our volunteers who care about Berkshire.

Highlights of the Year 2018

- As we planned last year, the bulbs were replaced in the garage and the hallways with LED bulbs for the cost of under \$5,000.00, which was initially budgeted \$8,000.00. It resulted in an overall 10% decrease in our power consumption.
- The interior painting of the stairs with a budget of \$3,200.00 has not been done due to the higher quotes we received. The council has decided not to do the work and postpone for the time being.
- Cleaning of Rooftop AHU and all common ductwork including storage vents.
- Tree pruning has been completed
- Nonsmoking Bylaw was registered and enforced.
- Annual fire Protection system inspection was done.
- Strong winds caused damage to the roof shingles on separate occasions. All shingles were repaired immediately.
- Door Sweeps were installed on all exterior doors for added security for rotten — no issues have been reported since last May.
- Telus Fiber optic is in the building, and free WI-FI is now available in the amenity room.
- Stray cats! After a quite diligent work, sent them to their new home.
- Water damage- two separate occasions; we have a toilet overflow recently, renovation related pipe damage- Please make sure that your unit water shut offs are functional.
- All the maintenance work have been completed as planned except carpet cleaning, which will be done in the Spring from now on instead of the fall.
- We have a new treasurer, Welcome Nora!

Planning for the future:

- Berkshire will be 21 years old this year. As you know, we are planning to replace the roof membrane and shingles in 2023, possibly 2024. Therefore, we must build our contingencies for the next four years. Our plan to increase our CRF over \$200K by the end of 2023.

- Overall, the roof is in good shape, and we are making minor repairs every year to extend its life.
- The depreciation report we received in 2014 is still guiding us for future preparation. Since it is financial planning – the next council may upgrade the numbers themselves to have a perspective for the next ten years. The council feels that it is unnecessary to hire a company to update the report for the time being.

By-Laws

- The past year, we have implemented “ No Smoking Bylaw.” This wasn’t an easy task as you can imagine. The council has done its due diligent on this issue and used his power to its limit based on our Bylaws. We understood that the difficulties associated with this bylaw and truly appreciate the smokers in the building comply with the Bylaw.
- We are also proposing two bylaw changes this year which are stated on the AGM Notice.

Pet Handling

- Most people love pets and owners; Please be respectful to our bylaws as well as the neighboring properties when you take your pets out. We have received a few complain calls from other properties.

Refuse and Recycling

- Berkshire waste occasionally results in a council member or a concerned resident doing double duty as a “Sanitation Engineer” to perform some Blue bin sorting, cutting or folding, and sometimes taking out the materials that should not be there.
- There are information & instructions posted on the garbage room how to dispose of the waste. The owners are urged to read these regulations to avoid a lot of headaches and extra work for your council members. Special thanks to Bonnie for keeping an eye on this issue.
- There were some problems with the waste company, cleaning washing bins, etc. time to time to cause minor frustration.

Landscaping

- Clean cut Landscapes, our gardener, did a great job this year with help from the gardening committee.
- The tree pruning was completed by BC Plant Health last March, Several trees on the east and north side of the building were pruned for increased light and added topsoil where needed.
- We would like to thank the volunteers of the Gardening Committee, Anne Hartnell, Bonnie Gillis and Aili Gildof for their hard work and dedication. They did a tremendous job to make our gardens beautiful and in shape.

- One problem we need to tackle in 2019 is to figure out if we have Japanese or chaffer beetle in our lawn. Gardening committee and the council member Lana Panko has done a great deal of research on it. They will keep an eye on it this spring.

Building Security

- Security around the Berkshire was jeopardized a few times this past year. One occasion security bars were cut open in the garage. A person let him inside but didn't steal anything and left. The bars were repaired immediately, and plexiglass was installed for the added security feature. There is also another incident of vandalizing in one of the patio units. Please be cautious and report any suspicious activity to RCMP directly and the council. The security Video Surveillance System is currently under scrutiny by the council to ensure compliance with BC privacy act. Please note that the only Shaw customers can see the cameras on their TV. Telus has no dedicated security channel.
- Please do not let anyone into the building if you don't know the person.

Fire Protection

- 24/7 fire monitoring in place along with the monthly Fire alarm pull station testing and Bell ringing were done on the second Wednesday of every month.
- Chris Hartnell and Mike McGuckin conducted an evacuation drill in June which was completed under 5 minutes.
- The required annual inspections were completed for Fire protection system including in unit heat sensors and smoke alarms. Thanks to Chris Hartnell for supervising and organizing this work.

Maintenance

Regular maintenance was done as scheduled.

Finance

- Our focus was on saving money as much as we can and build the CRF.
- We managed a surplus of \$9,420.80 last year. Later, we will present our financial report and overview of the council's approach for the coming years. We are proposing a modest increase in Strata Fee we hope that everyone will agree.

New Development on the east side

- Please note that we were approached by a Realtor and arborist regard to new condo development on the east site. We have not received any notice from the City of Surrey about the development yet. The council will keep you posted in future in this issue.

We appreciate those who are volunteers serving on Council, committees and those volunteers did work around the building without hesitation.

Council Secretary

- Special thanks to Lana for taking up this hard work between her busy schedule. She brought her organization skills and professional administrative experience in civic governments.

Treasurer

- As you remember that Richard Greatbanks was our Treasurer until the end of August. He finally found a suitable home for him and his growing family and moved out. The council has offered the position to Nora Baterdok, a new resident in Berkshire. Nora joined to Council in October. We extend our thanks to her for accepting the position being a part of the council for this short time.

Member at Large

- Special thanks to Alana for filling the gaps as necessary and for helping every council member who needs help without hesitation with a positive attitude to run the Berkshire efficiently.

Vice President

- The council member, Maureen Melyn timer brought her considerable wisdom, positivity, and hard work on the table. She was an essential part of the Council. She was there without any hesitation whenever we need her, Whenever Berkshire needs her.

Social Committee

We have two significant events this past year, Summer Social in July and Holiday Celebration in December. It is quite lovely to see that these gatherings attract more residents every year. Both occasions were cheerful success. Our gratitude and thanks to Maureen Melyn timer, Jean Trueman, Anne Hartnell, and Fatma Ozakcayli for their efforts and time put together these beautiful events and everyone that brought delicious food, desserts, and punch.

I look forward to the next celebration.

Management

Many thanks to our strata agent, Cristine Cornelle and her team at Peninsula Strata Management, for their timely answers to our emergency needs, and her guiding and assisting the council to manage the Berkshire smoothly this past year.

In Closing, On behalf of the owners would like to thank all the volunteers:

- Monica Fung for keeping our garbage room clean.
- Corinne Jubb for sweeping visitor parking area from time to time.

- Louise Bureau for bringing beautiful flowers to Lobby.
- Henryk Piotrkowicz for keeping an eye all around the building, bringing papers, replacing bulbs.
- Chris and Anne Hartnell for cleaning leaves all around the building.
- Chris Hartnell for supervising and organizing the Fire inspections and all the help& guidance he has given over the year.
- Francess and Willi Meyers for adjusting the timer for exterior lights from time to time.
- Mike McGunning and Richard Greatbanks who moved out last year.

Personally, the last year was a tough one for me. We had an entirely new council with three new council members, and I started working in a new firm. It wasn't easy for me as you can imagine. But we managed it as a good team.

It is respectfully submitted.

Osman Ozakcayli
Strata President
LMS-3154
The Berkshire

| BERKSHIRE - LMS 3154 | | | |
|--------------------------------------|---------------------|---------------------|---------------------|
| ADOPTED BUDGET 2019 | | | |
| | YTD ACTUAL | BUDGET | ADOPTED BUDGET |
| INCOME | UP TO Dec 18 | 2018 | 2019 |
| 4001 · OWNER ASSESSMENTS | 115,950.96 | 115,951.00 | \$120,582.00 |
| 4002 · BANK INTEREST | 240.19 | 200.00 | \$200.00 |
| 4006 · PARKING | 900.00 | 900.00 | \$900.00 |
| 4009 · MISCELLANEOUS INCOME | 0.00 | 25.00 | \$25.00 |
| 4013 · KEY DEPOSIT INCOME | 120.00 | 250.00 | \$250.00 |
| 4030 · FINES & PENALTIES | 200.00 | 0.00 | |
| 4099 · PREVIOUS YEAR (+/-) | 0.00 | 0.00 | \$9,420.00 |
| Total Income | \$117,411.15 | \$117,326.00 | \$131,377.00 |
| | | | |
| EXPENSES | | | |
| 6100 · FORTIS BC | 4,902.67 | 6,200.00 | \$5,800.00 |
| 6101 · B.C. HYDRO - ELECTRICITY | 10,115.14 | 10,000.00 | \$10,500.00 |
| 6102 · WATER & SEWER | 6,225.56 | 6,700.00 | \$6,700.00 |
| 6201 · INSURANCE | 18,528.28 | 18,200.00 | \$20,000.00 |
| 6202 · INSURANCE APPRAISAL | 0.00 | 0.00 | \$250.00 |
| 6203 · BANK CHARGES | 540.00 | 550.00 | \$550.00 |
| 6204 · ENTERPHONE | 0.00 | 0.00 | \$500.00 |
| 6205 · ELEVATOR PHONE | 622.80 | 900.00 | \$700.00 |
| 6206 · ELEVATOR MAINTENANCE | 2,951.30 | 3,125.00 | \$3,125.00 |
| 6207 · ACCOUNTING/AUDIT | 892.50 | 925.00 | \$925.00 |
| 6301 · MAINT - CLEAR ROADS/WALKS | 548.62 | 1,500.00 | \$1,200.00 |
| 6303 · MAINT - LANDSCAPING | 6,168.75 | 5,500.00 | \$5,000.00 |
| 6304 · MAINT - GARDENING SPECIAL | 2,303.06 | 3,300.00 | \$500.00 |
| 6305 · MAINT - MECHANICAL CONTRACT | 1,284.10 | 1,500.00 | \$1,500.00 |
| 6306 · MAINT - JANITORIAL | 4,536.00 | 4,600.00 | \$4,600.00 |
| 6307 · MAINT - REPAIRS & MAINTENANCE | 9,084.01 | 12,615.00 | \$12,350.00 |
| 6308 · MAINT - FIRE SYSTEMS | 3,416.22 | 4,000.00 | \$3,500.00 |
| 6309 · MAINT - FIRE ALARM MONITORING | 567.00 | 500.00 | \$600.00 |
| 6310 · MAINT - WINDOW CLEAN | 1,120.88 | 1,500.00 | \$1,300.00 |
| 6313 · MAINT - PEST CONTROL | 1,443.75 | 1,500.00 | \$1,500.00 |
| 6315 · MAINT - CARPET CLEANING | 0.00 | 850.00 | \$900.00 |
| 6316 · MAINT - GUTTERS | 0.00 | 1,000.00 | \$1,500.00 |
| 6501 · PROPERTY MANAGEMENT FEES | 11,124.96 | 11,125.00 | \$11,125.00 |
| 6503 · GST - PROP MGMT | 556.22 | 555.00 | \$555.00 |
| 6601 · ADMIN & SUNDRY | 2,118.58 | 1,375.00 | \$1,375.00 |
| 6602 · GARBAGE BINS/WASTE | 2,699.88 | 3,000.00 | \$3,000.00 |
| 6604 · WCB | 34.07 | 100.00 | \$50.00 |
| 6701 · CONTINGENCY RESERVE | 16,206.00 | 16,206.00 | \$31,772.00 |
| Total Expense | \$107,990.35 | \$117,326.00 | \$131,377.00 |
| | | | |
| TOTAL +/- | \$9,420.80 | \$0.00 | \$0.00 |

NOTES:

**BERKSHIRE - LMS 3154
OWNER FEE SCHEDULE 2019**

| | |
|---------------------------|---------------------|
| Total to Contingency Fund | \$31,772.00 |
| Total to Operating fund | \$88,810.00 |
| | \$120,582.00 |

| STRATA | UNIT | UNIT | OPERATING | CONTINGENCY | 2019 | 2018 | Difference | Difference |
|--------|--------|-------------|-------------|-------------|--------------|--------------|------------|------------|
| LOT | NUMBER | ENTITLEMENT | BUDGET FEES | FUND FEES | TOTAL FEES | TOTAL FEES | \$\$ | % |
| 1 | 101 | 864 | \$251.35 | \$89.92 | \$341.27 | 328.16 | \$13.11 | 4.00% |
| 2 | 102 | 895 | \$260.37 | \$93.15 | \$353.51 | 339.94 | \$13.57 | 4.00% |
| 3 | 103 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 4 | 104 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 5 | 105 | 702 | \$204.22 | \$73.06 | \$277.28 | 266.63 | \$10.65 | 4.00% |
| 6 | 106 | 702 | \$204.22 | \$73.06 | \$277.28 | 266.63 | \$10.65 | 4.00% |
| 7 | 107 | 864 | \$251.35 | \$89.92 | \$341.27 | 328.16 | \$13.11 | 4.00% |
| 8 | 201 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 9 | 202 | 895 | \$260.37 | \$93.15 | \$353.51 | 339.94 | \$13.57 | 4.00% |
| 10 | 203 | 895 | \$260.37 | \$93.15 | \$353.51 | 339.94 | \$13.57 | 4.00% |
| 11 | 204 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 12 | 205 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 13 | 206 | 822 | \$239.13 | \$85.55 | \$324.68 | 312.21 | \$12.47 | 4.00% |
| 14 | 207 | 822 | \$239.13 | \$85.55 | \$324.68 | 312.21 | \$12.47 | 4.00% |
| 15 | 208 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 16 | 301 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 17 | 302 | 895 | \$260.37 | \$93.15 | \$353.51 | 339.94 | \$13.57 | 4.00% |
| 18 | 303 | 895 | \$260.37 | \$93.15 | \$353.51 | 339.94 | \$13.57 | 4.00% |
| 19 | 304 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 20 | 305 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 21 | 306 | 822 | \$239.13 | \$85.55 | \$324.68 | 312.21 | \$12.47 | 4.00% |
| 22 | 307 | 822 | \$239.13 | \$85.55 | \$324.68 | 312.21 | \$12.47 | 4.00% |
| 23 | 308 | 888 | \$258.33 | \$92.42 | \$350.75 | 337.28 | \$13.47 | 4.00% |
| 24 | 401 | 855 | \$248.73 | \$88.98 | \$337.71 | 324.74 | \$12.97 | 4.00% |
| 25 | 402 | 1176 | \$342.11 | \$122.39 | \$464.51 | 446.67 | \$17.84 | 4.00% |
| 26 | 403 | 858 | \$249.60 | \$89.30 | \$338.90 | 325.88 | \$13.02 | 4.00% |
| 27 | 404 | 855 | \$248.73 | \$88.98 | \$337.71 | 324.74 | \$12.97 | 4.00% |
| 28 | 405 | 1063 | \$309.24 | \$110.63 | \$419.87 | 403.75 | \$16.12 | 4.00% |
| 29 | 406 | 858 | \$249.60 | \$89.30 | \$338.90 | 325.88 | \$13.02 | 4.00% |
| | | 25440 | \$7,400.83 | \$2,647.67 | \$10,048.47 | \$9,662.58 | | |
| | | | x 12 | x 12 | x 12 | x 12 | | |
| | | | \$88,810.00 | \$31,772.00 | \$120,581.64 | \$115,950.96 | | |

COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, JANUARY 24, 2019

| | | |
|-------------------------|---|---|
| COUNCIL PRESENT: | Osman Ozakcayli Maureen Melnyk Nora Baterdok Alana Ormerod | President Vice President Treasurer Member at Large |
| REGRETS: | Lana Panko | Secretary |
| MANAGEMENT: | Cristin Corneille Strata Agent, Peninsula Strata Management Ltd. | |
| OBSERVERS: | Henrik Piotrkowicz and Jean Trueman | |

(1) CALL TO ORDER

The Council President requested the strata agent chair the meeting. The strata agent confirmed with the rest of council that they were in favour of this and this was confirmed. The strata agent called the meeting to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council meetings held November 8, 2018 and there being no errors or omissions noted, it was **MOVED** and **SECONDED** to adopt the Minutes as prepared and distributed **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Snow Clearing Contract

Council reviewed the contract for snow clearing and it was **MOVED** and **SECONDED** to approve signing the contract, as per the specified hourly snow clearing rates **CARRIED**

The contract is for snow clearing of the sidewalks, front walkway and parkade ramp and the contractor (Apex Property Maintenance) will attend once there is a two inch accumulation of snow. Salting will be done when the temperature outside reaches zero degrees.

3.2 Cleaning of the Rooftop AHU, Related Ducting and Grills

The AHU, ducting and exhaust cleaning was completed at the end of December. The strata agent provided council with a report from the contractor stating there were no problems found and no issues to report.

3.3 Window Repair

The strata agent reported to council the window repair for a unit has been completed and the cost for this repair was \$504.00.

3.4 LED Lighting Upgrade

The common area wall sconces and ceiling fixtures have been upgraded with LED bulbs. Council noted electricity consumption is down from the previous period.

(4) COMMITTEE REPORTS

Landscaping/Gardening Committee

The landscaping committee informed council they will be monitoring the situation with the grass at the front regarding the possible chaffer beetle infestation.

Council review a request from the landscape committee for landscaping funds for the proposed budget and council has proposed five hundred dollars for special gardening in the 2019 proposed budget.

Council would like to thank the landscaping committee for all of their hard work, the landscaping looks great!

The landscaping committee submitted a proposal to council for consideration in the 2019 proposed budget. Council will review this proposal to determine the amount of funds to be allocated to special gardening in this year's budget.

(5) FINANCIAL REPORT

5.1 Financial Statements

The Financial Statements up to and including December 31, 2018, were reviewed and reported to be in order. It was then **MOVED** and **SECONDED** to accept the financials as prepared **CARRIED**

Council directed the strata agent to obtain the current Term Deposit rates.

5.2 Accounts Receivable – In Camera

Council reviewed the accounts receivable. The Strata Agent noted two owners were in arrears for various reasons.

As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

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

5.3 Petty Cash

The Council Petty Cash liaison reports the petty cash was reconciled and accounted for.

5.4 Proposed Budget

Council reviewed the proposed budget for the 2019 fiscal period and **MOVED** and **SECONDED** to approve the proposed budget in principle **CARRIED**

Owners will be given the option to review and discuss the proposed budget at the upcoming Annual General Meeting.

(6) CORRESPONDENCE – In Camera

Council and the strata agent reviewed correspondence relating to:

- a) garbage/recycling bins being put back in the incorrect spots
- b) a request for visitor parking passes
- c) an email to the City of Surrey regarding the rinsing out of the organics bin
- d) garbage and recycling being put in the incorrect bins and bags of leaves being left in the garbage room
- e) an alteration request
- f) an Approval Letter and Assumption of Liability sent to an owner regarding an approved alteration
- g) a query regarding amenity room rentals and when the use of the room is a rental versus a resident using the room.
- h) a request from an owner to waive a bylaw infraction fine. As this was not the first infraction, this request to waive the fine was denied.
- i) an inquiry as to whether or not the corporation had any parking spaces available for rent? All common property parking spaces are currently being rented. Some owners may have parking spaces not being used and an owner would need to discuss using these spaces directly with the owner of the parking spaces.
- j) a query regarding a repair to a unit ceiling
- k) a request to have a discussion at the AGM about which items are permitted in the recycling bins
- l) a request from an owner for a visitor to park in the visitor's area for an extended period of time. This request has been denied.
- m) a letter was received from an owner expressing concern that the hallway vents are being adjusted and allowing cold air to blow towards the door of another unit. **Residents are reminded the vents in the hallways are common property and therefore residents should not be touching these vents without the permission of council.**

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. An owner may be contacted directly by Council members regarding their issue.

All owners are reminded of this for a number of reasons. Council can only address dated, written, and signed correspondence from owners. The letter should be addressed to Council and sent c/o of the Strata Agent and mailed to PSM or deposited in the council mailbox in the lobby of the Berkshire.

(7) NEW BUSINESS

7.1 Annual General Meeting Items

Council discussed different Special Resolutions which are to be placed on the Annual General Meeting (AGM) Notice of Call for owners to discuss and vote on at the upcoming Annual General Meeting.

Council also noted there will be a secret ballot vote at the AGM for the voting in of council members.

Owners are reminded the minimum number of owners required to be on council is three and the maximum number is seven. Council terms are for one year terms.

An owner can volunteer to be on council or can be nominated from the floor. Some of the outgoing council members will not be returning to council this fiscal year and any owners who are considering being on council, please put your name forward at the AGM.

7.2 Security

Council noted some vandalism has been reported happening outside of the building and asks residents to be watchful for anyone/anything which may seem suspicious and to call the non-emergency number for the RCMP, if you see anything suspicious.

7.3 Repairs to a Unit Affected by a Water Loss

As a result of a recent water loss originating in a unit, two other units were also affected. Some repairs were needed to one of the affected units and the strata agent reported to council the repairs had been completed and she was just waiting on the invoice for these repairs, to forward on to the insurance company of the owner where the water loss originated. The total repair bill was under the Corporation's \$5,000.00 water damage deductible, so the owner of the strata lot where the water loss originated is responsible for these repairs (up to \$5,000.00).

7.4 Security Camera Monitoring

An enquiry was made as to who reviews surveillance footage. This is done by designated council members, when there is an incident which requires reviewing.

7.5 Water Shut Off Reminder When Going Away or Doing Alterations Involving Plumbing

Owners are reminded that the water to their strata lot should be turned off if they are going away or doing an alteration to their strata lot which involves plumbing. The three steps to shutting off the water are:

- i) Turn off red hot water in fuse box
- ii) Turn down taps for washer and dryer
- iii) Turn horizontal knob vertical on pipe overhead

If you do not know how to turn the water of fin your unit, please let a council member know and they will show you.

7.6 Amenity Room Use and Rule and Reminder

All residents are free to use the Amenity Room free of charge unless a private function is booked and then only the resident(s) booking the function and their guests are to use the Amenity Room during this time period. If you are entertaining non-resident guests in the Amenity Room, this would be considered to be a rental and there would be a \$25.00 fee for this. Please book the Amenity Room through Lana Panko or any other council member should Lana not be available. The room is available form 12:00 noon to 10:00 p.m. The maximum number of people is sixty.

7.7 Parkade Concrete Repairs After a Hard Rain

Council noted some repair may be needed to the parkade concrete and they will liaise with the corporation's handyman to determine what repairs may be needed.

7.8 Parkade Gate

The parkade gate receives maintenance throughout the year. Council directed the strata agent to see when the contractor provided maintenance on the gate last.

7.9 Neighbour' Falling Down Fence

The neighbour's fence is falling down in the alley and council directed the strata agent to write a letter to the owner of the property informing them of this, as this is a potential safety hazard.

7.10 Alterations to a Strata Lot

Prior to any alterations being done to a strata lot, an owner must inform council in writing of their alteration plans and council will then ask the strata agent to issue a legal document titled an Assumption of Liability (AOL) form to the owner of the strata lot to sign. This AOL is kept on file and transfers with the title of the strata lot.

(8) TERMINATION

There being no further business to discuss, the meeting was terminated at 9:50 p.m. The next meeting will be the Annual General Meeting being held on February 21, 2019.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.

COUNCIL MEETING MINUTES – THE BERKSHIRE – LMS 3154

THURSDAY, NOVEMBER 8, 2018

| | | |
|-------------------------|-----------------|-----------------|
| COUNCIL PRESENT: | Osman Ozakcayli | President |
| | Maureen Melnyk | Vice President |
| | Lana Panko | Secretary |
| | Nora Baterdok | Treasurer |
| | Alana Ormerod | Member at Large |

Observers: Chris Hartnell
Bonnie Gillis
Choo Choo Rosenbloom

CC: Peninsula Strata Management Ltd. Cristin Corneille, Strata Agent (not present)

(1) CALL TO ORDER

The Council President called the meeting to order at 6:57 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the minutes of the Council Meeting held October 4, 2018 and there being no errors or omissions noted, it was **MOVED** and **SECONDED** to adopt the minutes as prepared and distributed.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Operating Procedures have been updated and have been reviewed by Cristin Corneille, Strata Agent. This document has now been counter-signed by both parties.

3.2 Snow/Ice Prevention

Osman will check the current supply on hand from last year and place an order if needed.
Potassium Pellets have been selected and will be ordered for the upcoming winter as required.

3.3 LED Lighting upgrade

The replacement of the bulbs will be done in early December.

3.4 Winterize Irrigation System

This is done.

3.5 Dryer Duct Cleaning

This work has been completed. Thanks to Maureen and Chris for your help to arrange this work.

(4) COMMITTEE REPORTS

4.1 Gardening Committee

The Japanese Beetle/Chafer Beetle infestation on the west front lawn has been an ongoing problem for the last four years.

The Gardening Committee provided Council with an update regarding the Japanese Beetle/Chafer Beetle. The Gardening Committee reported that a photo of a small larvae found in the front lawn was sent to BC Plant Health for identification. BC Plant Health reported that it appeared to be an immature Chafer Beetle however findings are inconclusive.

Council is recommending that in the spring the BC Plant Health Authority visit our property to collect a sample for positive identification.

Going forward, once the type of beetle has been identified, appropriate guidance will be followed to rid the lawn of this ongoing problem.

Until this problem has been resolved, no transplanting into or out of the soil should be done. This will help to contain the infestation.

The Gardening Committee is looking for additional volunteer members for general chores. i.e. spring planting, weeding, watering and seasonal grooming.

If you are interested in volunteering with the Gardening Committee, please contact one of the Gardening Committee members.

Again, thank you to the Gardening Committee for their continued efforts in the upkeep and improvements to our grounds. The Berkshire gardens look lovely.

(5) FINANCIAL REPORT

5.1 The financial statement for September 2018 has been received. It has been partially reviewed. It has not been approved at this time.

5.2 Petty Cash

The Petty Cash liaison reports the petty cash was reconciled and accounted for.

5.3 Contingency Reserve Fund

A loan for insurance installments to be paid back prior to the fiscal year end which is at the end of December. The current Balance of CRF at the end of September is \$90,868.00.

5.4 Account Receivable

There were no owners in arrears at the end of September. All owners are reminded strata fees are due and payable on the first day of each month.

(6) CORRESPONDENCE

No new correspondence received.

NEW BUSINESS

- 7.0 New Council Member:** We are pleased to welcome Nora Baterdok to Berkshire and to the Council as Treasurer. Thank you, Nora!
- 7.1 Snow Clearing:** Council has received a quote from Apex Property maintenance for snow removal and it is under review.
- 7.2 Duct Cleaning:** The Council has been approved the duct cleaning quote of \$1,102,50 (including taxes) from National Air Technologies for Rooftop MUAU related ducting and all the interior exhaust ducts that were not cleaned before. Peninsula Strata Management will schedule the work to be done.
- 7.3 Window Glass Repair** on a resident's window to be done. Strata Management to schedule.
- 7.4 Outdoor Lighting:** Maintenance regarding the timing of the outdoor lights will be scheduled.
- 7.5 Annual Fire Inspection:** The annual fire inspection was carried out on November 1, 2018. A report from the Fraser Valley Fire Protection will be forthcoming.
Thank you to Chris Hartnell for co-ordinating this inspection.
- 7.6 Holiday Social:** Our annual holiday social is being held on Sunday, December 16th in the Amenity Room from 3:00-5:00 p.m. Everyone is welcome. A notice has been posted on the board.
- 7.7 Locker Storage:** A reminder that nothing is to be stacked higher than the wooden tops in our personal locker space.
- 7.8 Natural Gas Supply:** Fortis BC is asking all customers to continue to conserve natural gas consumption wherever possible. Please ensure your fireplace is not left on during times when there is no one at home. For more information, a notice has been posted on the bulletin board. Your cooperation is appreciated.

7.9 Amenity Room Bookings: All events/bookings must be confirmed with Lana Panko, Secretary. She will enter the reservation date on the schedule on the door to the Amenity Room. All bookings must go through the Strata Council Secretary only. This is to ensure there will not be conflicting events on the same dates. Thank you for your cooperation.

7.10 Marijuana Cultivation:

A new bylaw will be discussed and voted upon at the next Annual General Meeting in February 2019 regarding the cultivating of marijuana on the Berkshire premises. Currently there is a non-smoking bylaw in place and we would like to ensure that the cultivating of cannabis is also voted against.

In the interim, as a house rule, Council strongly discourages any cannabis be cultivated on the premises.

Once the bylaw has been approved at the Annual General Meeting, anyone cultivating cannabis will be asked to remove it.

A draft bylaw will be drawn up and reviewed by a lawyer.

7.11 Garbage Room – Organics Bin: The condition of this bin is an ongoing issue. It has been suggested that the use of a bin liner could be a successful solution toward keeping the bin clean, thus eliminating the unsightly and odorous problem.

Although it is not mandatory in the City of Surrey to dispose of organic material in compostable bags, it is recommended that we do so to help with this problem. Also, wrapping organic waste in newspaper for disposal is another option.

Council is working with the Strata Management Company and Waste Management to ensure that a timely cleaning of the bin takes place as per the contract. Council has also asked the Strata Management Company to work with Waste Management to have the bin disinfected on a regular basis.

7.12 A special thanks to Henryk for helping Chris collect the leaves that had been blown into the curb and were blocking the drains. Henryk also collects the papers every morning, changing the bulbs and is willing to lend a hand wherever necessary. **Thank you Henryk for all the help you give us.**

8.00 Termination

There being no further business to discuss. The meeting was terminated at 9:50 p.m. The next council meeting will be held on December 13, 2018 at 7:00 p.m. There will be an open discussion of the 2019 budget before the regular meeting. Everyone is welcome.



**COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, OCTOBER 4, 2018**

| | | |
|-------------------------|--|-----------------|
| COUNCIL PRESENT: | Osman Ozakcayli | President |
| | Maureen Melnyk | Vice President |
| | Lana Panko | Secretary |
| | Alana Ormerod | Member at Large |
| MANAGEMENT: | Cristin Corneille Strata Agent, Peninsula Strata Management Ltd. | |
| OBSERVERS: | Chris Hartnell | |

(1) CALL TO ORDER

The Council President called the meeting to order at 7:01 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council meetings held July 5, 2018 and September 04, 2018 and there being no errors or omissions noted, it was **MOVED** and **SECONDED** to adopt the Minutes as prepared and distributed **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 LED Lighting Upgrade

The common area wall sconces and ceiling fixtures need to be changed and this expenditure was approved previously and is in progress. The strata agent informed council the LED bulbs have been ordered and the contractor stated it would be three – four weeks until they arrive. Council directed the strata agent to follow up with the contractor about this.

3.2 Surveillance System Remote Viewing

Council was informed that in order to view the surveillance system footage remotely, LMS 3154 will need to pay monthly for an Internet connection. Some residents are able to view the camera images on their televisions, though this depends on who your cable provider is. Council is working on a solution for this.

3.3 Operating Procedures

Council met prior to Oct. 4th to discuss the Berkshire Operating Procedures document and emailed it to the Strata Agent for review. Once this takes place council will sign the document.

3.4 Dryer Vent Cleaning

Council received quotations for dryer vent cleaning and approved the contractor and cost electronically. At tonight's meeting it was **MOVED** and **SECONDED** to approve a quote in the amount of \$1,131.00 + tax for dryer vent cleaning **CARRIED**

The strata agent informed council that dryer vent cleaning is scheduled for October 18, 2018.

(4) COMMITTEE REPORTS

Landscaping Committee

The landscape liaison provided council with an update regarding the Japanese beetle. The Council Liaison for the Gardening Committee reported that the Japanese beetle has been identified in the west lawn. The committee asked the landscape contractor to report the issue to the proper authorities and inform council of the next step in the process in dealing with this invasive and destructive pest.

Council has noticed an abundance of leaves at the front walkway and also on the street. An observer at the meeting volunteered to pick up the leaves so that the drain on the street isn't blocked. Council wishes to thank all the volunteers who have assisted with clearing the leaves.

Council would like to thank the landscaping committee for all of their hard work, the landscaping looks great!

Council **MOVED** and **SECONDED** to approve a quote in the amount of \$250.00 + tax to replace a cedar tree in the back of the property and to purchase a soaker hose to water the tree(s) **CARRIED**

(5) FINANCIAL REPORT

4.1 Financial Statements

The Financial Statements up to and including August 31, 2018, were reviewed and reported to be in order. It was then **MOVED** and **SECONDED** to accept the financials as prepared **CARRIED**

4.2 Accounts Receivable

Council reviewed the accounts receivable. The Strata Agent noted two owners were in arrears for various reasons.

As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

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

4.3 Petty Cash

The Council Petty Cash liaison reports the petty cash was reconciled and accounted for.

4.4 Contingency Reserve Fund

The strata agent noted the current balance of the Contingency Reserve Fund (CRF) is almost \$87,000.00, with a \$10,000.00 loan to insurance to be paid back prior to fiscal year end. Currently, owners are putting just over \$16,000.00 a year in the CRF.

(6) CORRESPONDENCE

Council and the strata agent reviewed correspondence relating to:

- a) Washing of the organics bin
- b) marijuana smoking and request to hold a Special Meeting regarding the new Cannabis Bylaw. Council is in the process of drafting up a proposed Bylaw regarding the cultivation of cannabis and council strongly recommends that residents do not cultivate cannabis. The proposed cannabis Bylaw will be presented to owners for discussion and a vote at the next AGM.
- c) window repair
- d) Parking stall puddle

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. An owner may be contacted directly by Council members regarding their issue.

All owners are reminded of this for a number of reasons. Council can only address dated, written, and signed correspondence from owners. The letter should be addressed to Council and sent c/o of the Strata Agent and mailed to PSM or deposited in the council mailbox in the lobby of the Berkshire.

(7) NEW BUSINESS

7.1 Snow Clearing

Council directed the strata agent to obtain quotes for snow clearing.

7.2 Cleaning of the Rooftop MUAU Related Ducting

The strata agent had obtained a quote to have the ducting for the make-up air unit cleaned. Council reviewed the quote and directed the strata agent to obtain a revised quote to include the washing of four grills, and the ducting of the storage rooms, elevator lobby and refuge area.

7.3 Old Corporation Records and Storage

LMS 3154 currently stores the corporation's records onsite, versus paying the management company to store them. The strata agent informed council they need to retain records for six years. Council will go through the corporation records in the new year and shred any old corporation records.

7.4 Security Camera Monitoring

An enquiry was made as to who reviews surveillance footage. This is done by designated council members, when there is an incident which requires reviewing.

7.5 Window Repair

The strata agent presented council with two quotes for a glass unit replacement. It was noted one quote appeared to be to replace the window and council directed the strata agent to follow up with the contractor about revising the quote for a glass unit replacement, not an entire window replacement.

7.6 Annual Fire Inspection

After obtaining and reviewing quotes, it was **MOVED** and **SECONDED** to approve a quote in the amount of \$1,300.00 for the annual inspection of the fire and safety equipment **CARRIED**

Council asked an observer at the meeting (Chris Hartnell) if he would be willing to be the onsite contact for the annual fire inspection and Chris agreed. Notices will be delivered/mailed to owners regarding a date for the inspection. Council would like to thank Chris Hartnell for volunteering to be the onsite contact for the annual fire and safety inspection.

7.7 Council Roles and the Role of the Strata Agent

The strata agent presented council with a document entitled Council Roles. The document clarifies the roles of council positions. Council discussed passing this document on to new council members, so they have a good understanding of the role of each council position.

Council was also provided with a document explaining what a strata manager does and how he/she works with council to achieve the goals of the corporation.

7.8 Alterations to a Strata Lot

Prior to any alterations being done to a strata lot, an owner must inform council in writing of their alteration plans and council will then ask the strata agent to issue a legal document titled an Assumption of Liability (AOL) form to the owner of the strata lot to sign. This AOL is kept on file and transfers with the title of the strata lot.

7.9 Council Treasurer Position

Council has received an indication from an owner that she may be interested in filling the vacant Treasurer's position on council. Council will follow up with this owner to confirm this.

7.10 Outdoor Lights

The timer for the outdoor lights was adjusted recently. Council indicated the timer is very old and is difficult to read when adjusting. The timer needs to be adjusted again, so that the lights do not stay on as long in the mornings. Council will do this.

7.11 Winterize Irrigation System

Council directed the strata agent to schedule the winterization of the irrigation system.

7.12 Proposed New Development on the East Side of the Complex

Council was approached a few months back by the representative of the developer who is proposing to the City to build on next door to LMS 3154. The developer wanted to discuss landscaping plans with council and at this time, council does not have any further information to report to owners.

7.13 Building Committee

Council discussed approaching an owner to see if he would be willing to head a maintenance committee to liaise with council, regarding maintenance issues around the building.

(8) TERMINATION

There being no further business to discuss, the meeting was terminated at 9:50 p.m. The next council meeting will be held on January 24, 2019 at 7:00 p.m.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.

**COUNCIL MEETING MINUTES - THE BERKSHIRE - LMS 3154
TUESDAY, SEPTEMBER 4, 2018**

| | | |
|-------------------------|-----------------|-----------------|
| COUNCIL PRESENT: | Osman Ozakcayli | President |
| | Maureen Melnyk | Vice President |
| | Lana Panko | Secretary |
| | Alana Ormerod | Member at Large |
| | *Vacancy | Treasurer |

cc Peninsula Strata Management Ltd. Christin Corneille, Strata Agent (not present)

(1) CALL TO ORDER

The Council President called the meeting to order at 6:45 p.m. A quorum was established.

(2) PURPOSE OF MEETING

This was an unscheduled, meeting called to discuss specific time sensitive business arising since the July 5th meeting.

(3) REVIEW OF THE July 5th, 2018 MINUTES

3.1 LED Lighting Upgrade - there will be a follow-up at the October 4th meeting.

3.3 Surveillance System Remote Viewing - ongoing

3.4 Operating Procedures - The President submitted Council edits to the Peninsula Strata agent for review. Discussion will follow on October 4th.

3.7 Dryer Vent Cleaning - is scheduled for Tuesday, October 18th, starting at 8:30 a.m. Residents will receive a notice about this and information will be posted in the building.

3.8 Damaged Parkade Gate Bars - a repair has been scheduled and a long plexi glass piece will be installed. It was **MOVED** and **SECONDED** that the amount of \$125 will be allocated for the metal bar repair and \$725 will cover the cost of the plexi-glass.

CARRIED

(4) GARDEN COMMITTEE REPORT

The September 3rd, 2018 report was received.

A new cedar will be purchased and planted on the N.E. side of the building. The purchase of a new soaker hose was requested. Council previously approved this expenditure.

There is an infestation on the S.W. and South area lawn. This has been going on for three years now. There was indication that this a chafer beetle problem. There was discussion at the meeting about whether this actually might be the invasive Japanese beetle problem that is now evident in the Lower Mainland and it was advised to report it and verify whether or not this is the case and that moving plants is not advised until this is done.

(5) FINANCIAL REPORT

The financial reports up to June 2018 have been reviewed and **MOVED** and **SECONDED** approved as presented. **CARRIED**

(6) CORRESPONDANCE

Council reviewed the following issues:

- a) **Violation of the Smoking By-Law. FOR ACTION:** A notice will be sent to the resident by the Strata Agent.
- b) **Stray Cats.** The issue has been resolved and the cats have found homes.
- c) **Green Recycling Bin.** A new bin was delivered to the building and has replaced the previous one. The Strata Manager arranged to have it cleaned on a more regular basis.

(7) NEW BUSINESS

7.1 Role of Strata Council Members

A discussion took place about the role and responsibilities and duties of the Strata Council. There were questions about timing, communication and dealing with maintenance issues, reporting, procedures, approval, and scheduling. Osmond is the main point of contact for this.

7.2 Treasurer Vacancy

Richard Greatbanks has moved on and Council is seeking a replacement. If any residents in the building are interested in serving on the Strata Council please submit your name and preferred contact information and deposit it in the black mailbox in the lobby or contact a Council Member. We are particularly interested in finding someone who has accounting experience and can review financial statements. A notice will also be posted in the building lobby.

7.3 Communication to Strata Members

A reminder to residents that your Council Members are volunteers and are working on your behalf and we will do our best to assist you and deal with your issue in a timely manner. If you have a concern or question first contact Cristin Cornell, our Strata Agent or sign and date your letter with your issue in detail and put it in the black box in the building lobby. Council deals with this communication during regular meetings so that we can properly evaluate the concern and find the correct solution. We thank you for your cooperation.

Other Maintenance/Building Issues

7.4 Real Estate Lockbox

The real estate company was contacted twice by Council Members. The lockbox has been removed.

7.5 East Fence Assessment

A board was rotting and fell from the fence leaving a hole. The board was temporarily repaired but it is evident that the fence will eventually need to be replaced.

7.6 Sidewalk Pavers East Side of Building

Council received notice that this was a tripping hazard and these have now been repaired.

(8) TERMINATION

The meeting was terminated at 9:00 p.m. The next strata council meeting will be held **October 4th, 2018, 7:00 p.m.** in the Amenities Room.

Agenda/Minutes
Lana Panko, Secretary



**COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, JULY 5, 2018**

| | | |
|-------------------------|--------------------|-----------------|
| COUNCIL PRESENT: | Osman Ozakcayli | President |
| | Maureen Melnyk | Vice President |
| | Richard Greatbanks | Treasurer |
| | Lana Panko | Secretary |
| | Alana Ormerod | Member at Large |

MANAGEMENT: Cristin Corneille Strata Agent, Peninsula Strata Management Ltd.

OBSERVERS: Chris Hartnell, Corrine Jubb and Ruth Salt

(1) CALL TO ORDER

The Council President called the meeting to order at 7:03 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meeting held April 5, 2018, and there being no errors or omissions noted, it was **MOVED** and **SECONDED** to adopt the Minutes as prepared and distributed **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Rekeying of the Building (Reimbursement from Insurance)

The strata agent informed council we have now received the final reimbursement cheque from insurance for the rekeying of the building last year..

3.2 LED Lighting Upgrade

Owners approved at the February 1, 2018 Annual General Meeting to upgrade the common area lighting to LED. Council had received quotations for upgrades to the parkade lighting electronically and approved the contractor and cost electronically as noted in the April 5, 2018 Minutes. At tonight's meeting it was **MOVED** and **SECONDED** to ratify the decision previously made by Council electronically. **CARRIED**

The common area wall sconces and ceiling fixtures need to be changed and this is in progress. Council directed the strata agent to follow up with the contractor about this.

3.3 Surveillance System Remote Viewing

The surveillance contractor Watch Dog is looking into the option of viewing the surveillance system footage from a smart phone and council reports this is ongoing.

3.4 Operating Procedures

Council met prior to this council meeting to discuss the Operating procedures for the building, council and the strata agent. Council will email these Operating Procedures to the strata agent to make any necessary revisions and then council will sign the Operating Procedures.

3.5 Window Washing

Council received quotations for window washing electronically and approved the contractor and cost electronically. At tonight's meeting it was **MOVED** and **SECONDED** to ratify their decision on the quote previously received and approved via email in the amount of \$1,067.00 for window washing

CARRIED

The contractor contacted the strata agent during the window washing to notify council that due to the size of the dogwood trees, some fourth floor windows were not able to get washed until pruning of the trees is done. Council directed the strata agent to liaise with the gardening committee to determine when the pruning of the dogwoods will be done and then have the contractor return to finish cleaning the windows.

3.6 Pressure Washing

Council received quotations for pressure washing electronically and approved the contractor and cost electronically. At tonight's meeting it was **MOVED** and **SECONDED** to ratify their decision on the quote previously received and approved via email in the amount of \$1,152.90 for the pressure washing of the parkade, ramp, amenity room patio and walkways

CARRIED

3.7 Dryer Vent Cleaning

Council reviewed quotations for dryer vent cleaning and **MOVED** and **SECONDED** to approve a quote in the amount of \$1,131.00 for inside/outside dryer vent cleaning

CARRIED

Council directed the strata agent to schedule dryer vent cleaning for September.

3.8 Back Flow Preventer Test

The strata agent presented council with a report for the testing of the back flow preventers and this report is to go in the red fire binder by the front door.

3.9 Annual Fire Drill

The annual fire drill was held June 8, 2018 and council reports it went well and residents evacuated the building in under five minutes.

Council would like to thank Chris Hartnell and Mike McGuckin for their time and for being volunteers for this work. Mike McGuckin who does the monthly check of the fire equipment with Chris is moving and this position will need to be filled/replaced. If anyone is interested in assisting Chris Hartnell with the monthly check of the fire equipment, please let either the strata agent or council know. We thank Mike for his service and professional advice and wish him all the best as he moves to his new home after many years living in the Berkshire.

3.10 Stairwell Painting

Two quotes were obtained for stairwell painting and due to the cost of this work, council has deferred this item to 2019 to get approval for the increased cost.

(4) COMMITTEE REPORTS

Landscaping Committee

The landscape liaison provided council with a landscaping report (please see the attached).

Council would like to thank the landscaping committee for all of their hard work, the landscaping looks great!

Council **MOVED** and **SECONDED** to approve a quote in the amount of \$200.00 + tax to add three more irrigation heads to the irrigation system at the back **CARRIED**

(5) FINANCIAL REPORT

4.1 Financial Statements

The Financial Statements up to and including May 31, 2018, were reviewed and reported to be in order. It was then **MOVED** and **SECONDED** to accept the financials as prepared **CARRIED**

4.2 Accounts Receivable

Council reviewed the accounts receivable. The Strata Agent noted two owners were in arrears for various reasons.

As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time for owners in arrears. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

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

4.3 Petty Cash

The Petty Cash liaison reports the petty cash was reconciled and accounted for.

(6) CORRESPONDENCE

Council and the strata agent reviewed correspondence relating to: vehicles leaking fluid in the parkade, uninsured vehicle in the parkade, outside light now working, complaints about smoking, bicycle on a patio, stray cats, video surveillance, gutter emptying on to a balcony and rotting door trim, patio trees blocking window, planter replacement approval and a window seal repair request.

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 may be included elsewhere within the Minutes and in some cases, an owner may be contacted directly by Council members.

All owners are reminded of this for a number of reasons; Council can only address written, dated 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 deposited in the black Council mailbox in the lobby.

(7) NEW BUSINESS

7.1 Elevating Devices Permit

The strata agent presented council with the permit for the elevator for 2018/19 and asked council to display it in the elevator room.

An owner had informed the strata agent there seems to be a power surge in the building when the elevator is called. The elevator contractor attended and informed the strata agent there are no issues with the elevator. The strata agent will follow up on this with an electrician.

7.2 Gutter Cleaning

Council directed the strata agent to schedule a contractor to clean debris from the downspout drain traps on the first and fourth floors. The major gutter cleaning was done last year and is scheduled to be done again next year.

7.3 Mechanical Contractor Quarterly Inspection

Council directed the strata agent to have the mechanical contractor check the sump pumps, the exhaust fan in the garbage room and replace the filters on the HVAC equipment.

7.4 Parkade Gate Bars

Two bars were removed from the parkade gate a few weeks back in an attempted break in. A temporary fix was done on the parkade gate by a contractor and council directed the strata agent to obtain a quote for a permanent repair.

7.5 Parkade Door Sweeps

As a result of recent rodent activity, council had a contractor install door sweeps beneath the parkade doors. Council directed the strata agent to have the contractor install door sweeps beneath the electrical and mechanical room doors. A reminder to residents to be sure to close the garbage door fully as the door sweep has been installed and you have to push it closed and we want to avoid rodent entry.

7.6 Summer Social

The Social Committee organized a Summer Social for Sunday, July 8 on the amenity room patio. The council would like to thank the Social Committee for doing an amazing job. It was a beautiful summer day and there were 18 people, plenty of food and good conversations. Well done!

7.7 Damaged Sprinkler Heads

The fire and safety contractor noted two damaged sprinkler heads on the first floor (most likely damages as a result of items being moved in/out of the building). Council directed the strata agent to obtain a quote to repair the damaged sprinkler heads and to ask the contractor for a suggestion for a way to conceal/protect the sprinkler heads so this doesn't happen again.

(8) **TERMINATION**

There being no further business to discuss, the meeting was terminated at 9:20 p.m. The next council meeting will be held on October 4, 2018 at 7:00 p.m.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.



**COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, APRIL 5, 2018**

| | | |
|-------------------------|--------------------|-----------------|
| COUNCIL PRESENT: | Osman Ozakcayli | President |
| | Maureen Melnyk | Vice President |
| | Richard Greatbanks | Treasurer |
| | Lana Panko | Secretary |
| | Alana Ormerod | Member at Large |

MANAGEMENT: Cristin Corneille Strata Agent, Peninsula Strata Management Ltd.

OBSERVERS: Chris Hartnell and Michelle Wooldridge

(1) CALL TO ORDER

The Council President called the meeting to order at 7:01 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meetings held January 4 and February 20, 2018, and there being no errors or omissions noted, it was **MOVED** and **SECONDED** to adopt the Minutes as prepared and distributed **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Annual Fire Inspection Deficiencies

During the last annual fire inspection, access to one unit was not obtained to test the smoke alarm(s). The contractor returned to test the smoke alarm(s) in this unit and council **MOVED** and **SECONDED** to direct the strata agent to charge back the \$210.00 cost for this return visit to the owner of the strata lot

CARRIED

3.2 Rekeying of the Building (Reimbursement from Insurance)

The strata agent informed council we have received cheques from three of the four insurance underwriters and we are expecting the fourth cheque to arrive soon.

3.3 LED Lighting Upgrade

Owners approved at the February 1, 2018 Annual General Meeting to upgrade the common area lighting to LED. Council had received quotations for upgrades to the parkade lighting electronically and approved the contractor and cost electronically. At tonight's meeting it was **MOVED** and **SECONDED** to ratify their decision on the quote previously received and approved via email in the amount of \$2,733.94 for LED lighting upgrades **CARRIED**

The common area wall sconces and ceiling fixtures need to be changed and this is in progress.

3.4 Bylaw Registration

The strata agent informed council the recently approved Bylaw amendments (approved at the AGM) have been registered with the Land Title Office. The Bylaw amendments read as follows:

3 Use of Property

21 No Smoking is allowed:

- 1 (a) in a strata lot
- (b) on all common property and all limited common property owned by the strata corporation including: the amenities room and adjacent patio, the paved area outside the main entrance, the entrance lobby, all hallways and stairways, the elevator, all storage rooms, balconies and patios, and the parking garage and ramp.
- (c) within 8 meters (26 feet) of a door, window or air intake
- 2 (a) the term “smoking” or “smoke” includes but is not limited to inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco, marijuana or other substances smoked;
- (b) “vape” or “vaping” includes inhaling, exhaling, vapourizing, carrying or using an activated electrical ignition e-cigarette.

3.5 Surveillance System Viewing

Watch Dog is looking into the option of viewing the surveillance system footage from a smart phone.

(4) COMMITTEE REPORTS

Landscaping Committee

The landscape liaison reported the pruning has been completed. Council **MOVED** and **SECONDED** to approve a quote in the amount of up to \$975.00 for topsoil **CARRIED**

The landscape liaison reports micro clover will be planted at the back area near the two patios on the east side and requests residents’ cooperation to not trod on the soil area, but to be careful to use the stepping stones to allow the micro clover to germinate and sprout.

Council directed the strata agent to follow up with the landscaping committee about the irrigation system Spring start-up.

(5) **FINANCIAL REPORT**

4.1 Financial Statements

The Financial Statements up to and including February 28, 2018, were reviewed and reported to be in order. It was then **MOVED** and **SECONDED** to accept the financials as prepared **CARRIED**

4.2 Accounts Receivable

Council reviewed the accounts receivable. The Strata Agent noted three owners were in arrears for various reasons.

As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time for owners in arrears. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

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

4.3 Petty Cash

The Petty Cash liaison reports the petty cash was reconciled and accounted for.

4.4 Fee Amendment Agreement

The strata agent presented council with the new Fee Amendment Agreement with Peninsula Strata Management and after review, council **MOVED** and **SECONDED** to sign the Agreement

CARRIED

(6) **CORRESPONDENCE**

Council and the strata agent reviewed correspondence relating to: smoking, an unsightly patio, noise transference between units, a phone call from the Cambridge II about dogs from the Berkshire urinating on their grass, burnt out ground lamp, a tree being plated by a resident on common property, and a loose drainage pipe.

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 may be included elsewhere within the Minutes and in some cases, an owner may be contacted directly by Council members.

All owners are reminded of this for a number of reasons; Council can only address written, dated 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 deposited in the black Council mailbox in the lobby.

(7) **NEW BUSINESS**

7.1 Operating Procedures

The strata agent presented the Operating Procedures to council so that new council members would have an idea of how council conducts business. Council will review these Operating Procedures and has deferred this item to the next council meeting.

7.2 Critical Data Sheet

The strata agent presented council with an updated copy of the critical data sheet, which lists the names and contact information for all contractors used by LMS 3154.

7.3 Annual Maintenance Schedule

The previous council President had previously presented the strata agent with an Annual Maintenance Schedule he had compiled and the strata agent passed this information on to the new council.

7.4 Seagull Deterrent at the Gemini

A resident reported to council that the building behind LMS 3154 (the Gemini) had recently installed a seagull deterrent on the roof and council will monitor this.

7.5 Window Washing

Council directed the strata agent to obtain quotes for window washing.

7.6 Pressure Washing

Council directed the strata agent to obtain quotes for pressure washing.

7.7 Dryer Vent Cleaning

Council directed the strata agent to confirm if inside and outside dryer vent cleaning are required this year and to obtain a quote.

7.8 Backflow Preventer Testing Contract

The strata agent informed council the backflow preventers need to be scheduled for their annual testing and council **MOVED** and **SECONDED** to approve a three year contract with the contractor in the amount of \$220.00 a year **CARRIED**

7.9 General Bylaw Reminders

Use of Property – Balconies and Patios

9(1) A resident must not leave or store any item on a patio or balcony except self-contained planters, planters designed for use on railings, one barbeque and one propane tank, and outdoor patio furniture.

Parking and storage lockers

26(2) No items, other than one collapsible shopping cart, shall be stored in any parking space.

Pets

25(12) If a pet urinates or defecates on any common or limited common property, the person accompanying the pet must immediately remove all such waste material and properly dispose of it.

7.10 Annual Fire Drill

Council directed the strata agent to liaise with the fire and safety liaisons about scheduling a fire drill for May.

7.11 Stairwell Painting

Council directed the strata agent to obtain quotes for painting the stairwells.

7.12 Parkade Cleaning

Council directed the strata agent to obtain quotes for parkade cleaning.

7.13 Thank You

Council would like to thank Chris and Mike for their work as fire and safety liaisons. Council would also like to thank Henrik for replacing burnt out light bulbs around the complex and for recycling the newspapers. Thank you to Louise for the beautiful lobby flowers. Thank you to Monica for keeping the garbage room clean and organized. Thank you to the landscaping committee for all of their hard work to make the landscaping look beautiful at LMS 3154 – Berkshire.

(8) TERMINATION

There being no further business to discuss, the meeting was terminated at 9:20 p.m. The next council meeting will be held on July 5, 2018 at 7:00 p.m.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.

**COUNCIL MEETING MINUTES - THE BERKSHIRE - LMS 3154
TUESDAY, FEBRUARY 20, 2018**

| | | |
|-------------------------|--------------------|--------------------|
| COUNCIL PRESENT: | Osman Ozakcayli | President |
| | Maureen Melnyk | Vice President |
| | Lana Panko | Secretary |
| | Alana Ormerod | Member at Large |
| | Richard Greatbanks | Treasurer - Absent |

cc Peninsula Strata Management Ltd. Cristin Corneille, Strata Agent (not present)

(1) CALL TO ORDER

The Council President called the meeting to order at 7:00 p.m. A quorum was established.

(2) PURPOSE OF MEETING

To discuss specific time sensitive business arising from the Annual General Meeting, February 1, 2018.

2.1 Garden Tree Pruning

Ann Hartnell, from the Gardening Committee was present to submit the quote for tree pruning on March 16th by contractor, B.C. Plant Heathcare. This work was approved at the February 1, 2018 AGM. It was **MOVED** and **SECONDED** to approved an expenditure of \$1880 + GST to proceed with the work. The motion was **CARRIED**

2.2 LED Lighting Conversion

A discussion took place about this cost saving project and the work will proceed by Carmichael Construction Ltd. starting with the parkade and the remaining work will take place at a later date. This work was approved at the February 1, 2018 AGM through Special Resolution "E". The February 16, 2018 revised quote of \$2,430.87 + GST for the replacement of bulbs in the underground parking area was submitted. It was **MOVED** and **SECONDED** to approve the expenditure. The motion was **CARRIED**

2.3 Amended Bylaw Registration

The passed Special Resolution "A", from the February 1, 2018 AGM, that the Berkshire smoking bylaw be amended to ban all smoking was discussed. In order for the bylaw to become legal it must be officially registered and requires the signature of council members. The required signatures were received and forwarded to Peninsula Strata Management.

(
(3) **CORRESPONDENCE**

3.1 Letter from owner regarding noise.

The letter was received and a response will be addressed through Peninsula Strata Management.

3.2 Letter from owner regarding non smoking bylaw amendment.

The letter was received and will be discussed at the April 5, 2018 strata council meeting.

(4) **NEW BUSINESS**

There was discussion about the building security system monitoring system. Those whose service provider is SHAW can observe building activity. The Telus fibre optic service cannot provide a channel to observe the security cameras. More information is needed from Telus to determine logistics. This item will be discussed in the April 5, 2018 strata council meeting.

(5) **TERMINATION**

The meeting was terminated at 9:00 p.m. The next strata council meeting will be held April 5, 2018, 7:00 p.m. in the Amenities Room.

Agenda/Minutes
Lana Panko, Secretary

Berkshire – LMS 3154 ANNUAL GENERAL MEETING MINUTES

LOCATION: Amenity Room
Date February 1, 2018

1. CALL TO ORDER

The Council President called the meeting to order at 7:00 pm. and introduced council and the Strata Agent.

2. CALLING OF THE ROLL & CERTIFICATION OF PROXIES

The Strata Property Act of British Columbia requires that a quorum of (1/3) one third of the eligible Owners entitled to vote to be in attendance for a General Meeting to proceed. In accordance with the Strata Property Act., the Strata Agent informed the Ownership a total of 29 units were eligible to vote and the quorum requirement per the Act, would constitute one third of the total eligible owners which would be 10. In attendance at tonight's meeting at there are 19 owners represented in person and 4 owners represented by proxy. As the quorum requirement of 10 was met, the meeting was declared legal and able to proceed.

3. PROOF OF NOTICE

The Strata Property Act of BC requires that the Strata Corporation provide adequate notice of a General Meeting being held of all Owners within a Strata Corporation. The requirement of 21 days' notice is required. Notices to tonight's meeting were delivered and mailed to all owners on or before January 11, 2018. It was then **MOVED** (unit 205) and **SECONDED** (unit 203) to accept the proof of notice, the motion was

CARRIED

4. ADOPTION OF PREVIOUS GENERAL MEETING MINUTES

The minutes of Annual General held February 21, 2017 were previously reviewed by the Owners. As no errors or omissions were noted, It was then **MOVED** (unit 107) and **SECONDED** (unit 104) to accept the minutes as prepared and distributed. The vote was called and there were 23 in favor, 0 opposed 0 abstentions, and the motion was

CARRIED

5. PRESIDENTS REPORT

Attached to these minutes owners will find a copy of the President's Report.

6. ANNUAL REPORT ON INSURANCE

Owners were advised that a copy of the Strata Corporation's insurance coverage through Hub International. Insurance Services was attached to the Notice of the Annual General Meeting. It is suggested Owners detach this documentation and file it for use when renewing their personal contents insurance.

The agent outlined the ramifications with respect to Earthquake coverage and suggested owners ensure any betterments or Owner improvements to the Strata Lot are covered by their homeowner's package. The Owners were advised they should obtain additional insurance coverage should the Corporation subrogate against an Owner for a water damage deductible which was a result of their negligence or their fault. The Agent suggested Owners contact their own individual insurance agents with respect to such additional coverage.

The property is currently insured to a value of \$6,200,000.00. The insurance deductibles are as follows:

| | |
|-------------------|----------|
| All Risks | \$1,000 |
| Water Damage | \$5,000 |
| Backup Sewer | \$5,000 |
| Flood Damage | \$10,000 |
| Key and Lock | \$250 |
| Earthquake Damage | 10% |

7. SPECIAL RESOLUTIONS – ¾ VOTE REQUIRED

SPECIAL RESOLUTION “A”- Bylaw Additions

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan LMS 3154 – the Berkshire, that the current registered Bylaws be amended by adding the following new Bylaws which read as follows:

3 Use of Property

21 No Smoking is allowed:

1 (a) in a strata lot

(b) on all common property and all limited common property owned by the strata corporation including: the amenities room and adjacent patio, the paved area outside the main entrance, the entrance lobby, all hallways and stairways, the elevator, all storage rooms, balconies and patios, and the parking garage and ramp.

(c) within 8 meters (26 feet) of a door, window or air intake

2 (a) the term “smoking” or “smoke” includes but is not limited to inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco, marijuana or other substances smoked;

(b) “vape” or “vaping” includes inhaling, exhaling, vapourizing, carrying or using an activated electrical ignition e-cigarette.

It was **MOVED** (Unit 205) and **SECONDED** (Unit 403) to put Resolution “A” on the floor for discussion.

After a brief question and answer period, a vote was called via secret ballot. The strata agent asked for two scrutineers to count the ballots and Lana Panko and Richard Greatbanks volunteered. There were 19 votes in favor, 2 opposed, 2 abstentions and the motion was **CARRIED**

SPECIAL RESOLUTION "B"- Bylaw Additions

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan LMS 3154 – the Berkshire, that the current registered Bylaws be amended by adding the following new Bylaws which read as follows:

Rental of strata lots

- 28** For the purposes of this bylaw, the terms "lease", "rent", "rents", and "rental agreement" shall include any and all forms of tenancy or licence relating to the occupancy of a strata lot or any part thereof.
- (1) Strata lots shall be owner-occupied unless otherwise provided for in this bylaw.
- (2) Any strata lot owner at the time of the passage of the former rental restriction bylaw [June 25, 2003] is 'grandfathered' and may rent his/her unit for any period until the earlier of (i) the date such owner takes occupancy of the strata lot, or (ii) the date the owner sells the strata lot to a third party.
- (3) Where an owner has leased a strata lot to a tenant pursuant to a tenancy agreement entered into before June 25, 2003, this bylaw does not apply to such strata lot until the later of (i) one year after the tenant who is occupying the strata lot at the time the previous bylaw was passed ceases to occupy the strata lot as a tenant, or (ii) one year after the bylaw was passed.
- 29** (1) A maximum of **zero (0)** strata lots may be leased, for terms of not less than one year, at any time.
- (2) No strata lot that is rented can be sublet to another tenant.
- 30** (1) This bylaw does not prevent the owner of a strata lot from renting such strata lot to a family member.
- (2) For the purposes of this bylaw, family members include:
- (a) the spouse of the owner,
 - (b) a parent, adult child, or adult grandchild, of the owner,
 - (c) a parent, adult child, or adult grandchild, of the owner's spouse, and
 - (d) a sibling of the owner
- where "spouse of the owner" includes an individual who has lived or cohabited with the owner for a period of at least two years in a marriage-like relationship, including a marriage-like relationship between persons of the same gender.
- 31** Notwithstanding these bylaws, where cases of undue physical or financial hardship arise, a strata lot owner may make a request in writing to strata council for permission to rent a strata lot for a limited period of time, and, where strata council has been provided with evidence that undue hardship will result if approval to rent is not granted, strata council shall not withhold permission for such limited rentals.
- 32** The strata corporation may fine an owner a maximum of \$500.00 for a contravention of the rental bylaws and may impose this fine every seven days for a continuing contravention.

It was **MOVED** (Unit 208) and **SECONDED** (Unit 203) to put Resolution “B” on the floor for discussion.

After a brief question and answer period, a vote was called via secret ballot. The strata agent asked for two scrutineers to count the ballots and Lana Panko and Richard Greatbanks volunteered again. There were 7 votes in favor, 14 opposed, 2 abstentions and the motion was **DEFEATED**

The strata agent asked for Motion to destroy the secret ballots and it was **MOVED** (Unit 406) and **SECONDED** (Unit 107) to destroy the ballots

SPECIAL RESOLUTION “C” – Depreciation Report Update

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan LMS 3154 – the Berkshire in accordance with the requirement of The Strata Property Act, the corporation waive the requirement for a Depreciation Report Update for the current fiscal year.

It was **MOVED** (Unit 405) and **SECONDED** (Unit 307) to put Resolution “C” on the floor for discussion

After a brief question and answer period, a vote was called: 23 in favor, 0 opposed, 0 abstentions and the motion was **CARRIED**

SPECIAL RESOLUTION “D” – Telus Next Generation Fibre Network Agreement

WHEREAS: The Strata Corporation proposes to enter into the TELUS Next Generation Fibre Network Agreement attached as Schedule A to this Resolution (the “Fibre Network Agreement”).

BE IT RESOLVED by a ¾ vote that:

The Strata Corporation enter into the Fibre Network Agreement, and such Fibre Network Agreement be approved in accordance with section 80(2) of the *Strata Property Act*.

To the extent that the implementation of the Fibre Network Agreement results in a significant change in the use or appearance of the common property, such change be approved in accordance with Section 71 of the *Strata Property Act*.

The Strata Council of the Strata Corporation execute and deliver the Fibre Network Agreement and such other documents (the “Documents”) which are necessary in connection with the Fibre Network Agreement.

Any two members of the Strata Council (the “Authorized Persons”) are authorized to execute and deliver the Agreement and the Documents in the name of the Strata Corporation with such changes as are approved by the Authorized Persons in keeping with this Resolution.

It was **MOVED** (Unit 203) and **SECONDED** (Unit 205) to put Resolution “D” on the floor for discussion

After a brief question and answer period, a vote was called: 23 in favor, (0) opposed, (0) abstentions and the motion was **CARRIED**

SPECIAL RESOLUTION “E” – Permanent Expenditure from the Contingency Reserve Fund - LED Lighting Upgrade

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan LMS 3154 – the Berkshire, the sum of \$8,250.00 (eight thousand two hundred and fifty dollars) be permanently expended from the Contingency Reserve Fund for LED lighting upgrade. All funds are to be used for all costs associated with the LED lighting upgrade project.

It was **MOVED** (Unit 403) and **SECONDED** (Unit 406) to put Resolution “E” on the floor for discussion

After a brief question and answer period, a vote was called: 23 in favor, (0) opposed, (0) abstentions and the motion was **CARRIED**

8. ADOPTION OF 2018 PROPOSED OPERATING BUDGET

The owners were provided with an overview of the process used by the Strata Agent and Council in preparing the proposed budget. It was **MOVED** (Unit 208) and **SECONDED** (Unit 307) to put the proposed operating budget on the floor for discussion. The Vice President informed owners the proposed increase in the Contingency Reserve Fund (CRF) from \$11,443.00 in 2017 to \$16,206.00 in 2018, is to start building up the CRF to offset the amount of a future special levy, in anticipation of a future roof project

After a brief question and answer period a vote was called: 23 in favor, (0) opposed and (0) abstentions and the motion was **CARRIED**

Attached to these minutes owners will find a copy of the adopted 2018 budget and the strata fees.

9. ELECTION OF STRATA COUNCIL MEMBERS

The Strata Property Act and the building’s bylaws allow for a minimum of 3 and a maximum of 7 members to participate on the Strata Council. Owners were encouraged to participate and help form a Strata Council that can flourish for years to come.

The existing Council is deemed to have resigned at this time and have the option of letting their name stand for reelection. The following previous Council members stood for reelection: Osman Ozakcayli, Richard Greatbanks and Alana Omerod.

The floor was then opened for further nominations or volunteers, the following accepted the nomination: Lana Panko and Maureen Melnyk.

After three additional calls to the floor for additional nominations and there being none, nominations were closed. As there were 5 nominations for Council, a vote was called to all to elect all those standing for Council and the motion was **CARRIED**

The newly elected Council members were asked to stay after the termination of the AGM to have a short meeting with the Agent, the purpose of which is for the election of Council Positions.

10. GENERAL DISCUSSION

At this point the floor was opened for owners to get additional questions answered and to bring items to the attention of the new Council, they want Council to look into and consider in the coming year. An owner provided some information to owners on the negative effects of growing marijuana in a condo, in anticipation of the legalization of marijuana in 2018. An owner commented on a surveillance sign in the parkade which has been partially pulled down. An owner asked about bicycles being stored in parking stalls and the owner was advised to put their request to council in writing. An owner had informed council previously about the lights flickering in their unit when the elevator is used and the elevator contractor attended to confirm the elevator is working as it should be. The next step is for an electrician to try and determine the source of this issue and this will be scheduled when the LED lighting upgrade is done.

11. TERMINATION OF MEETING

There being no further business to discuss, it was **MOVED** (Unit 107) and **SECONDED** (Unit 205) to terminate the meeting and the vote was called and the motion was **CARRIED**

The meeting was terminated at 9:19 p.m.

ITEMS OF IMPORTANCE

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 1st 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 15th 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 the Strata Agent

Peninsula Strata Management
316-1959-152nd Street
Surrey, BC V4A 9E3

Tel: 604-385-2242
Fax: 604-385-2241
e-mail:



**COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, JANUARY 4, 2018**

| | | |
|-------------------------|--------------------|------------------------------|
| COUNCIL PRESENT: | Chris Hartnell | President |
| | Osman Ozakcayli | Vice President / Maintenance |
| | Richard Greatbanks | Treasurer |
| | Bonnie Gillis | Secretary / Landscaping |
| | Alana Ormerod | Member at Large |

MANAGEMENT: Cristin Corneille Strata Agent, Peninsula Strata Management Ltd.

(1) CALL TO ORDER

The Council Vice President called the meeting to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meetings held October 26, 2017, and there being no errors or omissions noted, it was **MOVED** and **SECONDED** to adopt the Minutes as prepared and distributed
CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Ledcor/Telus Fibre Optic Installation

Council reports the fibre optic installation has been completed. The fibre optic system is now being tested by a contractor of Telus and council has been informed the system should be operational in approximately three weeks' time.

3.2 Annual Fire Inspection

Council had received quotations for the annual fire inspection electronically and approved the contractor and cost electronically. At tonight's meeting it was **MOVED** and **SECONDED** to ratify their decision on the quote previously received and approved via email in the amount of \$1,258.95 for the annual fire inspection
CARRIED

The annual fire and safety inspection was completed. Residents are reminded items in their storage locker need to remain eighteen inches below the sprinkler head, as per the Fire Code. Access to one unit was not granted and council directed the strata agent to make arrangements between this owner and the fire safety contractor to have the smoke alarm checked in this unit.

3.3 Carpet Cleaning

Council had received quotations for carpet cleaning electronically and approved the contractor and cost electronically. At tonight's meeting it was **MOVED** and **SECONDED** to ratify their decision on the quote previously received and approved via email in the amount of \$813.75 for carpet cleaning

CARRIED

3.4 Rekeying of the building and Storage Locker Reimbursement

The strata agent informed council we have not yet received the reimbursement cheque from insurance for the rekeying reimbursement. Council directed the strata agent to follow-up with the insurance adjustor about this.

3.5 LED Lighting Upgrade

Council received and reviewed quotes to upgrade the common area lighting to LED. The cost for this will be \$8,250.00 and the decision to go forward with this project will be put forth to owners for approval at the upcoming annual general meeting.

(4) COMMITTEE REPORTS

Landscaping Committee

The landscape liaison received a quote for tree pruning and this will be included in the 2018 proposed budget.

Social Committee

The Holiday Social was a successful and thank you to the social committee for all of their hard work.

(5) FINANCIAL REPORT

4.1 Financial Statements

The Financial Statements up to and including November 30, 2017, were reviewed and reported to be in order. It was then **MOVED** and **SECONDED** to accept the financials as prepared

CARRIED

4.2 Accounts Receivable

Council reviewed the accounts receivable. The Strata Agent noted one owner is in arrears for the deductible for the insurance claim.

As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time for owners in arrears. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

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

4.3 Petty Cash

The Petty Cash liaison reports the petty cash was reconciled and accounted for.

4.4 Proposed 2018 Operating Budget

The proposed 2018 operating budget was reviewed and amended by Council with the strata agent. It was then **MOVED** and **SECONDED** to approve the proposed budget in principal only.

CARRIED

The proposed budget will now be included with the Notice of the Annual General meeting, at which time the owners will be asked to approve it.

(6) CORRESPONDENCE

Council and the strata agent reviewed correspondence relating to: dogs on a leash and dog feces/urine, an amenity room booking, a planter box, storage insurance, a query re: a gas bill, and noise transference.

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 may be included elsewhere within the Minutes and in some cases, an owner may be contacted directly by Council members.

All owners are reminded of this for a number of reasons; Council can only address written, dated 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 deposited in the black Council mailbox in the lobby.

(7) NEW BUSINESS

7.1 Annual General Meeting Resolutions

Council reviewed the proposed Special Resolutions with the strata agent. The proposed Special Resolutions will now be included with the Notice of the Annual General meeting, at which time the owners will be asked to approve it.

(8) TERMINATION

There being no further business to discuss, the meeting was terminated at 9:35 p.m. The next meeting will be the Annual General Meeting, which will be held on February 1, 2018 at 7:00 p.m.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.

**COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, OCTOBER 26, 2017**

| | | |
|-------------------------|--------------------|------------------------------|
| COUNCIL PRESENT: | Chris Hartnell | President |
| | Osman Ozakcayli | Vice President / Maintenance |
| | Richard Greatbanks | Treasurer |
| | Bonnie Gillis | Secretary / Landscaping |
| | Alana Ormerod | Member at Large |

OBSERVERS: Anne Hartnell and Aili Gidlof were present for the lighting presentation.

MANAGEMENT: Cristin Corneille Strata Agent, Peninsula Strata Management Ltd.

PRESENTATION BY ADRIAN PETTYFER OF AFFORDABLE ENERGY SOLUTIONS TO COUNCIL AND OWNERS REGARDING THE UPGRADING OF COMMON AREA LIGHTING TO LED LIGHTS.

A forty minute presentation was given to council by a contractor discussing a proposal to upgrade the lighting in the common areas of the building to LED lighting.

(1) CALL TO ORDER

The Council President called the meeting to order at 7:48 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meetings held July 6, 2017, and there being no errors or omissions noted, it was **MOVED/SECONDED** to adopt the Minutes as prepared and distributed

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Gutter Cleaning, Window Washing and Pressure Washing

The strata agent reports maintenance items such as gutter cleaning, window washing and pressure washing were completed since the July council meeting.

3.2 Surveillance Camera Lens Cleaning and Software Updating

Council reports the cleaning of the surveillance camera lens and the updating of the computer software have been completed.

3.3 Ledcor/Telus Fibre Optic Installation

Council reports Telus will be onsite from October 30 – November 10 to do the fibre optic installation. Telus requested they leave a lockbox of theirs on the electrical room door during the fibre optic installation to allow easier access for internet/cable installation when new owners move in. Council **MOVED** and **SECONDED** to approve the lockbox **CARRIED**

3.4 Perimeter Flashing Painting

Council approved \$4,500 at the July council meeting to paint the ground level perimeter flashing. The total cost for this project was \$5,953.36 due to more rust on the flashing than was expected. Council **MOVED** and **SECONDED** to pay the difference of \$1,453.36 from the operating account **CARRIED**

3.5 Parkade Line Painting

This has been completed except for one line in a parking stall where a vehicle was not moved. The cost to do the one line is \$150.00 + tax and council has tabled this.

(4) COMMITTEE REPORTS

Landscaping Committee

The landscape liaison reports the renovations to the back garden have been completed. Microclover will be planted in the Spring and a privacy fence will be installed between units 106 and 107, similar to the privacy fence which was installed previously between units 104 and 105. Council directed the strata gent to obtains quotes for this.

Council would like to thank the gardening committee for all of their hard work.

The landscape liaison would like to thank all of the pet owners who are taking their pets off of the property for toileting. This year we spent over \$10,000.00 on general grounds maintenance and improvements. Dog waste (feces and urine) is damaging to our grounds and garden plants. We appreciate all owners not letting their dogs toilet themselves on the property or run loose in the back garden area.

Social Committee

The Holiday Social will be held on **Sunday, December 10, from 3:00 – 5:00** in the Amenity Room. The lobby decorating will take place on November 29.

(5) FINANCIAL REPORT

4.1 Financial Statements

The Financial Statements up to and including September 30, 2017, were reviewed and reported to be in order. It was then **MOVED/SECONDED** to accept the financials as prepared

CARRIED

Council requested the strata agent obtain the current Term Deposit rates offered by the corporation's banking institution with a view to investing some of the contingency funds at a higher interest rate (e.g. GIC) than they are earning presently.

4.2 Accounts Receivable

Council reviewed the accounts receivable. As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time for owners in arrears. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

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

4.3 Petty Cash

The Petty Cash was reconciled and accounted for.

4.4 Budget Planning

The Strata agent suggested council hold a budget meeting prior to the fiscal year end of December 31, 2017. Council directed the strata agent to email a budget template once the November financial figures are available. This pre budget planning meeting has been scheduled for December 21st at 7 pm.

(6) CORRESPONDENCE

Council and the strata agent reviewed correspondence relating to: residents not allowing access to the building of people who are not residents or visitors of residents, an electrical outlet issue in the kitchen of a strata lot, and the placement of shrubs in pots on a patio.

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 may be included elsewhere within the Minutes and in some cases, an owner may be contacted directly by Council members.

All owners are reminded of this for a number of reasons; Council can only address written, dated 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 deposited in the black Council mailbox in the lobby.

(7) NEW BUSINESS

7.1 Locksmith Invoices

Council **MOVED** and **SECONDED** to approve tow invoices for a locksmith callout for the front door in September totalling \$438.93 **CARRIED**

Owners are again reminded not to use their key to pull the door open as it damages the mechanism and results in costly repairs as evidence by this current repair.

7.2 Rentals

Council and the strata agent reviewed the Bylaws regarding the number of strata lots rentals allowed in the building. As per the Bylaws, three strata lots can be rented at one time. The strata agent asked council about a Rental Disclosure Statement and original owners. Council directed the strata agent to check the Disclosure Statement for a Rental Disclosure Statement and to try and determine how many original owners are still owners in the building.

7.3 Parkade Man Door

An owner reported the man door (lock) beside the parkade gate is difficult to open and may have been damaged by something or someone recently. Council will take a look at this to determine if a locksmith needs to be called in for this.

7.4 Motorcycle Sharing a Parking Stall with a Vehicle

An owner had inquired as to whether or not a resident could park a motorcycle in a parking stall with a second vehicle. There is nothing in the corporation's Bylaws to prohibit this. Council directed the strata agent to check with the owner to make sure the motorcycle has either storage insurance on it or is insured for the road.

7.5 Dryer Vent Guards

The dryer vent cleaning was completed recently and the contractor recommended the installation of more open guards to allow for better access when doing the dryer vent cleaning. Council deferred this item to next year's budget.

7.6 Rekeying of the Building and Storage Room #5

As a result of a tenant recently being asked to move out by an owner, council made the decision to rekey the building, including storage room #5. The cost for this will be handled by the corporation's insurance except for the \$250.00 deductible for the claim, which will be charged back to the owner of the strata lot where the tenant resided.

7.7 Snow Removal Contract

Council reviewed the snow removal contract for the 2017-2018 season and **MOVED** and **SECONDED CARRIED** to approve the contract

7.8 Carpet Cleaning

Council directed the strata agent to obtain quotes for carpet cleaning and schedule the carpet cleaning for November.

7.9 Residents Parking

Council would like to remind residents the residents' parking area is for resident/owners of the building, not for visitors.

(8) **TERMINATION**

There being no further business to discuss, the meeting was terminated at 9:42 p.m. The next council meeting will be held on January 25, 2018 at 7:00 p.m.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.

**COUNCIL MEETING MINUTES - THE BERKSHIRE – LMS 3154
THURSDAY, JULY 6, 2017**

| | | |
|-------------------------|--------------------|------------------------------|
| COUNCIL PRESENT: | Chris Hartnell | President |
| | Osman Ozakcayli | Vice President / Maintenance |
| | Richard Greatbanks | Treasurer |
| | Bonnie Gillis | Secretary / Landscaping |
| | Alana Ormerod | Member at Large |

OBSERVERS: Six observers were present for the Ledcor presentation.

MANAGEMENT: Cristin Corneille Strata Agent, Peninsula Strata Management Ltd.

**PRESENTATION BY THE TELUS/LEDCOR REPRESENTATIVE TO COUNCIL AND OWNERS REGARDING THE
INSTALLATION BY TELUS OF FIBRE OPTIC LINES IN THE BUILDING**

A ten minute presentation was given by Ledcor to council discussing Telus's fibre optic line installation and the Right of Entry contract (ROE), which would need to be signed by the strata council allowing Telus the right to install fibre optic cables in the building. This ROE contract will also allow Telus the right to solicit in the building for ten years.

(1) CALL TO ORDER

The Council President called the meeting to order at 7:02 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meetings held April 6, April 27, June 1 and June 5, 2017, and there being no errors or omissions noted, it was **MOVED/SECONDED** to adopt the Minutes as prepared and distributed **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Roof Repairs

Quotes were obtained for the roof repairs and council reviewed the quotes electronically. It was **MOVED** and **SECONDED** to ratify a quote approved electronically on September 19, 2016, in the amount of up to \$7,000.00 **CARRIED**

The roof repairs have been completed for a cost of \$4,877.25 which was paid from the Contingency Reserve Fund, as voted upon by owners at the 2017 Annual General Meeting.

The maintenance liaison noted the flashings on the roof were in good condition and 98% of the moss has now been removed from the roof.

The chimney caps need to be caulked and council **MOVED** and **SECONDED** to approve a quote in the amount of \$600.00 to have this done by Rob Carmichael.

CARRIED

The Maintenance Liaison reported Carmichael Construction will be caulking the chimney caps on the roof.

3.2 Eastside Steps

Council will spray the non-stick spray on the east side steps after the spring pressure washing has been completed.

3.3 Gutter Cleaning, Window Washing and Pressure Washing

The contractor who is scheduled to do the gutter cleaning, window washing and pressure washing, is on a waiting list for a boom rental and expect to have a boom available for use in the next few weeks.

Council directed the strata agent to schedule the parkade cleaning.

3.4 Lock on the Back Gate

A combination lock has been purchased for the back gate. Residents are advised the combination for this is 975.

3.5 Patio Clutter

Council advises the patio clutter has been cleaned up and would like to thank the resident for his/her cooperation with this.

3.6 Amenity Room, Office and Bathroom Painting

Council noted the amenity room, office and bathroom needed to be painted. Quotes were obtained and council reviewed the quotes electronically. Council then **MOVED** and **SECONDED** to approve a quote electronically on May 8, 2017 of up to \$2,500.00 **CARRIED**

The painting has been completed for a cost of \$2,121.00; however, it was decided not to paint the office at this time. Residents who helped clear the furnishings for painting, replace them and re-hang the pictures, are thanked for their time and effort.

3.7 Fire Drill

Council reports the recent fire drill held May 25, 2017 went well and residents evacuated the building in under five minutes.

3.8 Fireplace Servicing

Council **MOVED** and **SECONDED** to approve a quote via email on May 20, 2017 in the amount of \$2,047.50 to have all the fireplaces serviced **CARRIED**

Council reports the thermocouples were replaced in 29 fireplaces including the Amenities room and this was an owner expense. One owner's fireplace had been replaced and did not require this servicing.

3.9 Parkade Gate

The strata agent reports the parkade gate was last serviced in April, as per a request by council in the last minutes.

3.10 Mechanical Contractor

The strata agent reports the mechanical contractor's last visit was in May and the next quarterly visit will be in August.

3.11 Surveillance Camera Lens Cleaning

The cleaning of the surveillance camera lens will be done by council after the parkade has been pressure washed. Updating of computer software for this system will also take place when the lenses are cleaned. Thanks to Chris Hartnell and his son for doing this at no cost to owners.

(4) COMMITTEE REPORTS

Landscaping Committee

The landscape liaison reported that the hazardous tree in the NW corner of the backyard has been removed by sawing it down to the soil level. The root remains in the ground.

The landscape liaison also reported one of the boulevard trees has an infestation of mites and the City of Surrey is aware of this and will be applying a soapy solution to the tree in the near future.

The landscape liaison has been discussing options with the landscaper for the shady areas of the backyard and one option is to plant microclover, a mix of clover and grass, as well as install stepping stones from the back gate to the Amenities room. Five rhododendrons will be transplanted to the Amenities room garden area as well as one bush transplanted to near the back gate. Topsoil and composted mulch will also be distributed throughout the property.

Council would like to thank the gardening committee for all of their hard work.

Social Committee

The Summer Social was held on June 25 and council reports it was a successful event with twenty-one people in attendance. Council would like to thank the social committee: Jean Trueman, Maureen Melnyk, Fatma Ozakcayli and Anne Hartnell, for all of their hard work in organizing the event.

(5) FINANCIAL REPORT

4.1 Financial Statements

The Financial Statements for March, April and May 31, 2017, were reviewed and reported to be in order. It was then **MOVED/SECONDED** to accept the financials as prepared **CARRIED**

The Treasurer noted the \$400.00 charge for the tree removal permit should be moved from the asset side of the balance sheet and recoded as an expense. We have been informed by BC Plant Health that there is nowhere on the property to plant a replacement tree, therefore the deposit is forfeited to the City of Surrey.

Council requested the strata agent to obtain the current Term Deposit rates offered by the corporation's banking institution.

4.2 Accounts Receivable

Council reviewed the accounts receivable. As the Management Company sends owners in arrears reminder notices every month, no further action will be taken at this time for owners in arrears. Council reviews the accounts receivable at every meeting and directs the Strata Agent to send demand letter(s) as required.

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

4.3 Petty Cash

Petty Cash was reconciled and accounted for.

(6) CORRESPONDENCE

The Secretary reports there wasn't any correspondence to review. 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 may be included elsewhere within the Minutes and in some cases, an owner may be contacted directly by Council members.

All owners are reminded of this for a number of reasons; Council can only address written, dated 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 deposited in the black Council mailbox in the lobby.

(7) NEW BUSINESS

7.1 Landscaping Upgrades

As there is nowhere to plant a replacement tree, council **MOVED/SECONDED** to approve forfeiting planting a replacement tree at this time, to get back the tree permit deposit **CARRIED**

Council **MOVED** and **SECONDED** to approve a quote in the amount of \$1,525.00 + tax for eight yards of topsoil, eight yards of composted mulch and to transplant five rhododendrons and one other bush **CARRIED**

This work is to be completed by Clean Cut Landscapers who look after the regular maintenance of The Berkshire

Council **MOVED** and **SECONDED** to approve the purchase of stepping stones for the back area in the amount of \$10-\$20 per stepping stone **CARRIED**

7.2 Ledcor/Telus Right of Entry Contract

Council will review the Right of Entry contract. Council posted a sign-up sheet for owners to determine if the necessary minimum 80% of owners were interested in going forward with this project. At the time of the

Council meeting 24/29 owners had signed the sheet (83%). Council directed the strata agent to ask the Ledor representative to forward them a PDF copy of the Right of Entry Contract and a PDF copy of the In-Suite Wiring Permission Forms.

7.3 Leak Investigation Chargeback

Council called in a contractor to investigate the source of a leak into a unit's bathroom ceiling fan. The contractor determined the source of the leak was coming from the unit above and the owner was notified of recommended repairs. As Council requested the investigation, Council agreed the bill for this service call will be paid by the Strata Corporation.

7.4 WorkSafe BC

The Treasurer asked about an invoice paid to WorkSafe BC in the March financials. The strata agent informed the Treasurer that Peninsula Strata Management Ltd. files a report with WorkSafe BC every February on behalf of LMS 3154 to confirm all contractors for the past fiscal period had WorkSafe BC coverage. If workers are not covered by WorkSafe BC and are hired to do jobs at The Berkshire, the Strata Corporation is required to pay for WorkSafe BC insurance costs. This has occasionally occurred when the lowest quote by a qualified contractor was received by a contractor who did *not* carry WorkSafe BC coverage.

7.5 Ground Flashing Painting

Council noted the ground floor flashing needs to be painted. Council reviewed quotes and Council **MOVED** and **SECONDED** to approve a quote in the amount of \$4,500.00 for the removal of the pea gravel around the ground floor flashing, for the painting/repair of the flashing, and for the replacement of the pea gravel
CARRIED

7.6 Parkade Line Painting

Council received three quotes to have the parkade lines painted and **MOVED** and **SECONDED** to approve a quote in the amount of \$509.25
CARRIED

7.7 Water Shut-off

Council would like to remind residents to please shut off their water if you are away for an extended period of time and nobody is checking on your strata lot. The turn off valve is usually located in the laundry room.

7.8 BC Hydro Energy Audit

BC Hydro has organized a free energy audit of the common areas of our building by their contractor.

7.9 Dog Urine/Faeces

Council requests owners of dogs please take their dogs off the property to urinate/defecate, as the urine/faeces is killing the grass on the property. Considerable monies and efforts are involved in upkeep and improvements to the property. Not only is the affected grass unsightly, it is expensive to upkeep and impossible to return to a healthy state.

7.10 Extra Organics Totes

Council has some extra organics individual size organics totes for any residents who may wish to have a second tote. Please contact a council member if you would like one.

7.11 Smoking Bylaw Future Additions

In anticipation of the legalization of marijuana laws, council is looking into proposing Bylaws to prohibit the cultivation of marijuana within the condo units as well as patios and decks. This issue will be addressed at the next AGM (early 2018). The Strata agent was requested by Council to determine if a ByLaw can be voted on to prohibit smoking entirely at The Berkshire. At present there is a no smoking ByLaw for common and limited common areas only (not within condo units).

7.12 Uninsured Vehicle in the Parkade

Council informed the strata agent of an uninsured vehicle in the parkade and directed the strata agent to send a letter to this owner reminding him/her of the Bylaw regarding uninsured vehicles in the parkade.

(8) TERMINATION

There being no further business to discuss, the meeting was terminated at 9:12 p.m. The next council meeting will be held on October 26, 2017 at 7:00 p.m.

Cristin Corneille,
Strata Agent

Please be advised you should retain copies of Council and General Meeting Minutes, Rules and Bylaws and any amendments for a period of 2 years.

THE BERKSHIRE

Strata Corporation – LMS 3154

Strata Council Meeting Minutes

June 1 and 5, 2017

Amenities Room, 15325-17th Avenue, Surrey, BC

Council Present: Chris Hartnell, Osman Ozakcayli, Alana Omerod, Richard Greatbanks

Management Present: not present Cristin Corneille

1. CALL TO ORDER

7:00 pm

2. APPROVAL OF THE AGENDA

MOVED/SECONDED/CARRIED -unanimous

3. AGENDA ITEMS AND DECISIONS:

1. Confirming Summer Social date – June 25, 2017 3:30-5:30

2. Topsoil and Mulch quotes – Bonnie will get quotes from the gardener for topsoil, composted mulch and sod for the back garden as well as transplanting one bush and removing rhodo near a unit to clear the pathway to be sodded

3. request regarding a potential owner – Cristin will contact real estate agent and inform them of our Pet by-law 25(4) which denies owners having exotic animals residing in the building. The council agrees with upholding the by-law

4. update regarding current projects – Osman will email Prostar to review the quote for removal of pea gravel, paving stones and painting of the flashing

5. approval of outdoor patio light fixtures for 2 ground floor owners – 2 owners have approval to install motion sensor lights on their patios at their cost – both owners are to have the same light fixture installed, which has been approved by council.

6. Request of an owner to park an electric mobility scooter in the handicapped parking area – permission is granted, however, for future applications for mobility scooter parking there will be a discussion at the next AGM for the maximum number of spots that will be available.

4. NEW BUSINESS AND BUSINESS ARISING FROM PREVIOUS MINUTES

none

5. FINANCIAL STATEMENTS

The financials will be reviewed during the July 6, 2017 meeting with strata manager

6. CORRESPONDENCE:

none

9. UPCOMING EVENTS – SUMMER SOCIAL JUNE 25, 2017 3:30-5:30 pm

10. Thank you to Alana Omerod for arranging for a free assessment of our electrical usage/energy use in the building.

10. NEXT MEETING: Thursday, July 6, 2017 at 7:00 pm

11. TERMINATION: 9:26 pm and 8:12 PM

MOVED/SECONDED/CARRIED Unanimous

MINUTES PRODUCED BY BONNIE J. GILLIS, SECRETARY, THE BERKSHIRE