

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, June 04, 2020
(Electronic Meeting)*

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Jane Mintern	Secretary
	Dwayne Mitchell	Privacy Officer
	Shaun Haxton	Member
REGRETS:	Moe Simpson	Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:00 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on April 23, 2020, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the current Accounts Receivable.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** Council reviewed the March 2020 Financial Statements, it was moved and seconded to approve the financials, as distributed. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. ***Clubhouse Portfolio:***

- (a) **Electronic Access Control:** The fob distribution is almost complete. The Clubhouse Committee has volunteered to facilitate the distribution of the remaining fobs. Owners are to contact the Strata Manager if they have not picked up their Clubhouse fob to date.
- (b) **Amenity Room Closure:** Strata Council discussed BC's Restart Plan for re-opening Strata recreation facilities and amenities which urges Strata Corporations to hold off on reopening facilities until all Government and WorksafeBC requirements are met (e.g. having someone physically monitor facility users, in addition to following strict physical distancing and disinfecting measures). With the increased risk of re-opening early, Council will continue monitoring the covid-19 situation until it is deemed safe for all amenities to re-open.
- (c) **Interior Painting:** Council reviewed two quotations for the painting of the party room, yoga room and stairwell. At this time the project is on hold for review at the end of the fiscal year.

2. ***Landscape Portfolio:***

- (a) **Landscaping Report:** Phase one of the landscaping improvements has been completed. Council reviewed the current project that took place during the week of June 1, 2020. Council reviewed the approved quotation and does not feel that the specs of the quotation meet the work that was completed. Council will be meeting with Complete Landscaping next week to review the work and discuss options for addressing the larger rocks.
- (b) **Tree Maintenance:** The Strata Manager provided an update that Davey Tree has removed a dead tree from the Gazebo park area and performed some pruning.
- (c) **Gazebo Park Committee:** The Strata Manager provided an update that to date vendors have not been able to attend the site. Council discussed the area and would like to continue to look for a landscape architect to help create a long-term sustainable area. The Strata Manager was directed to obtain quotations to install fencing along the park boundary fronting Helc Place cul-de-sac and to place Private Property signage.
- (d) **Tree Replacement:** The Strata Manager updated Council that Complete Landscaping will also be completing a walk around with Council to discuss the plan and location for the tree placement, tree replacement and ongoing management of shrubs and re-planting of expired plants.

(e) **Correspondence Landscaping:**

- (i) *Landscaping Concern:* Numerous Owners provided feedback of the monthly landscaping work near their strata lots. Some Owners had suggested adding irrigation hoses to the gated areas of each Strata Lot. Council reviewed the feedback from the Owners and requested letters be sent to each Owner addressing their concerns. Council discussed the current contract and concerns and requested feedback be provided to the contractor at this time.

3. **Maintenance Portfolio:**

(a) **Annual Maintenance Plan:**

- (i) *Window Cleaning:* This work is in progress and will be completed on June 05, 2020.
- (ii) *Dryer Vent:* Council discussed planning the cleaning of the dryer vents in the fall. Council requested the Strata Manager obtain two quotations for the cleaning of the dryer vents.
- (iii) *Roof Review:* Council requested that a roofing vendor complete a roof analysis of the complex. The Strata Manager will arrange the review.

(b) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs has repaired the majority of items and is continuing to work on the evolving list.

- (i) *Lamp Post Park Upgrade:* Council reviewed a quotation for the replacement of the lamp post bases. At this time, a Council Member will continue to further research the cost of acquiring replacement lamp post bases.
- (ii) *Window Repair:* These repairs have been put on hold, as in-suite access to Strata Lots has been suspended.
- (iii) *Gutter Repairs:* The repairs have been completed.
- (iv) *Water Pipe Cover:* This work has been completed.
- (v) *Gym Equipment Repair:* During the preventative maintenance review Westcoast Fitness noticed some minor repairs to equipment. The repairs have been completed.

BUSINESS ARISING

1. **Balcony Fasteners:** Council reviewed the information provided by the Developer stating that they would complete the repairs. The Strata Council directed the Strata Manager to send all the information to Sense Engineering to review the proposed solution to the balcony repairs. Council discussed and it was moved and seconded to approve to have Sense Engineering oversee the Developer's repairs to the railings to ensure compliance.

2. **Directives:** The Strata Manager's directives list was reviewed.
3. **Five Year Warranty:** The five-year warranty has started. The first phase from units 1-26 and 138-141 draft report has been completed and requires review by Council. Council reviewed the information and will send any feedback to the Strata Manager by June 8, 2020.
4. **Frozen Pipes (Kitchen Bump Out):** The Strata Manager will follow up with Sense Engineering for the report specific to the piping under the kitchen soffits.
5. **Patio Heater:** The Strata Manager advised that they continue to follow up to have the work completed.
6. **Garage Door Repairs:** This project is on hold until the fall.
7. **Rain Sensor (Irrigation):** This work has been completed.

NEW BUSINESS

1. **Legal Opinion:** Council reviewed a legal opinion to have the elevator in the Clubhouse shut down (due to two incidents when people have been trapped and resulted in emergency intervention). Council will put this to a ¾ vote at the next Annual General Meeting.
2. **Gutter Guard:** Council reviewed two quotations for the installation of gutter guards based on the report provided by Precision Gutters. Council discussed each quotation for units 1-13, 47-60, 107-112, 130-134 and 153-156. It was moved seconded to approve Precision Gutter to complete the installation. **CARRIED.** The Strata Manager will schedule the installation.
3. **Spring Clean Up:** Council reviewed a quotation for a spring clean up by Clutter Guys. Council discussed the idea of having a spring clean up for the complex. However, due to budgetary restrictions, this project will not go ahead.
4. **Pest Concerns:** An Owner provided concerns with pests in the common area. As the pests are rabbits, there is virtually no solution. Rabbits cannot be controlled or culled based on the SPCA and Pest Control regulations.

CORRESPONDENCE

1. **Bylaw Infraction Review:** Currently, there are two (2) violations to review. Council reviewed the violations and the responses from the Owners. It was moved and seconded to direct the Strata Manager to fine the following strata lots up to the amount of \$200.00: S/L 75. **CARRIED.**
2. **Correspondence Received – S/L 042 – Extended Visitor Parking:** An Owner requested to use the Visitor Parking for an extended period of one week. The request was approved via email. It was moved and seconded to ratify the approval. **CARRIED.**

3. **Correspondence Received – S/L 106 and 78 – Fine Dispute:** Council reviewed a request from two Owner(s) for fine reversal. Based on the information provided by the Owners it was moved and seconded to reverse the fines. **CARRIED.**
4. **Correspondence Received – S/L 122 – Alteration Common Property:** An Owner requested to make changes to their front door window. It was moved and seconded to approve the addition of a specified privacy film, with the condition that the Owner signs an Indemnity Agreement. **CARRIED.**
5. **Correspondence Received – S/L 087 – Alteration A/C Unit:** An Owner requested to add an A/C unit in a window of the Strata Lot. After discussion, Council will not be approving the request due to the uniformity of the complex and will provide alternative solutions to the Owner.
6. **Correspondence Received – Alleged Bylaw Infraction:** An Owner brought to the attention of Council of an alleged Bylaw infraction regarding pets. Council reviewed the information provided and due to some inaccuracy, no letter will be sent at this time.
7. **Correspondence Received – S/L 156 – Landscaping Concerns:** An Owner brought to the attention of Council concerns with landscaping and document request. Council reviewed the information provided and requests a letter be sent to the Owner with their response. The documents were provided to the Owner within one week of their request.
8. **Correspondence Received – S/L 042 – Miscellaneous Repairs:** An Owner requested miscellaneous repairs to common property. Council requested a quotation to ascertain costs at this time.
9. **Correspondence Received – S/L 027 – Alteration Landscape:** An Owner brought to the attention of Council concerns regarding their landscaping alteration and requirements regarding the Indemnity Agreement. Council requested the Strata Manager provide further details regarding the spirit of the Agreement to the Owner.
10. **Correspondence Received – Alleged Bylaw Infraction:** An Owner brought to the attention of Council an alleged Bylaw infraction regarding parking. Council will follow the set procedure for the enforcement of the parking Bylaws.

A Council Member left the meeting.

11. **Correspondence Received – S/L 054 – Alteration Landscape:** An Owner requested to make changes to the common area of the side of their Strata Lot. Council reviewed the information provided and requests the Owner to provide a more detailed plan prior to approval.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:31 p.m.

Next Meeting: Thursday, July 23, 2020 at 7:00 p.m.

FirstService Residential BC Ltd.



Daniela Schulz
Senior Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/jh

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
Brokers**

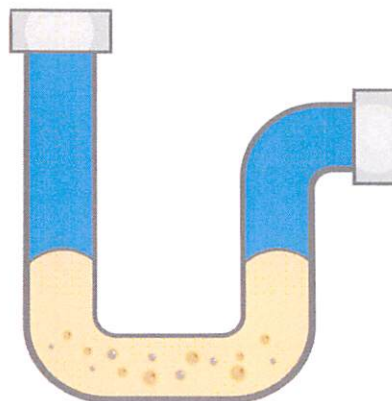
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, April 23, 2020
(Electronic Meeting)*

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Jane Mintern	Secretary
	Dwayne Mitchell	Privacy Officer
	Shaun Haxton	Member
REGRETS:	Moe Simpson	Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:00 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on March 05, 2020, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the current Accounts Receivable.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** Council reviewed the January and February 2020 Financial Statements. It was moved and seconded to approve the financials, as distributed. **CARRIED.** The Treasurer noted that an item in the GL did not match the Operating Summary. The Strata Manager will provide further details.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. ***Clubhouse Portfolio:***

- (a) **Electronic Access Control:** The fob distribution is almost complete. The Clubhouse Committee has volunteered to facilitate the distribution of the remaining fobs. Owners are to contact the Strata Manager if they have not picked up their Clubhouse fob to date.
- (b) **Amenity Room Closure:** Due to the current COVID-19 isolation, the Clubhouse is currently closed to all Residents and undergoing a deep clean. Re-opening will be reviewed according to the updated directives of the Federal and Provincial governments.

2. ***Landscape Portfolio:***

- (a) **Landscaping Report:** Phase one of the landscaping improvements has been scheduled and is in progress. Phase one, projects one and three which will address adding river rock by garage entrances and add soil to some of the front entrance garden beds of the Phase one units.
- (b) **Tree Maintenance:** The Strata Manager provided an update that a tree removal permit in the NE park area has recently been approved by the City of Surrey. Work will be scheduled shortly for tree pruning and removal.
- (c) **Gazebo Park Committee:** The Strata Manager provided an update that additional quotations will be obtained for the next meeting.
- (d) **Tree Replacement:** Council reviewed the information provided by Complete Landscaping for the replacement of trees that have been removed with approval of the City of Surrey. Council requests a more thorough quotation to address adding trees and also reviewing the trees that have been marked as dead. Council further requested that Complete Landscaping provide a quotation regarding removal of dead plant material and trees be broken down specifically for trees and for plants/shrubs.
- (e) **Grass Improvements:** Council reviewed a proposal from Complete Landscaping to address Units 108-112 Owners concern with the grass in their strata lots. Council discussed the matter and will continue to use the quotation for further budgeting and planning.

3. ***Maintenance Portfolio:***

- (a) **Annual Maintenance Plan:**
 - (i) **Window Cleaning:** This work has been tentatively scheduled for the end of May 2020.
 - (ii) **Irrigation Start Up:** The irrigation start-up has been completed.
 - (iii) **Backflow Preventor Inspection:** The inspection was completed.

- (iv) **Building Wash:** Council reviewed a quotation for the cleaning of the common area sidewalks, retaining walls and building wash for the complex. Council will use the quotation for budgeting for the 2020/2021 budget. Owners are reminded that washing the deck membrane top and sides is their responsibility.
- (b) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs has repaired the majority of items and is continuing to work on the evolving list.
 - (i) **Park Lamp Posts Upgrade:** Council reviewed a quotation for the replacement of the lamp post bases. A Council Member will complete further research into the acquiring of the lamp post bases.
 - (ii) **Window Repair:** These repairs have been put on hold, as in-suite access to strata lots has been suspended.
 - (iii) **Gutter Repairs:** Council reviewed two quotations for the gutter repairs. It was moved and seconded to proceed with Optimal Gutter. **CARRIED.**
 - (iv) **Gutter Report:** Council reviewed and discussed the gutter report from Precision gutters regarding strata lots that may require gutter guards. Council requests two quotations for the two locations to address these areas of large debris.
 - (v) **Water Pipe Cover:** Council reviewed a quotation for the cover of a water pipe to ensure that it is protected from vehicles. It was moved and seconded to approve the quotation from Fehr Strata Maintenance. **CARRIED.**

BUSINESS ARISING

1. **Balcony Fasteners:** Council reviewed the information provided in the balcony report from Sense Engineering. Council approved via email that a lawyer be contacted in order to provide guidance regarding the lack of response from the Developer. The Strata Manager advised that the lawyer suggested to make a claim with the Strata Corporation Insurance Legal coverage. It was moved and seconded to approve the submission of the claim. **CARRIED.**

The lawyer advised that Council was able to proceed with the repairs. It was moved and seconded to use the Contingency Reserve Fund to pay for the repairs, as the safety of Owners has been deemed as an emergency. **CARRIED.**

2. **Directives:** The Strata Manager's directives list was reviewed.
3. **Five Year Warranty:** The five-year warranty has started. Owners who are in the first phase have been sent the link to fill out the Owners questionnaire. The first phase are units 1-26 and 138-141. If you have not received the questionnaire, please contact the Strata Manager.
4. **Frozen Pipes (Kitchen Bump Out):** The Strata Manager advised that the investigation of the kitchen pipes was completed April 16th. Council is waiting for the final report from the Engineers.
5. **Patio Heater:** The Strata Manager advised that they continue to follow up to have the work completed.

6. **Garage Door Repairs:** Council discussed numerous garage doors that have been damaged over the past five years. Council discussed the response from Owners regarding having this project delayed.
7. **Insurance Prevention:** Council reviewed the information provided and discussed some maintenance items that could be reviewed and changed to help with the reduction of potential insurance claims.

NEW BUSINESS

1. **Rain Sensor (Irrigation):** Council reviewed a quotation for the installation of rain sensors in the complex. It was moved and seconded to approve the quotation provided by University Sprinklers. **CARRIED.**
2. **Alteration to Common Area:** It was reported to Council of a potential alteration to the common area. Council requests a letter be sent to the Owner advising of the alteration and permission required by the Strata Corporation Bylaws.
3. **Janitorial Contract.** Council reviewed the janitorial contract. The contract was renewed for two years via email and an additional amount for a deep clean for the Clubhouse. It was moved and seconded to ratify the approval. **CARRIED.**
4. **Insurance Claim (Tree):** On March 14, 2020 a tree fell from the neighbouring Oliver complex. As the damages exceed the insurance deductible, an insurance claim was started. As of April 21, 2020, all the repairs have been completed regarding the damages to the Strata Corporation property. Damaged fencing is the responsibility of the Oliver complex and had not been addressed at the time of the meeting.
5. **Raised Garden Beds:** Council discussed raised garden beds. Council deemed that they would review each request individually.

CORRESPONDENCE

1. **Bylaw Infraction Review:** Currently, there are eight (8) violations to review. Council reviewed the violations and the responses from the Owners. It was moved and seconded to direct the Strata Manager to fine the following strata lots up to the amount of \$200.00: S/L 106, S/L 78 and S/L 96. **CARRIED.**
2. **Correspondence Received – S/L 033 – Additional Flowers Common Area Parks:** Council reviewed a request from an Owner requesting to add plants to the planters in the common area parks. Council reviewed and approved the request via email. It was moved and seconded to ratify the approval. **CARRIED.**
3. **Correspondence Received – S/L 093 – Towing Reimbursement:** Council reviewed a request from an Owner regarding the reimbursement of towing cost and attending a meeting. As Council is having their first electronic meeting, the Owner stated they would wait until in person meetings resume.
4. **Correspondence Received – S/L 042 – Extended Visitor Parking:** An Owner requested to use the Visitor Parking for an extended period of three days. The request was approved via email. It was moved and seconded to ratify the approval. **CARRIED.**

5. **Correspondence Received S/L – 156 – Fallen Tree:** An Owner brought to the attention of Council damages to their Strata lot due to a fallen tree. An insurance claim was started, and the repairs have been completed.
6. **Correspondence Received – S/L 028 – Misc. Repairs:** An Owner brought to the attention of Council regarding miscellaneous repairs to the common area. The items have been added to the repairs and maintenance list and will be addressed.
7. **Correspondence Received – S/L 028 – Alteration to a Strata Lot:** Council reviewed a request for alteration to the interior of a Strata Lot via email. The alteration was approved with the condition the Owner sign an Indemnity Agreement. It was moved and seconded to ratify the approval of the alteration. **CARRIED.**
8. **Correspondence Received – S/L 078 – Garage Door Repairs:** An Owner requested that Council delay the repairs to the garage door due to the cosmetic damages. Council reviewed the request and will postpone the repairs for the time being. Council requests a letter be sent to the Owner with their response.
9. **Correspondence Received – S/L 108 – Fence Painting:** An Owner brought to the attention of Council concerns regarding privacy fences that were not painted by the Developer. Council reviewed the information provided and requests a letter be sent to the Owner regarding the privacy fence.
10. **Correspondence Received S/L 120 – Furnace Information:** An Owner brought to the attention of Council that the warranty for the furnace may not be the same length that the Developer Owner's Manuel states. Council requests a notice be drafted to advise Owners to review the information and contact the installer and manufacturer for warranty dates.
11. **Correspondence Received – S/L 045 – Kitchen Bump Outs:** An Owner brought to the attention of Council concerns with their kitchen bump out insulation. Council reviewed the information and requests that the Strata Manager send a letter with their response.
12. **Correspondence Received – S/L 153 – Noise Concerns:** An Owner brought to the attention of Council items regarding concerns of noise in their strata lot from a neighbouring strata lot. Council reviewed the information and requests that the Strata Manager send a letter with their response.
13. **Correspondence Received – S/L 123- Alteration Landscape:** An Owner requested to add a raised vegetable bed to the common area. Council reviewed the information via email and at this time the request was not approved. A letter will be sent to the Owner with the Council's decision.
14. **Correspondence Received – S/L 131 – Alteration Landscape:** An Owner requested to add a boarder to garden beds. It was moved and seconded to approve the alteration with the condition that the Owner signs an Indemnity Agreement. **CARRIED.**
15. **Correspondence Received – S/L 055 – Alteration Landscape:** An Owner requested to make changes to the garden in the fenced area. It was moved and seconded to approve the alteration with the condition that the Owner signs an Indemnity Agreement and identifies plants to ensure they are not invasive species. **CARRIED.**
16. **Correspondence Received – S/L 134 – Landscaping Concerns:** An Owner brought to the Council concerns with landscaping to the front of their strata lot. Council reviewed the information provided and requests a letter be sent to the Owner with their response.

Council requests the Strata Manager to provide the information to the landscapers to be advised of the concerns.

17. **Correspondence Received – S/L 156 – Landscaping Concerns:** An Owner brought to the Council concerns with landscaping. Council reviewed the information provided and requests a letter be sent to the Owner with their response.
18. **Correspondence Received – S/L 122 – Alteration Landscape and Common Property:** An Owner requested to make changes to the garden in the fenced area, their front walkway and their front window. It was moved and seconded to approve the landscaping alteration with the condition that the Owner signs an Indemnity Agreement. **CARRIED.** The Strata lot alteration was not approved and Council requests that the request be resubmitted with some slight alterations.
19. **Correspondence Received – S/L 027 – Alteration Landscape:** An Owner requested to make changes to the garden by their driveway and their hose bib location. It was moved and seconded to approve the alteration with the condition that the Owner signs an Indemnity Agreement. **CARRIED.**
20. **Correspondence Received – S/L 033 – Common Property:** An Owner requested to make changes to the colour of their front door. Council discussed the request. Council reviewed the information and requests a letter be sent to the Owner with their response.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:05 p.m.

Next Meeting: Thursday, June 04, 2020 at 7:00 p.m.

FirstService Residential BC Ltd.



Daniela Schulz
Senior Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/ef

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

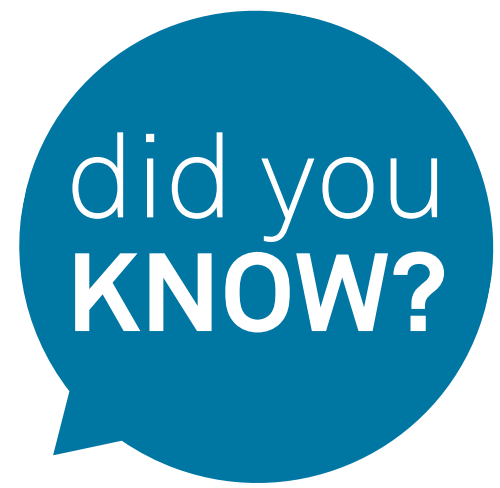
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FSRConnect™ REGISTRATION

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**FS Insurance
Brokers**



Flammable & Combustible Liquids

Many apartments and townhouses contain products suitable for everyday use that, if not stored properly, present a serious risk of fire. *Did you know* that these commons liquids are all flammable?

Spray paint and paint solvents

Liquid pesticides

Aerosol sprays

Hand sanitizer

Antifreeze

Kerosene and propane

Motor oil and diesel fuel

Nail polish and polish remover



Tips for storing and maintaining flammable and combustible liquids:

- Only keep the minimum amount necessary.
- Keep a fire extinguisher near your storage location.
- Pesticides must be stored in their original container.
- Saturated rags and cloths should be stored in a tightly sealed metal container or properly disposed of after use.
- Open windows for ventilation of small spills. Fans or other electric devices could provide an ignition source.
- Evacuate immediately and contact 911 for large spills.
- Consult your by-laws for any restrictions that prohibit on-site storage of flammables and combustibles, especially on common property.

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, March 05, 2020
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Jane Mintern	Secretary
	Dwayne Mitchell	Privacy Officer
REGRETS:	Moe Simpson	Member
	Shaun Haxton	Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential
OBSERVER:	Owner	Strata Lot 075

The meeting was called to order at 7:00 p.m.

The Observer(s) were requested to leave during the hearing and the correspondence.

HEARING: An Owner provided details regarding ongoing nuisance bylaw infraction(s). Council reviewed all the information and data provided. Council requested the Strata Manager send a letter with their response.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on January 16, 2020, as circulated. **CARRIED.**

FINANCIAL REPORT

- Review of Accounts Receivable:** Council reviewed the current Accounts Receivable.
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- Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statement(s):** Council reviewed the December 2019 Financial Statements, it was moved and seconded to approve the financials, as distributed. **CARRIED.**

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REPORT ON LITIGATION

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PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Electronic Access Control:** The fob distribution is almost complete. The Clubhouse Committee has volunteered to facilitate the distribution of the remaining fobs. Owners are to contact the Strata Manager if they have not picked up their Clubhouse fob to date.

2. **Landscape Portfolio:**

- (a) **Landscaping Report:** Council reviewed a proposed plan for landscaping improvements within the complex. The plan is phased over three years to help distribute cost and provide overall improvement and maintenance of the whole complex. It was moved and seconded to approve phase one, project one and three, which will address adding river rock by garage entrances and add soil to some of the front entrance garden beds of the units. **CARRIED.**
- (b) **Tree Maintenance:** The Strata Manager provided an update that a tree removal permit in the NE park area has recently been approved by the City of Surrey. Work will be scheduled shortly for tree pruning and removal.
- (c) **Gazebo Park Committee:** A Landscape Architect reviewed the area with a Council Member. The Strata Manager provided an update that the quotation will be sent shortly for their review. Two additional architects are being sought to provide quotations.

3. **Maintenance Portfolio:**

(a) **Annual Maintenance Plan:**

- (i) **Gutter Cleaning:** The gutter cleaning was completed, including the additional deficiencies that were provided to the Strata Manager.
- (ii) **Window Cleaning:** This work has been tentatively scheduled for May 2020.
- (iii) **Fire Inspection:** The annual fire inspection and hydrant inspection was completed on February 10, 2020.

- (iv) **Irrigation Start Up:** The irrigation start-up will be scheduled for early April.
 - (v) **Backflow Preventor Inspection:** The inspection will be completed at the same time as the irrigation start-up.
- (b) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs has repaired the majority of items and is continuing to work on the evolving list.
- (i) **Lamp Post Park Upgrade:** Council reviewed additional information regarding the material cost of the Lamp Post bases. Further information is still being obtained prior to a final decision. Council requests the Strata Manager obtain a revised quotation from Fehr Strata for metal bases to include installation and the purchasing of the bases.
 - (ii) **Window Repair:** Council reviewed two quotations for repair to one Strata Lot window. It was moved and seconded to proceed with the repair. **CARRIED.**
 - (iii) **Gutter Repairs:** Due to the recent storms, three gutters were damaged. Council reviewed quotation from Precision Gutter. Council requests a second quotation.
 - (iv) **Light Bulbs:** Council discussed the current LED bulbs that are being used for the replacement of burnt out bulbs. It was moved and seconded to purchase a longer life LED by Fehr in a bulk order. **CARRIED.**

BUSINESS ARISING

1. **Balcony Fasteners:** Council reviewed the information provided in the balcony report from Sense Engineering. Council requests that the Strata Manager follow the recommendations contained in the report and provide a copy to both the Developer and the Warranty Provider. Council then further directed the Strata Manager that if the Developer has not addressed the matter within two weeks, the Strata Manager will engage Sense Engineering to commence repairs to the balconies highlighted in the report that require repairs.

Council further directed the Strata Manager to advise all Owners whose balconies did not meet BC Building Code to stop using their balconies until the matter is addressed. It was moved and seconded to use the Contingency Reserve Fund to pay for the repairs, as the safety of Owners has been deemed as an emergency. **CARRIED.**

2. **Directives:** The Strata Manager's directives list was reviewed.
3. **Five Year Warranty:** The five-year warranty has started. Owners who are in the first phase have been sent the link to fill out the Owners questionnaire. The first phase are units 1-26 and 138-141. If you have not received the questionnaire, please contact the Strata Manager.

NEW BUSINESS

1. **Key Management Plan:** Council reviewed a revised key management plan. It was moved and seconded to approve the new plan. **CARRIED.**
2. **Frozen Pipes (Kitchen Bump Out):** Council reviewed and discussed a quotation to have Sense Engineering review the piping in the soffits of twenty-four (24) strata lots and provide a report to determine if the pipes meet BC Building Code. It was moved and seconded to approve the quotation. **CARRIED.**
3. **Patio Heater:** An Owner brought to the attention of Council that their patio heater was not repaired in 2018. The Strata Manager reviewed the original quotation for the work and the problem with the patio heater was not part of the original quotation. Council reviewed a quotation for the final repair. It was moved and seconded to approve the quotation with the condition that the vendor only charge up to the amount of \$900.00. **CARRIED.**
4. **Garage Door Repairs:** Council discussed numerous garage doors that have been damaged over the past five years. It was moved and seconded to approve the quotation from the original door installer. **CARRIED.** Council requests that the Strata Manager advise the Owners whose garage doors appear to have been damaged over the last five-years. It was moved and seconded to approve that once the work is completed the invoice will be charged back to each Owner for the damage to the common property. **CARRIED.**
5. **Fire Order February 10, 2020:** Council reviewed a fire order from the City of Surrey Fire Department. The Strata Manager provided an update that the fire hydrant reports have been sent to the City and the order has been completed.
6. **Grass Damage Due to Snow Removal:** Council discussed the damage by the walkways from the ATVs during the snow removal. Since the snow removal company is the same as the landscaping providers, the matter will be resolved at no cost to the Strata Corporation.
7. **Insurance Prevention:** FirstService Residential, in order to better help their clients with the increasing cost of insurance premium, has provided the Strata Corporation with a checklist of preventative measures that may help with the reduction of insurance costs. Council reviewed the information and will discuss further at their next meeting.
8. **Common Area Damages:** The common area by the entrance of Helc Place was reviewed by Council. Council requests that the Strata Manager obtain a quotation for the repair to the damaged water pipe.

CORRESPONDENCE

1. **Bylaw Infraction Review:** Currently, there are eight (8) violations to review. Council reviewed the violations and the responses from the Owners. It was moved and seconded to direct the Strata Manager to fine the following strata lots up to the amount of \$200.00: S/L 124, S/L 75 x5 and S/L 140. **CARRIED.**
2. **Correspondence Received – S/L 009 – Bylaw Infraction Fine:** Council reviewed a request for a hearing. Council reviewed the request for the fine removal and will not be reversing the fine. Council requests the Strata Manager send a letter with their response.

3. **Correspondence Received – S/L 093 – Towing Reimbursement:** Council reviewed a request from an Owner regarding the reimbursement of towing cost. Council reviewed the request for the reimbursement of the towing cost. Based on the information, the cost will not be reimbursed at this time. Council requests the Strata Manager send a letter with their response.
4. **Correspondence Received – S/L 018 – Window Repairs:** An Owner brought to the attention of Council of a broken window seal. Council reviewed the request and directed the Strata Manager to add to the maintenance list to be addressed.
5. **Correspondence Received S/L – 082 – Holly Bush Damage:** An Owner brought to the attention of Council damages to a holly bush in the fenced area of the common area yard. The concerns were sent to the Landscaping company and they apologized for the error. Council requests the Strata Manager send a letter with their response.
6. **Correspondence Received – S/L 133 – Fascia Repairs:** An Owner brought to the attention of Council regarding the fascia overhang and the noise regarding the gutter. Council reviewed the request and directed the Strata Manager to send a letter with their response to the Owner.
7. **Correspondence Received – S/L 129 – Strata Lot Thermostat:** An Owner brought to the attention of Council that they had repairs to their Strata lot thermostat. Council reviewed the request and directed the Strata Manager to send a letter with their response to the Owner.
8. **Correspondence Received – S/L 153 – Gutter Installation Deficiencies:** An Owner brought to the attention of Council the concerns regarding screw holes of the previous gutter strapping to the building. Council reviewed the request and directed the Strata Manager to contact the gutter contractor to address the concerns. Council requests a letter be sent to the Owner with their response to the Owner.
9. **Correspondence Received – S/L 153 – Soil Concerns:** An Owner brought to the attention of Council concerns regarding their soil in the fenced common area of their Strata lot. Council requests a letter be sent to the Owner with their response to the Owner.
10. **Correspondence Received S/L 125 – Alteration to Strata Lot:** Council reviewed a request for alteration to the interior of a Strata Lot. It was moved and seconded to approve the alteration, with the condition that the Owner sign an Indemnity Agreement. **CARRIED.**
11. **Correspondence Received – S/L 028 – Alteration Strata Lot:** Council reviewed a request for alteration to the interior of a Strata Lot via email. The alteration was approved with the condition the Owner sign an Indemnity Agreement. It was moved and seconded to ratify the approval of the alteration. **CARRIED.**
12. **Correspondence Received – S/L 028 – General Concerns:** An Owner brought to the attention of Council items regarding their recent purchase of their Strata lot. The Strata Manager had responded to the concerns and the matters have been addressed.
13. **Correspondence Received - Gutter Alteration (S/L 054 and 057):** Numerous Owners requested to make an alteration to the common property by adding a gutter to their balcony. Council directed the Strata Manager at the previous meeting to proceed with the request after the meeting. It was moved and seconded to ratify the approval of the alteration, with the condition that the Owner sign an Indemnity Agreement. **CARRIED.**

14. **Correspondence Received – S/L 151 – Light Repairs:** An Owner brought to the attention of Council the matter of burnt out exterior garage lights needing to be changed. The Owner suggested that Council conduct a walk around to identify which lights need replacement. Council reviewed the request and directed the Strata Manager to add to the maintenance list for Fehr Strata to replace bulbs as required. Owners are reminded that Council Members are volunteers and light repairs will only be completed for Owners who report the matter to the Strata Manager.
15. **Correspondence Received – Extended Visitor Parking (S/L 042, 031 and 051):** Numerous Owners requested to use the Visitor Parking for an extended period of one week. Via email the request was approved for each Owner. It was moved and seconded to ratify the approvals. **CARRIED.**
16. **Correspondence Received S/L 110 – Five Year Warranty:** An Owner brought to the attention of Council of a returning roof leak. The information was provided to the Developer and the Warranty provider. The Developer will be addressing the leak.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:23 p.m.

Next Meeting: Thursday, April 23, 2020 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Senior Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/ef

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

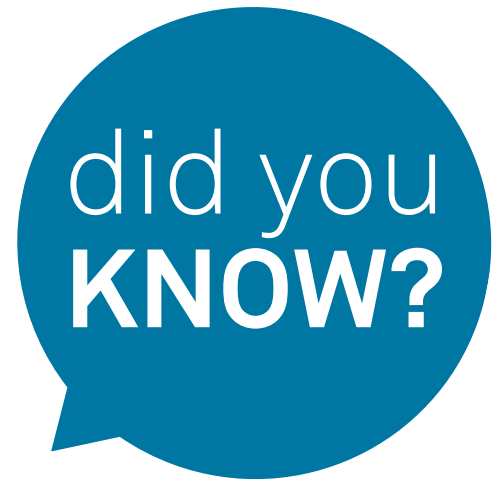
Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



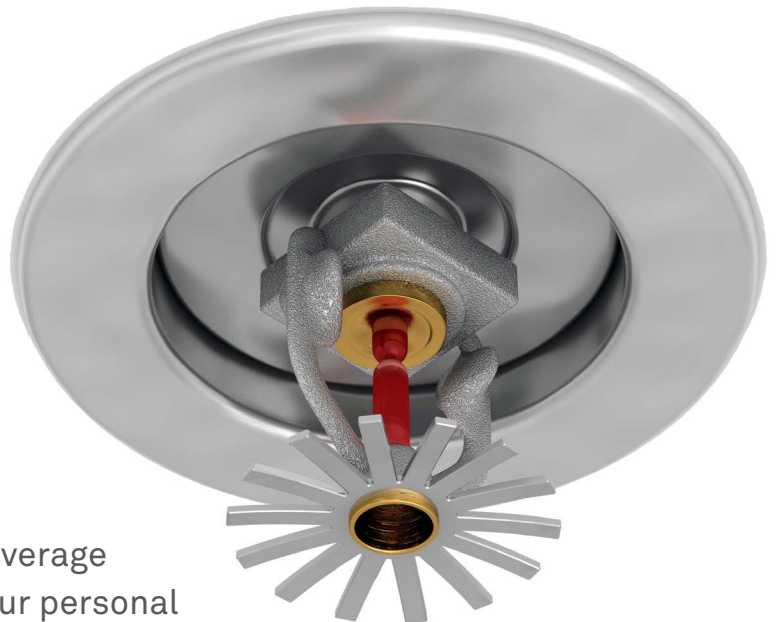
**FS Insurance
Brokers**



Sprinkler Heads

It is extremely rare for sprinkler heads to spontaneously burst. **Human error is the cause of most unintentional sprinkler activation.** *Did you know* that a single sprinkler head can release more than 20 gallons of water per minute, enough to fill a hot tub in ten minutes? In just a short time, this much water can cause major damage to your unit, as well as units beside or below you. Follow these tips when it comes to the sprinkler heads in your unit:

- Do not hang anything from your sprinkler line or heads. This includes electrical cords, cables, candle holders, clothing, and hangers.
- Keep an 18-inch clearance between the sprinkler head and items underneath to allow proper disbursement of water.
- Make sure you have insurance coverage to protect against damages to your personal unit and property.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, January 16, 2020
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Dwayne Mitchell	Privacy Officer
	Moe Simpson	Member
REGRETS:	Jane Mintern	Secretary
	Shaun Haxton	Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:00 p.m.

HEARING: A Resident provided details regarding on going nuisance bylaw infraction(s). Council reviewed all the information and data provided. Council requested the Strata Manager send a letter with their response and course of action.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on December 04, 2019, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the current Accounts Receivable.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** Council reviewed the November 2019 Financial Statements, it was moved and seconded to approve the financials, as distributed. **CARRIED.**

Emergency Invoice: In September 2019, the City of Surrey advised that there was a leak in the water line chamber for a fire hydrant. Emergency repairs were completed. It

was moved and seconded to approve the payment from the Contingency Reserve Fund as an emergency. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. ***Clubhouse Portfolio:***

- (a) **Electronic Access Control:** The fob distribution is almost completed; the Clubhouse Committee has volunteered to assist with the distribution for a final distribution which will be determined shortly.
- (b) **Owner’s Information Update:** Due to the fob distribution, Owners reviewed the current information on file for the Strata Corporation. Minor edits were completed. The Strata Manager advised that other information provided was not correct and further direction is needed.

2. ***Landscape Portfolio:***

- (a) **Landscaping Update:** The Strata Manager advised that Complete Landscaping will be providing guidance shortly on landscaping improvements.
- (b) **Tree Maintenance:** Council reviewed a revised quotation for the pruning and removal of trees around the complex. It was moved and seconded to remove the following trees as they have been noted as a priority Hemlock #8031, Cedar #8002 and Cedar #8003. **CARRIED.** The Strata Manager will make the arrangements with Davey Tree.
- (c) **Gazebo Park Committee:** Council reviewed two vendors responses to the request to come and review Gazebo Park. Three Council Members volunteered to meet one of the vendors. The second vendor was declined as there was a cost for the quotation. The Strata Manager will advise the landscaping architecture to schedule the walk through.

3. ***Maintenance Portfolio:***

- (a) **Annual Maintenance Plan:**

Fireplace Clubhouse: Vanox attended and the fireplace is working.

Gutter Cleaning: Council via emailed reviewed a quotation from Precision Gutters for the cleaning of the gutters for January. It was moved and seconded to ratify the approval. **CARRIED.** Notices have been emailed to all Owners/Residents.

Window Cleaning: Council reviewed two quotations for the inaccessible window cleaning of the complex. It was moved and seconded to approve Advanced Windows for cleaning in May 2020. **CARRIED.**

- (b) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs has repaired the majority of items and is continuing to work on the evolving list.

Lamp Post Park Upgrade: Council reviewed a revised quotation for the addition of new lamp post park bases to replace the rusted metal bases. Council also reviewed additional information regarding the material cost if the Lamp Post. Further information is still being obtained prior to a final decision.

Mailbox Walkway (Helc Entrance): Council reviewed two quotations for the addition of a new cement or asphalt walkway to the Helc entrance mail boxes. At this time, Council will be removing the pavers and creating a gravel walk way to the mailboxes as a solution to the area.

Convex Mirrors: This is project has been completed.

Treadmill Repairs: WestCoast Fitness provided a quotation for repairs to the one of the treadmills. The Strata Manager approved the quotation. It was moved and seconded to ratify the approval. **CARRIED.** This work has been completed.

Window Repairs: Council reviewed a quotation for repairs to two strata lot windows. Council requests a second quotation to be provided for further review.

BUSINESS ARISING

1. **Balcony Fasteners:** Council provided the list for the balcony review. The review will be completed January 21. Once the work is completed a report will be provided by Sense Engineering for Council to review.
2. **Directives:** The Strata Manager's directives list was reviewed.
3. **Gravel Pathway:** Council reviewed a quotation for all the gravel walkways by unit 1-13 to have concrete installed. Council will use this quotation for budget planning in 2020-2021.
4. **Five Year Warranty:** Council reviewed three quotations for the completion of the five-year warranty. After a length discussion, it was moved and seconded to proceed with Sense Engineering for two site visits. **CARRIED.**

An Owner report a leak from their roof. Zenterra Developments attended and made the repairs to the roof and resolved the Owners concerns. Council requested that Sense Engineering be advised of the incident.

NEW BUSINESS

1. **Privacy Breach:** It was reported to Council of a privacy breach. Council requests the Strata Manager to send out a notice advising Owners of the privacy breach and to send a letter to the Owner that started the privacy breach.
2. **Gym Use:** Council discussed the current use of the gym by Residents and visitors.

CORRESPONDENCE

1. **Bylaw Infraction Review:** Currently, there are two (2) violations to review. Council reviewed the violations and the responses from the Owners. Council directed the Strata Manager to close both violations. (U153 provide document)
2. **Correspondence Received SL 0153 – Extended Visitor Parking:** An Owner requested to use the Visitor Parking for an extended period of one week. Via email the request was approved. It was moved and seconded to ratify the approval. **CARRIED**
3. **Correspondence Received - Gutter Alteration (S/L 001, 145, 056):** Numerous Owners requested to make an alteration to the common property by adding a gutter to their balcony. Council directed the Strata Manager at the previous meeting to proceed with the request after the meeting. It was moved and seconded to ratify the approval of the alteration, with the condition that the Owner sign an Indemnity Agreement. **CARRIED.**
4. **Correspondence Received – Gutter Guard Installation (S/L 021,151):** Numerous Owners requested to be added to the installation of gutter guard. Council reviewed the request and added the two strata lots to the list.
5. **Correspondence Received – S/L 151 – Alteration Strata Lot:** Council reviewed a request for alteration to the interior of a strata lot. It was moved and seconded to approve the alteration, with the condition that the Owner sign an Indemnity Agreement. **CARRIED.**
6. **Correspondence Received – S/L 148 – Light Repairs:** An Owner brought to the attention of Council of the garage light being very dim. Council reviewed the request and directed the Strata Manager to add the maintenance list for Fehr Strata to address.
7. **Correspondence Received – S/L 113 – Garage Door Repairs:** An Owner request Council to review the damage to their garage door. Council approved the repair, however as the damage was the cause of the Owner. It was moved and seconded to charge back the repair to the Owner. **CARRIED.**
8. **Correspondence Received – S/L 009 – Bylaw Infraction Fine and Hearing Request:** Council reviewed a request for a hearing. Council reviewed the request for the fine removal and will not be reversing the fine. Council requests the Strata Manager to send a letter with their response.
9. **Correspondence Received – Alleged Bylaw Infractions:** Council reviewed numerous correspondence regarding recent incidents at the complex between two strata lots. Council requests the Strata Manager to send letters with their responses. It was moved and seconded to approve a letter to be drafted by a lawyer to advise an Owner of the severity of the infraction. **CARRIED.**

10. **Correspondence Received S/L 131 – Gym Thermostat:** Council reviewed correspondence regarding a request to ensure the temperature in the gym is 13 degrees. Council requests the Strata Manager send a letter with the Council's response.
11. **Correspondence Received S/L 125 – Alteration to Strata Lot:** Council reviewed correspondence requesting alteration to a strata lot from a future Owner of Hyde Park.
12. **Correspondence Received S/L – 093 – Tree Damage:** An Owner brought to the attention of Council of damages to a tree in the common area. The damage to the tree was sent to Complete Landscaping to address.
13. **Correspondence Received S/L 047 – Roof Debris:** An Owner brought to the attention of debris that fell onto their roof during the current wind storms. The debris will be removed by the gutter cleaning company during the January cleaning.
14. **Correspondence Received S/L 066 & S/L 083 – Snow Removal:** Owners brought to the attention of Council concerns regarding the piling of the snow removal and the damage to their grass during the snow removal. Council requests letters be sent to both Owners with their response.
15. **Correspondence Received S/L 066 & S/L 125 – Moving Containers:** Two Owners requested to use Visitor Parking for a short time period to have a moving container in place to assist in their moving process. It was moved and seconded to grant the request with the condition that only one visitor parking stall was use. **CARRIED.**
16. **Correspondence Received S/L 125 – Kitchen Bump Out:** A future Owner brought to the attention of Council of a cold spot in their kitchen. Council reviewed the information and will not be addressing the matter at this time.
17. **Correspondence Received S/L 099 & S/L 123 – Frozen Kitchen Pipe:** Two Owners brought to the attention of Council that during the current cold weather conditions, their kitchen lines have frozen. Council reviewed the concerns and directs the Strata Manager to have Sense Engineer provided further information regarding the pipe being constructed in an exterior non-insulated wall.
18. **Correspondence Received S/L 110 – Visitor Parking:** An Owner requested to use the Visitor Parking until February 29, 2020. Council reviewed the request and it was not approved.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:16 p.m.

Next Meeting: Thursday, March 05, 2020 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Senior Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/eb

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
Brokers**

did you
KNOW?

Dishwashers

Did you know that a slow leak may go undetected for years, leading to huge water damage claims? Many leaks are visible, but a good majority are hidden and you should take appropriate action to properly inspect. Water pooling, mold, mildew, and damage to neighbouring units are common results of leaking dishwashers. Use the following tips to help prevent dishwasher related losses:

- Visually inspect the rubber gasket around the inside edge of the door and replace if cracked or worn
- Use steel-braided supply hoses and inspect them often for damage
- Consider installing a water leak detection system for hard-to-reach areas: pumps, valves, etc.
- Only use detergents specifically formulated for dishwashers; avoid detergents that create suds
- Keep the drain basket clean



Always maintain insurance to protect yourself and your contents.

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Wednesday, December 04, 2019
Within the Lancaster Clubhouse***

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Jane Mintern	Secretary
	Dwayne Mitchell	Privacy Officer
	Moe Simpson	Member
	Shaun Haxton	Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential
	Darrin Whitney	Vice President of Strata Operations
		FirstService Residential

The meeting was called to order at 7:00 p.m.

Council discussed concerns with FirstService Residential representative Darrin Whitney regarding earlier concerns with communication and Connect 2.0 during the current year 2019.

ROLES: It was moved and seconded to appoint the following roles to Council:

Adam Mulford:	President
Mario Raposo:	Vice President
Patrick Sheppard:	Treasurer
Jane Mintern:	Secretary / Clubhouse Committee
Dwayne Mitchell:	Privacy Officer
Shaun Haxton:	Member
Moe Simpson:	Member

CARRIED

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on November 06, 2019, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the current Accounts Receivable.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** Council reviewed the October 2019 Financial Statements, it was moved and seconded to approve the financials, as distributed. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**
 - (a) **Electronic Access Control:** The fob distribution has begun; the Clubhouse Committee has volunteered to assist with the distribution for three dates. Please attend on the dates provided Two additional dates will be offered in January 2020. Owners are reminded that entrance to the Clubhouse will be by fob only after December 15
2. **Landscape Portfolio:**
 - (a) **Landscaping Update:** At this time, there is no lead for the Landscaping Committee. If an Owner is interested in taking charge of the Landscaping Committee, please contact the Strata Manager. Council requests that the Strata Manager follow up with Complete Landscaping as to the current suggestions for landscaping improvements.
 - (b) **Tree Removal:** Council reviewed a quotation for the pruning and removal of trees around the complex. Council requests that Davey Tree Services provide the quotation based on priorities to ensure that all items are addressed by priority and for future planning
 - (c) **Gazebo Park Committee:** Three Owners have volunteered to be on the Gazebo Park Committee. Currently, Council requests that the Strata Manager obtain three quotations for having a landscaping architecture firm provide a quotation to consult on a long-term solution for the Gazebo Park.
3. **Maintenance Portfolio:**
 - (a) **Annual Maintenance Plan:**
Annual Fire Inspection: The Strata Manager provided an update pertaining to the August report from the Surrey Fire Department regarding deficiencies. Fraser

Valley Fire Protection will be attending the complex to complete the deficiencies. The Annual Fire Inspection is due in January 2020.

Fireplace Clubhouse: Vanox attended and the fireplace is still not working. A second visit has been requested and a Council Member will be meeting them onsite to review the concerns.

- (b) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs has repaired the majority of items and is continuing to work on the evolving list. A walk around has been completed between a Council Member, the Strata Manager and Fehr to review outstanding items that require quotations.

Lamp Post Park Upgrade: Council reviewed a quotation for the addition of new lamp post park bases to replace the rusted metal bases. Council requests that the quotation be revised. Council will also be sourcing the material themselves to see if there is a cost savings.

Mailbox Walkway (Helc Entrance): Council reviewed a quotation for the addition of a new cement walkway to the Helc entrance mail boxes. Council requests that a second quotation with a concrete firm be obtained.

Convex Mirrors: Council reviewed a quotation for the addition of convex mirrors in areas that are difficult to see when driving within the complex. It was moved and seconded to approve the quotation. **CARRIED.**

Fire Lane Signs: Council reviewed a quotation for the relocating of the fire lane signs at the end of each lane way to ensure that they are not damaged during snow removal. This quotation will be put on hold until later in the fiscal year.

Hockey Room Blinds: Council reviewed a quotation for the replacement of the current hockey blinds for a long-term solution, as the blinds are currently not in good shape. This project is on hold until later in the fiscal year.

BUSINESS ARISING

1. **Balcony Fasteners:** Council is preparing a list of twenty Strata lot balconies to be reviewed. Once the list is provided a site visit will be scheduled.
2. **Directives:** The Strata Manager's directives list was reviewed.
3. **Gravel Pathway:** Council reviewed a quotation for all the gravel walkways in the complex to have the gravel removed and installed properly by Complete Landscaping. Currently the cost is too high. Council will be seeking volunteers to form a work party to help with the areas that are in urgent need. Contact the Strata Manager if you are able to assist. Council also acknowledges that a certain section of the pathway in front of Units 1-13 will potentially need a long-term plan. Council requests the Strata Manager to obtain a quotation for a concrete solution to this area.

NEW BUSINESS

1. **Townhall Meetings:** An Owner requested at the Annual General Meeting for Council to discuss returning to having Townhall meetings to update and inform Owners of on-going Strata Corporation matters. Council will be holding a Townhall Meeting in the Spring.

2. **Window Washing:** An Owner requested that Council review the current scope of work regarding the window cleaning scope of work to include all windows. Council will obtain a quotation for the next season by requesting that the contractor provide options for Owners who would like all their windows addressed.
3. **Gutter Project:** Due to the conversations at the Annual General Meeting, Owners are reminded to advise the Strata Manager of any ongoing areas that may need further action for their gutters. A list will be created, and solutions will be discussed. Council requests the Strata Manager obtain a quotation for the cleaning of the gutters in January.
4. **Insurance Claim:** An Owner made a request to the Strata Corporation regarding final repairs to their Strata lot resulting from an Insurance claim. Council reviewed the request, as the request requires a $\frac{3}{4}$ vote of the Owners at a General Meeting. The Council will advise that they are not authorized to move forward with the Owner's request.
5. **Five Year Warranty Review:** Council reviewed a quotation for the completion of the five-year warranty review. Council request two further quotations
6. **Photocell Switch:** Council reviewed a quotation for the completion of having a switch added to the current photocell to be able to improve the manner that lights are changed in the complex. Council discussed the matter at length, it was decided to review the most cost-effective way to make the light changes.
7. **Rodent Preventative Repairs:** Council via email approved a quotation to repair the exterior access of rodents into two Strata lots. It was moved and seconded to ratify the approval. **CARRIED.**

CORRESPONDENCE

1. **Bylaw Infraction Review:** Currently, there are two (2) violations to review. Council reviewed the violations and the responses from the Owners. Council directed the Strata Manager to close both violations.
2. **Correspondence Received S/L 009 – Bylaw Infraction:** Council discussed a Bylaw fine reversal request and further details to a Bylaw infraction. Council requests the Strata Manager send a letter with the Council's response.
3. **Correspondence Received – Gutter Alteration (S/L 137, 103, 010):** Numerous Owners requested to make an alteration to the common property by adding a gutter to their balcony. It was moved and seconded to approve the alteration, with the condition that the Owner sign an Indemnity Agreement. **CARRIED.**
4. **Correspondence Received S/L 131 – Gym Thermostat:** Council reviewed correspondence regarding a request to increase the temperature in the gym to higher than 13 degrees. Council requests the Strata Manager send a letter with the Council's response.
5. **Correspondence Received SL 146 – Large Garbage Pick Up:** Council reviewed correspondence regarding the request to participate with the City of Surrey Large Item pick up. As the Strata Corporation pays for private garbage pick up, they are not part of

the City of Surrey's garbage collection service. Council requests the Strata Manager send a letter with the Council's response.

6. **Correspondence Received SL 038 – Extended Visitor Parking:** An Owner requested to use the Visitor Parking until January 31, 2020. Council reviewed via email and the request was not approved.
7. **Correspondence Received SL 045 – Extended Visitor Parking:** An Owner requested to use the Visitor Parking for an extended period of one week. Via email the request was approved. It was moved and seconded to ratify the approval. **CARRIED.**
8. **Correspondence Received SL 031 – Extended Visitor Parking:** An Owner requested to use the Visitor Parking for an extended period of one week. It was moved and seconded to approve the request. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:31 p.m.

Next Meeting: Thursday, January 23, 2020 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Senior Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/tl

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

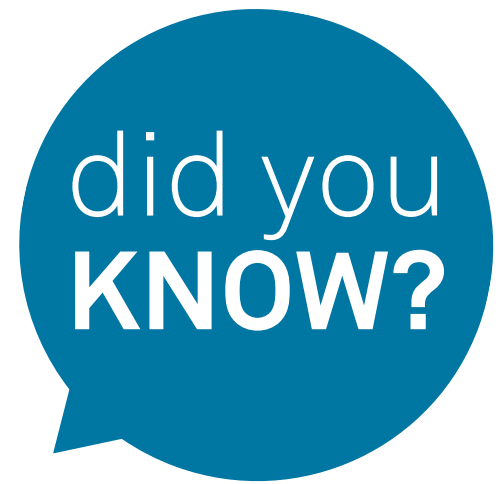
Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
Brokers**



Water Damage

Did you know that most units have up to ten or more water connections, including the washing machine, dishwasher, refrigerator/ice maker, bathtub, shower, sprinkler heads, hot water tank, faucets and more? Each of these connections has the potential to leak. **If your unit is found to be the source of a leak that causes water damage, you may be held responsible.** Fast action is imperative once a leak occurs in order to prevent damage!

Prevention Strategies

- Know the location of your in-suite water shut-offs and turn off the water supply if you discover a leak
- Use a water monitoring system or contract with a monitoring service
- Winterize hose bibs as needed
- Replace rubber appliance supply hoses with steel braided hoses
- Avoid hanging items from sprinkler heads
- Seal tile grout



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.



MEMORANDUM

TO: The Owners, Strata Plan EPS 2381

DATE: December 10, 2019

FROM: Daniela Schulz, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on Thursday, November 28, 2019. Please read and retain them for future reference.

STRATA FEES:

Owners please note: Strata fees have increased, retroactive to November 1, 2019, please refer to page six for further details regarding payment options.

BYLAWS/RULES:

NEW BYLAWS/RULES WERE PASSED. Please access FSR**Connect**[™] Association Documents for the current Bylaws/Rules.

NEW COUNCIL:

- Dwayne Mitchell
- Mario Raposo
- Adam Mulford
- Patrick Sheppard
- Maurice Simpson
- Jane Mintern
- Shaun Haxton

FSRConnect[™] REGISTRATION

To benefit from FSR**Connect**[™] and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

* * *

Encl.

DS/sb

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Thursday, November 28, 2019
Within the Clubhouse
Unit 71 – 15677 128th Street, Surrey, BC***

The meeting was called to order at 7:15 p.m. by Adam Mulford, Council President.

FirstService Residential BC Ltd. was represented by Daniela Schulz.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of one hundred and fifty-six (156) eligible voters, fifty-two (52) represents quorum in this instance. At the commencement of the meeting there were forty-six (46) eligible voters in attendance and seven (7) represented by proxy for a total of fifty-three (53) votes represented. The quorum requirements had been achieved, as per Bylaw 27.1 and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated November 7, 2019, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

*At this time in the meeting the quorum changed.
Forty-seven (47) Owners were present, seven (7) proxies for a total of fifty-four (54).*

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held November 28, 2018 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

The President Adam Mulford presented a brief update regarding the Clubhouse fobbing system as well as thanked Council Members for spending their volunteering hours to help the Strata Corporation run.

**CONSIDERATION OF MAJORITY VOTE RESOLUTION "A"
RATIFICATION OF RULES
RENTAL & BOOKING PROCEDURE FOR THE CLUBHOUSE**

It was moved and seconded to bring the proposed resolution to the floor for discussion. The Majority Vote Resolution – Ratification of Rules reads as follows:

WHEREAS pursuant to Section 125 of *Strata Property Act*, Rules can be created or amended by council to govern the use, safety and condition of the common property and common assets of a Strata Corporation, but a Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a resolution passed by a majority vote (a) at that Annual General Meeting, or (b) at a special general meeting held before that Annual General Meeting;

WHEREAS since the last Annual General Meeting Council amended the Rules for the building, and would now like the owners to approve them as contemplated by Section 125 of the *Strata Property Act*;

BE IT RESOLVED that The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting, ratify by a majority vote at this general meeting the following Clubhouse Rules:

"Clubhouse

1. *A \$200.00 (two hundred) refundable cheque or cash deposit is required for each rental of a PRIVATE FUNCTION and is due and payable at the pre-rental walk through. The deposit is to be submitted to the Clubhouse Committee and will be refunded when it has been verified that the room, equipment and contents have been left in a clean and undamaged condition.*

(Approved at Council meeting held on January 17, 2019.)"

2. *In addition to the deposit, a non-refundable rental fee of \$15.00/per hour for the party room, \$10.00/hr for the hockey and theatre room (for the maximum amount of \$150.00 (one hundred and fifty)), payable to "Strata Plan EPS2381" is to be submitted to the Property Management a minimum of 7 (seven) days prior to the rental date. Once payment is received, the reservation will be considered confirmed.*

(Approved at Council meeting held on October 17, 2019.)"

After some discussion, the vote was called. The results were as follows:

53 IN FAVOUR,

1 OPPOSED,

0 ABSTAINED.

CARRIED.

**CONSIDERATION OF MAJORITY VOTE RESOLUTION "B"
RATIFICATION OF RULES
WAIVER OF LIABILITY**

WHEREAS pursuant to Section 125 of *Strata Property Act*, Rules can be created or amended by council to govern the use, safety and condition of the common property and common assets of a Strata Corporation, but a Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a resolution passed by a majority vote (a) at that Annual General Meeting, or (b) at a special general meeting held before that Annual General Meeting;

WHEREAS since the last Annual General Meeting Council amended the Rules for the building, and would now like the owners to approve them as contemplated by Section 125 of the *Strata Property Act*;

BE IT RESOLVED that The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting, ratify by a majority vote at this general meeting the following Waiver of Liability:

"The Owners, Stata Plan EPS 2381 (the "Strata") - Waiver of Liability

As a condition of the use of the yoga room, ball hockey rink, theatre room, patio, barbeque, kitchen, party room or the pool table (the "Facilities") all parties agree to the following:

Strata and its successors, assigns, agents, employees, council members, and individual strata lot owners are released from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from use of the Facilities. This notice discharges the Strata from any liability or claim that any party may have against the Strata with respect to bodily injury, personal injury, illness, death, or property damage that may result from use of the Facilities.

All parties assume all risks related to their use of the Facilities including but not limited to:

- Death, injury, or illness from accidents of any nature whatsoever, including but not limited to bodily injury of any nature, whether severe or not, which may result as of my use of the Facilities.*
- Theft or loss of personal property during personal use of the Facilities.*

Parties acknowledge that the above list is not inclusive of all possible risks associated with use of the Facilities and parties are aware of the risks involved whether described or not. All parties certify their full knowledge of the nature and extent of the risks associated with use of the Facilities. Parties agree that they will not be supervised or assisted during use of the Facilities.

PLEASE ADHERE TO THE RULES FOR USE OF THE FACILITIES AT ALL TIMES"

After some discussion.

The vote for the approval of the Rule was called.

53 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

**CONSIDERATION OF MAJORITY VOTE RESOLUTION “C”
RATIFICATION OF RULES
CLUBHOUSE RULES**

WHEREAS pursuant to Section 125 of *Strata Property Act*, Rules can be created or amended by council to govern the use, safety and condition of the common property and common assets of a Strata Corporation, but a Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a resolution passed by a majority vote (a) at that Annual General Meeting, or (b) at a special general meeting held before that Annual General Meeting;

WHEREAS since the last Annual General Meeting Council amended the Rules for the building, and would now like the owners to approve them as contemplated by Section 125 of the *Strata Property Act*,

BE IT RESOLVED that The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting, ratify by a majority vote at this general meeting the following Clubhouse Rules:

“CLUBHOUSE”

25. *All strata lots are permitted to own up to and not exceeding 2 fobs for access to the Clubhouse. A replacement or second fob cost \$50.00.*

(Approved at Council meeting held on October 17, 2019.)”

After some discussion.

The vote for the approval of the Rule was called.

53 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

At this time in the meeting the quorum changed.

Fifty-One (51) Owners were present, seven (7) proxies for a total of sixty-eight (58).

INSURANCE REPORT

Guest, Stacey Wilson from BFL Canada attended the meeting and provided further details regarding the increase for the complex insurance.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$15,000.00.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$69,000,000.00 based on information received from the Appraisal.

The BFL Representative reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Individual homeowner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). **Displacement coverage** would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

****Example****

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

BUDGET APPROVAL

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

The Treasurer provided a presentation of the current proposed budget and the biggest increase being insurance and water/sewer. Both items are outside of the control of the Council and Owners.

After some discussion, the vote was called on the proposed budget. The results were as follows:

58 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to NOVEMBER 01, 2019. Owners who are set up for pre-authorized payment will have their new strata fees taken out on January 01, 2020 and this will include the retroactive fees.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan EPS2381, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329 or ar.bc@fsresidential.com.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "D"
WAIVER OF DEPRECIATION REPORT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "D" reads as follows:

WHEREAS: The Owners, Strata Plan EPS 2381, wish eventually to waive a Depreciation Report as required under Section 94 of the *Strata Property Act* and feel it would be most beneficial to defer commencement of the Depreciation Report for the time being;

BE IT RESOLVED: by a 3/4 Vote Resolution of The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

After some discussion, the vote was called. The results were as follows:

56 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. **CARRIED.**

As Resolution D passed, Resolution E was void.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "F"
OBTAINING FIVE YEAR WARRANTY REPORT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "F" reads as follows:

WHEREAS The Owners, Strata Plan EPS 2381;

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting that a sum of money not exceeding \$14,000 (fourteen thousand) be expended from the Contingency Reserve Fund for the purpose of obtaining a Five-Year Warranty Review.

After some discussion, the vote was called. The results were as follows:

56 IN FAVOUR, 1 OPPOSED, ABSTAINED. **CARRIED.**

*At this time in the meeting the quorum changed.
Forty-Eight (48) Owners were present, seven (7) proxies for a total of fifty-five (55).*

**CONSIDERATION OF 3/4 VOTE RESOLUTION "G"
BYLAW AMENDMENT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "G" reads as follows:

WHEREAS: The Owners, Strata Plan EPS 2381, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS: The Owners, Strata Plan EPS 2381, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED: by a 3/4 Vote Resolution of The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting, that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in Land Title Office the Bylaws attached hereto be and are hereby substituted therefore;

By adding Bylaw 44 as follows:

"Privacy

44 *The HYDE PARK adheres to the BC Personal Information Protection Act. PIPA sets out how BC organizations, including corporations (including Strata Corporations), sole-proprietorships, partnerships, and non-profit organizations, may collect, use and disclose personal information about individuals.*

Under PIPA:

The Strata Corporation may collect, from time to time, certain personal information of Owners, Tenants, and occupants including but not limited to:

- (a) The name, home address, and home telephone and/or cell phone numbers of owners, tenants and occupants*
- (b) E-mail addresses*
- (c) Banking information, in the case of owners, for payment of strata fees*
- (d) Video images and voice recordings obtained during the use and operation of the video surveillance system (VSS) installed or to be installed in the building by the Strata Corporation in the following locations, with signage noting the operation and monitoring 24 hours a day, 7 days a week:*
 - (i) Exterior entrance/exit locations for pedestrian and vehicle traffic*
 - (ii) Interior entrance/exit locations in common areas*
 - (iii) Common activity areas, i.e. Clubhouse, gym facility*
 - (iv) As needed in other interior/ exterior common property or limited common property areas to address security, physical safety illegal actions, or bylaw infractions*
 - (v) Information and data recorded and collected during the use and operation of the access control system (e.g., key fobs) installed in the building that monitors access to and from the common areas of the building 24 hours a day, 7 days a week*
- (e) Personal information recorded and collected will not be disclosed to any person, other than: the Building Manager; the Strata Corporation's strata agent; elected members of the Strata Council during the course of exercising the powers and performing the duties of the Strata Corporation; the Strata Corporation's legal counsel; or law enforcement personnel, except:*
 - (i) When required or authorized by law to do so*
 - (ii) When disclosure is consented to in writing by an Owner, Tenant, or occupant*

- (iii) *To up-date banking or financial records*
 - (iv) *When required to collect outstanding strata fees*
 - (v) *During the course of a criminal investigation involving vandalism to or theft of common property or common assets of the strata corporation, vandalism to or theft of personal belongings of Owners, Tenants, occupants, visitors and invitees, or the physical assault of an owner, tenant, occupant, visitor, or invitee*
- (f) *The Strata Corporation will take all reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access, modification or disclosure.*
- (g) *This Bylaw authorizes the collection of personal information using the video surveillance system and access control system for the following purposes only:*
 - (i) *To monitor access to and from the common property areas of the building*
 - (ii) *To protect personal property of Owners, Tenants, occupants, visitors and invitees*
 - (iii) *To protect common property and common assets of the Strata Corporation*
 - (iv) *To protect the security and physical safety of Owners, Tenants, occupants, visitors and invitees to the building*
- (h) *Personal information collected from the use and operation of the video surveillance system and access control system is retained by way of electronic data storage for up to 7 days on the Strata Corporation's computer data storage system, at which time the personal information recorded is permanently deleted from the systems' computer hard drives. If an incident is reported within the 7-day period and a request is made to view the recording of a specific individual's personal information, relevant portions of the stored data can be copied to an exterior storage device for future review.*
- (i) *Requests for access to view a specific individual's personal information, other than access to view those portions of the video surveillance or access control system that contain personal information for the individual requesting access, must be made in writing and delivered to the Strata Corporation's strata agent. The strata agent will make the requested information available within 14 days from the date of the request and copies will be provided for a reasonable fee.*
- (j) *Request for access to view personal information recorded and collected using the video surveillance system and the access control system must be made in writing and may be emailed to the building manager. Provided that the personal information has not previously been recorded over, the Building Manager will make the requested stored data available for inspection within 24 hours from the date of the request."*

After some discussion, the vote was called. The results were as follows:

54 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

COUNCIL ELECTION

The Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7 members. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

- Dwayne Mitchell
- Mario Raposo
- Adam Mulford
- Patrick Sheppard
- Maurice Simpson
- Jane Minter
- Shaun Haxton

After the ballots were counted, the following Owners were elected by a majority vote:

- Dwayne Mitchell
- Mario Raposo
- Adam Mulford
- Patrick Sheppard
- Maurice Simpson
- Jane Minter
- Shaun Haxton

Thank you to all Owners who put their names forward.

It was moved and seconded to destroy the ballots. **CARRIED**

GENERAL DISCUSSION

1. **Landscaping:** The long-term landscaping plans were discussed at length by Owners. Council will continue to discuss landscaping this fiscal year. Please review Council Meeting Minutes for updates.
2. **Townhall Meetings:** An Owner requested that Townhall meetings be created. Council will review the request at their next meeting.

3. **Pathways in Parks:** An Owner brought to the attention of Council concerns regarding the current gravel walkway in front of 13 Strata lots. Council will review the request at their next meeting.
4. **Gutter Installations:** Owners discussed the gutter solutions and gutter guards that were discussed at the last Annual General Meeting. Council will continue to work on the gutter installation process.
5. **Window Washing:** An Owner requested that the scope of work by the window washers be reviewed. Council will review this request at their next meeting.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 9.14 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Daniela Schulz
Senior Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/sb

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FIRSTSERVICE OFFERS CONVENIENCE!

1. *Pre-Authorized Debit Payment (PAD)*

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

2. *Online/Telephone Banking*

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer’s responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

EPS 2381 - HYDE PARK
Approved Annual Budget
Nov 01, 2019 to Oct 31, 2020

<u>A/C Description</u>	<u>Approved 2019/2020 Budget</u> \$
 <u>INCOME</u>	
 <u>STRATA FEES</u>	
4002 Operating Fund Contribution	579,553
4003 Contingency Fund Contribution	85,000
TOTAL STRATA FEES	664,553
 4744 Rental Income / Amenity Room	 1,000
TOTAL INCOME	665,553
 <u>EXPENSES</u>	
 <u>GENERAL EXPENSES</u>	
5005 Administration	3,000
5015 Audit	1,900
5467 Cleaning Contract	11,000
6300 Insurance	183,245
6504 Legal Fees	3,000
6700 Management Fees	45,400
TOTAL GENERAL EXPENSES	247,545
 <u>BUILDING & GROUND EXPENSES</u>	
5605 Dryer Duct Cleaning	3,000
5705 Electricity	6,789
5715 Elevator Maintenance	1,600
5909 Fire System	3,000
6005 Gas	235
6025 Gutter Cleaning	24,000
6027 Garbage & Recycling	36,200
6306 Irrigation System	5,000
6511 Landscaping	105,000
6517 Landscape - Improvements	10,000
7015 Pest Control	2,500

EPS 2381 - HYDE PARK
Approved Annual Budget
Nov 01, 2019 to Oct 31, 2020

<u>A/C Description</u>	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
7240 Repair and Maintenance	35,000
7415 Snow Removal	15,000
7607 Tree Maintenance	10,000
7850 Water / Sewer	71,184
7855 Window Cleaning	4,500
TOTAL BUILDING & GROUND EXPENSES	333,008
9010 Reserve - Contingency Fund	85,000
TOTAL EXPENSES	665,553
CURRENT YR NET SURPLUS/(DEFICIT)	0
9990 Operating Surplus (Deficit) Balance Forward	17,397
9996 Transfer Surplus to Other Reserve	(17,397)
ENDING OP SURPLUS/(DEFICIT)	0

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
1	14 - 2888 156th Street	152	248.58	36.46	285.04	235.46	99.16
2	15 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
3	16 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52
4	17 - 2888 156th Street	144	235.49	34.54	270.03	223.07	93.92
5	18 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
6	19 - 2888 156th Street	149	243.67	35.74	279.41	230.82	97.18
7	8 - 2888 156th Street	149	243.67	35.74	279.41	230.82	97.18
8	9 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
9	10 - 2888 156th Street	144	235.49	34.54	270.03	223.07	93.92
10	11 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52
11	12 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
12	13 - 2888 156th Street	152	248.58	36.46	285.04	235.46	99.16
13	20 - 2888 156th Street	149	243.67	35.74	279.41	230.82	97.18
14	21 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
15	22 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52
16	23 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
17	24 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52
18	25 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
19	26 - 2888 156th Street	158	258.39	37.90	296.29	244.76	103.06
20	1 - 2888 156th Street	152	248.58	36.46	285.04	235.46	99.16
21	2 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
22	3 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52

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EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
23	4 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
24	5 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52
25	6 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
26	7 - 2888 156th Street	149	243.67	35.74	279.41	230.82	97.18
27	141 - 2853 Helc Place	263	430.11	63.08	493.19	407.41	171.56
28	140 - 2853 Helc Place	244	399.04	58.52	457.56	377.98	159.16
29	139 - 2853 Helc Place	244	399.04	58.52	457.56	377.98	159.16
30	138 - 2853 Helc Place	256	418.66	61.40	480.06	396.57	166.98
31	137 - 2853 Helc Place	256	418.66	61.40	480.06	396.57	166.98
32	136 - 2853 Helc Place	256	418.66	61.40	480.06	396.57	166.98
33	129 - 2853 Helc Place	202	330.35	48.45	378.80	312.92	131.76
34	128 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
35	127 - 2853 Helc Place	188	307.45	45.09	352.54	291.23	122.62
36	126 - 2853 Helc Place	188	307.45	45.09	352.54	291.23	122.62
37	125 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
38	124 - 2853 Helc Place	184	300.91	44.13	345.04	285.03	120.02
39	123 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
40	122 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
41	121 - 2853 Helc Place	202	330.35	48.45	378.80	312.92	131.76
42	135 - 2853 Helc Place	263	430.11	63.08	493.19	407.41	171.56
43	130 - 2853 Helc Place	202	330.35	48.45	378.80	312.92	131.76
44	131 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32

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EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
45	132 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32
46	133 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32
47	134 - 2853 Helc Place	202	330.35	48.45	378.80	312.92	131.76
48	147 - 2853 Helc Place	192	313.99	46.05	360.04	297.43	125.22
49	148 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32
50	149 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32
51	150 - 2853 Helc Place	184	300.91	44.13	345.04	285.03	120.02
52	151 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32
53	152 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
54	157 - 2853 Helc Place	260	425.20	62.36	487.56	402.77	169.58
55	156 - 2853 Helc Place	245	400.67	58.76	459.43	379.53	159.80
56	155 - 2853 Helc Place	245	400.67	58.76	459.43	379.53	159.80
57	154 - 2853 Helc Place	256	418.66	61.40	480.06	396.57	166.98
58	153 - 2853 Helc Place	249	407.21	59.72	466.93	385.73	162.40
59	27 - 2888 156th Street	134	219.14	32.14	251.28	207.58	87.40
60	28 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
61	29 - 2888 156th Street	144	235.49	34.54	270.03	223.07	93.92
62	30 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52
63	31 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
64	32 - 2888 156th Street	148	242.03	35.50	277.53	229.27	96.52
65	33 - 2888 156th Street	146	238.76	35.02	273.78	226.17	95.22
66	34 - 2888 156th Street	161	263.29	38.62	301.91	249.40	105.02

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EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
67	35 - 2888 156th Street	191	312.36	45.81	358.17	295.88	124.58
68	36 - 2888 156th Street	174	284.56	41.73	326.29	269.54	113.50
69	37 - 2888 156th Street	172	281.29	41.25	322.54	266.45	112.18
70	38 - 2888 156th Street	177	289.47	42.45	331.92	274.19	115.46
71	39 - 2888 156th Street	174	284.56	41.73	326.29	269.54	113.50
72	40 - 2888 156th Street	178	291.10	42.69	333.79	275.74	116.10
73	60 - 2888 156th Street	137	224.05	32.86	256.91	212.23	89.36
74	59 - 2888 156th Street	129	210.97	30.94	241.91	199.83	84.16
75	58 - 2888 156th Street	125	204.42	29.98	234.40	193.64	81.52
76	57 - 2888 156th Street	125	204.42	29.98	234.40	193.64	81.52
77	56 - 2888 156th Street	129	210.97	30.94	241.91	199.83	84.16
78	55 - 2888 156th Street	131	214.24	31.42	245.66	202.93	85.46
79	70 - 15677 28th Avenue	259	423.57	62.12	485.69	401.22	168.94
80	69 - 15677 28th Avenue	256	418.66	61.40	480.06	396.57	166.98
81	68 - 15677 28th Avenue	256	418.66	61.40	480.06	396.57	166.98
82	67 - 15677 28th Avenue	256	418.66	61.40	480.06	396.57	166.98
83	66 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
84	65 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
85	64 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
86	63 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
87	62 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
88	61 - 15677 28th Avenue	192	313.99	46.05	360.04	297.43	125.22

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EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
89	105 - 15677 28th Avenue	192	313.99	46.05	360.04	297.43	125.22
90	104 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
91	103 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
92	102 - 15677 28th Avenue	189	309.09	45.33	354.42	292.78	123.28
93	101 - 15677 28th Avenue	189	309.09	45.33	354.42	292.78	123.28
94	100 - 15677 28th Avenue	187	305.82	44.85	350.67	289.68	121.98
95	99 - 15677 28th Avenue	184	300.91	44.13	345.04	285.03	120.02
96	98 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
97	97 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
98	96 - 15677 28th Avenue	190	310.72	45.57	356.29	294.33	123.92
99	146 - 2853 Helc Place	249	407.21	59.72	466.93	385.73	162.40
100	145 - 2853 Helc Place	249	407.21	59.72	466.93	385.73	162.40
101	144 - 2853 Helc Place	238	389.23	57.08	446.31	368.69	155.24
102	143 - 2853 Helc Place	238	389.23	57.08	446.31	368.69	155.24
103	142 - 2853 Helc Place	260	425.20	62.36	487.56	402.77	169.58
104	47 - 2888 56th Street	136	222.41	32.62	255.03	210.68	88.70
105	48 - 2888 56th Street	129	210.97	30.94	241.91	199.83	84.16
106	49 - 2888 56th Street	125	204.42	29.98	234.40	193.64	81.52
107	50 - 2888 56th Street	125	204.42	29.98	234.40	193.64	81.52
108	51 - 2888 56th Street	129	210.97	30.94	241.91	199.83	84.16
109	52 - 2888 56th Street	130	212.60	31.18	243.78	201.38	84.80
110	53 - 2888 56th Street	127	207.69	30.46	238.15	196.74	82.82

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EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
111	54 - 2888 56th Street	126	206.06	30.22	236.28	195.19	82.18
112	41 - 2888 56th Street	178	291.10	42.69	333.79	275.74	116.10
113	42 - 2888 56th Street	174	284.56	41.73	326.29	269.54	113.50
114	43 - 2888 56th Street	177	289.47	42.45	331.92	274.19	115.46
115	44 - 2888 56th Street	174	284.56	41.73	326.29	269.54	113.50
116	45 - 2888 56th Street	174	284.56	41.73	326.29	269.54	113.50
117	46 - 2888 56th Street	191	312.36	45.81	358.17	295.88	124.58
118	72 - 15677 28th Avenue	249	407.21	59.72	466.93	385.73	162.40
119	73 - 15677 28th Avenue	248	405.58	59.48	465.06	384.18	161.76
120	74 - 15677 28th Avenue	238	389.23	57.08	446.31	368.69	155.24
121	75 - 15677 28th Avenue	238	389.23	57.08	446.31	368.69	155.24
122	76 - 15677 28th Avenue	260	425.20	62.36	487.56	402.77	169.58
123	77 - 15677 28th Avenue	249	407.21	59.72	466.93	385.73	162.40
124	78 - 15677 28th Avenue	237	387.58	56.85	444.43	367.14	154.58
125	79 - 15677 28th Avenue	260	425.20	62.36	487.56	402.77	169.58
126	95 - 15677 28th Avenue	191	312.36	45.81	358.17	295.88	124.58
127	94 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
128	93 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
129	92 - 15677 28th Avenue	187	305.82	44.85	350.67	289.68	121.98
130	91 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
131	90 - 15677 28th Avenue	191	312.36	45.81	358.17	295.88	124.58
132	89 - 15677 28th Avenue	191	312.36	45.81	358.17	295.88	124.58

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EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
133	88 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
134	87 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
135	86 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
136	85 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
137	84 - 15677 28th Avenue	186	304.18	44.61	348.79	288.13	121.32
138	83 - 15677 28th Avenue	256	418.66	61.40	480.06	396.57	166.98
139	82 - 15677 28th Avenue	237	387.58	56.85	444.43	367.14	154.58
140	81 - 15677 28th Avenue	238	389.23	57.08	446.31	368.69	155.24
141	80 - 15677 28th Avenue	274	448.09	65.72	513.81	424.45	178.72
142	113 - 2853 Helc Place	201	328.71	48.21	376.92	311.37	131.10
143	114 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32
144	115 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
145	116 - 2853 Helc Place	184	300.91	44.13	345.04	285.03	120.02
146	117 - 2853 Helc Place	186	304.18	44.61	348.79	288.13	121.32
147	118 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
148	119 - 2853 Helc Place	187	305.82	44.85	350.67	289.68	121.98
149	120 - 2853 Helc Place	190	310.72	45.57	356.29	294.33	123.92
150	106 - 2853 Helc Place	259	423.57	62.12	485.69	401.22	168.94
151	107 - 2853 Helc Place	256	418.66	61.40	480.06	396.57	166.98
152	108 - 2853 Helc Place	249	407.21	59.72	466.93	385.73	162.40
153	109 - 2853 Helc Place	248	405.58	59.48	465.06	384.18	161.76
154	110 - 2853 Helc Place	239	390.86	57.32	448.18	370.23	155.90

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EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2019 to Oct 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	*Retroactive Fee Adjustment Nov-Dec/19 \$
155	111 - 2853 Helc Place	239	390.86	57.32	448.18	370.23	155.90
156	112 - 2853 Helc Place	256	418.66	61.40	480.06	396.57	166.98
		29,532	48,296.13	7,083.10	55,379.23	45,748.05	19,262.36

Total Annual Strata Fees (x 12 months) =

664,550.76 **548,976.60**

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Wednesday, November 6, 2019
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Jane Mintern	Member
	Dwayne Mitchell	Member
REGRETS:	Ken Nowlan	Secretary / Privacy Officer
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:00 p.m.

HEARING

A Strata Lot Owner provided further information regarding an alleged Bylaw infraction and a Bylaw fine that was imposed by the Strata Council. Council provided instructions to the Strata Manager to send a letter with their response.

Mario Raposo arrived at the meeting.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on October 17, 2019, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statement(s):** At this time there were no financials to review.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Electronic Access Control:** The installation of the clubhouse access system is in process. The fob distribution will be completed after the Annual General Meeting on November 28, 2019.

2. **Landscape Portfolio:**

- (a) **Landscaping Update:** Davey recommended and removed two trees this year: one dead hemlock tree located in the north-east grove area (tag#8027), and the other dead Douglas-fir tree located in the central courtyard area (tag#6289). The work was completed on October 28, 2019.

- (b) **Small Tree Removal:** Council requests an update for the quotation from Davey for the annual pruning and small tree removal for the complex.

3. **Maintenance Portfolio:**

- (a) **Annual Maintenance Plan:**

Annual Fire Inspection: Council requested to have the annual fire inspection completed by Fraser Valley Fire. The inspection will be scheduled for the new year. Council requests that the Strata Manager review the August report from the Surrey Fire Department regarding deficiencies.

Fireplace Clubhouse: Vanox Fireplaces will be on site by mid-November to complete the annual maintenance of the exterior gas fireplace.

- (b) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs has repaired the majority of items and is continuing to work on the evolving list. A walk around has been scheduled between a Council Member, the Strata Manager and Fehr to review outstanding items that require quotations.

BUSINESS ARISING

1. **Balcony Fasteners:** Council reviewed a quotation from Sense to review twenty (20) balconies to provide a report if the current balcony fasteners meet the current Building Code requirements. It was moved and seconded to approve the quotation to review the balcony fasteners. **CARRIED.** A list of the twenty balconies will be provided by Council to the Strata Manager to arrange the Site Visit.
2. **Leaking Water Spout:** An outside water faucet which is located at the back of the Clubhouse was reported leaking and was temporarily shut off. Latham's has been on site and completed the repair.
3. **Directives:** The Strata Manager's directives list was reviewed.
4. **Insurance Renewal:** Council discussed the upcoming insurance renewal for the complex. Via email, the insurance renewal was approved. It was moved and seconded to ratify the renewal with BFL Canada. **CARRIED.** It was moved and seconded to approve the payment of the insurance premium via the Contingency Reserve Fund as a loan to be paid back by the end of the 2020 fiscal year. **CARRIED.**

At this time of the meeting, Adam Mulford left the meeting.

5. **Gravel Pathway:** Council requests a quotation from Complete Landscaping for two options for rejuvenating the gravel paths. Option one is for removal of the gravel path and then the installation of a proper base and new gravel. Option two would be just to add gravel to the current path. Council requests a follow up for the quotation.

NEW BUSINESS

1. **Towing Procedure:** Owners are reminded that if a vehicle is towed in the complex, the current procedure is that warnings are provided (either through notice on the vehicle or a letter), and that towing is a last resource.

CORRESPONDENCE

1. **Bylaw Infraction Review:** Currently, there is one (1) violation to review. It was moved and seconded to fine S/L 044 \$50.00 for the infraction. **CARRIED.**
2. **Correspondence Received S/L 009 – Bylaw Infraction:** Council discussed an alleged Bylaw infraction for parking, concerns with towing and request for Strata Documents. Council requests that the Strata Manager write a letter to the Owner with their response.
3. **Correspondence Out NE Park “Gazebo Park” – Committee:** Council directed the Strata Manager at the last meeting to send out a correspondence to all Owners near the NE Park to request volunteers for a NE Park Committee. To date, two Owners have volunteered. Council reviewed feedback provided by numerous Owners regarding the landscaping in the area.
4. **Correspondence Received S/L 076 – Bylaw Infraction Nuisance:** Council reviewed correspondence regarding an alleged Bylaw infraction. Council requests the Strata Manager to send a letter advising the Owner of the importance of logging alleged Bylaw infractions with dates, times, duration and details of each infraction or incident.

5. **Correspondence Received SL 120 – Gutter Overflow:** An Owner provided details of a possible gutter overflow. Council requests the Strata Manager add this to the maintenance list to be completed by either Black Tie Property Service or Fehr Strata Repairs.
6. **Correspondence Received SL 151 – Message Board:** An Owner requested that an additional message board be added to the Clubhouse at the front entrance. Council requests the Strata Manager send a letter advising the Owner of their response.
7. **Correspondence Received SL 099 – Tree Stumps:** An Owner requested that the current tree stumps be removed. Council requests the Strata Manager to send a letter with their response that the City of Surrey does not approve the removal of the stump.
8. **Correspondence Received SL 021 – Gravel Pathway:** An Owner requested that some of the gravel paths between Strata Lots and the parks in the complex be converted from gravel to concrete. Council requests the Strata Manager to send a letter with their response that the cost for the change of the common area would be too large at this time.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:10 p.m.

Next Meeting: Thursday, November 28, 2019 at 7:00 p.m. within the Lancaster Clubhouse for the Annual General Meeting.

FirstService Residential BC Ltd.



Daniela Schulz
Senior Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/jh

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

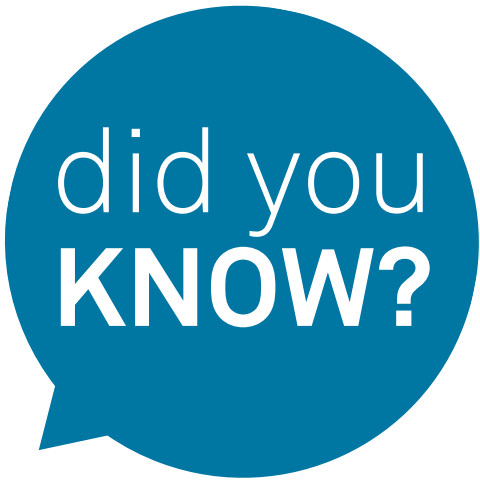
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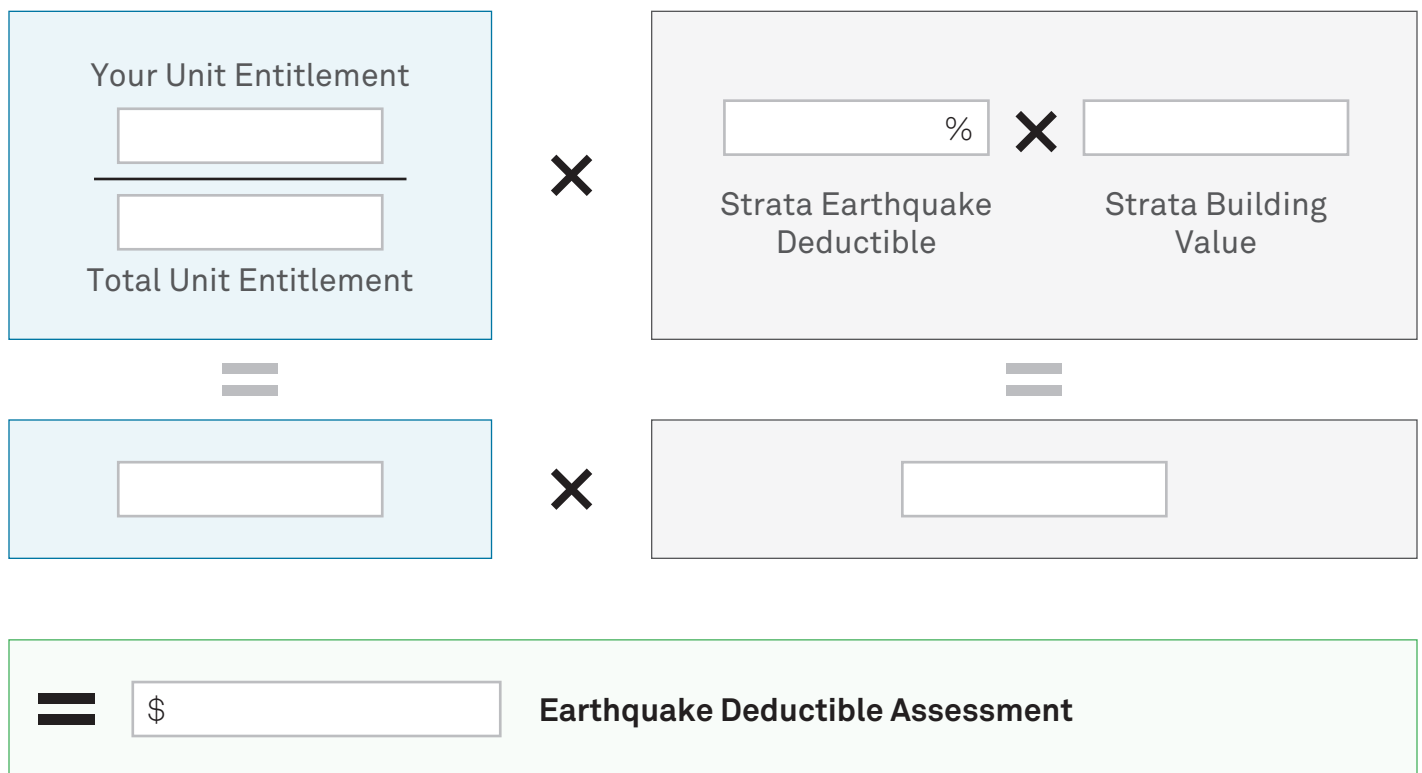
**FS Insurance
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Strata Earthquake Deductibles

Did you know, even though your building has earthquake coverage, you still need earthquake insurance under your own personal policy? This will protect your unit and contents, *and* provide funds to cover your special assessment toward the building’s earthquake deductible.

How much Earthquake Deductible Assessment do I need?



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Thursday, October 17, 2019
Within the Lancaster Clubhouse***

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Patrick Sheppard	Treasurer
	Ken Nowlan	Secretary / Privacy Officer
	Jane Mintern	Member
	Dwayne Mitchell	Member
REGRETS:	Mario Raposo	Vice-President
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:10 p.m.

COUNCIL MEMBER RESIGNATION: Scott Perfonic has sold his strata lot and is no longer a Resident and therefore has resigned from Council. Council wishes to thank Scott for all the hard work he did as a member of Council and especially with the landscaping at the complex.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on September 26, 2019, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** At this time there were no financials to review. The Treasurer asked several questions and a discussion ensued in regard to the budget, and further discussion was held in the meeting for the budgeting for the next fiscal year.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Electronic Access Control:** The installation of the clubhouse access system will be funded from the operating surplus per the 2018 Annual General Meeting. Notices will be distributed to Owners once the scheduling of the clubhouse system is confirmed. A notice will also be posted once the new access fobs (replacing keys) are available. Each unit will be provided with one (1) fob.
- (b) **Rule Clubhouse:** It was moved and seconded to add the following Rule 25. (Clubhouse) as follows:
 - 25. All strata lots are permitted to own up to and not exceeding 2 fobs for access to the Clubhouse. A replacement or second fob cost \$50.00.

CARRIED.

2. **Landscape Portfolio:**

- (a) **Landscaping Update:** Council decided to remove two trees this year: one dead hemlock tree located in the north-east grove area (tag#8027), and the other dead Douglas-fir tree located in the central courtyard area (tag#6289). The Strata Manager provided the permits to Davey Tree and the work will be scheduled shortly. Owners will be provided a notice once the work is scheduled to be completed.
- (b) **Small Tree Removal:** Council requests a quotation from Davey Tree to remove all trees that are smaller than 4" inch diameter in the complex that appear to be dying and provide a quotation for replacements.

3. **Maintenance Report:**

(a) **Annual Maintenance Plan:**

Annual Fire Inspection: Council requested to have the annual fire inspection completed by Fraser Valley Fire.

Fireplace Clubhouse: Council requests that Vanox Fireplaces be contacted to complete the annual maintenance.

- (b) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs has repaired the majority of items and is continuing to work on the evolving list. Council requests that Fehr be advised that Council has not been satisfied with their service this year and would like to see improvements and further details to the work completed.

BUSINESS ARISING

- 1. **Balcony Fasteners:** Council discussed the concerns with the balcony fasteners and the lack of response from Zenterra Developments. Council requests that the Strata Manager provide a quotation for Sense Engineer to review three or four balconies and provide a report on whether the balconies meet the current building code.

2. **Order of Technical Safety BC:** The file from Technical Safety BC has been completed as Zenterra Development and CJ Heating have provided all the necessary documents.
3. **AGM 2019:** The Annual General Meeting is scheduled for Thursday, November 28, 2019 in the Lancaster Clubhouse, Unit 71- 15688 128th Street, Surrey. Call to order at 7:00 pm. registration starts 6:30 pm.
 - (a) **Draft Majority & 3/4 Vote Resolutions:** Council reviewed the proposed 3/4 and majority vote resolutions and requests several edits and changes to the package.

Rule Clubhouse 2:

2. *In addition to the deposit, a non-refundable rental fee of \$15.00/per hr for the party room, \$10.00/hr for the hockey room and theatre room (for the maximum amount of \$150.00 (one hundred and fifty dollars), payable to "Strata Plan EPS2381" is to be submitted to the Property Management a minimum of 7 (seven) days prior to the rental date. Once payment is received, the reservation will be considered confirmed.*
- (b) **Draft Operating Budget 2019/2020:** Council reviewed the 2019/2020 proposed budget and has made edits to the budget. A discussion on how to fund the five-year warranty review took place and a discussion regarding obtaining a Depreciation Report.
4. **Leaking Chamber:** It was noted that the chamber by Unit 46 was reported leaking on August 20, 2019. Latham's Mechanical was dispatched and made the full repair to the fire hydrant chamber on October 7, 2019.
5. **Leaking Water Spout:** An outside water faucet which is located at the back of the Clubhouse, was reported leaking and was temporarily shut off. Latham's has been scheduled to repair the leak.
6. **2830 - 156th St. Construction:** Zenterra Developments and B&B Contracting were reported on the property of Hyde Park removing a block retaining wall and side of the fence in early September. The wall has been returned to the original condition by Zenterra Developments. Council directed the Strata Manager to liaise with Zenterra and B&B Contracting to ensure we are made aware of any work that may directly impact Hyde Park.

NEW BUSINESS

1. **Directives:** The Strata Manager's directives list was reviewed.
2. **Insurance Renewal:** Council discussed the upcoming insurance renewal for the complex. Council requests that the Strata Manager obtain a second quotation for comparison.
3. **Gravel Pathway:** Council requests a quotation from Complete Landscaping for two options for rejuvenating the gravel paths. Option one is for removal of the gravel path and then the installation of a proper base and new gravel. Option two would be just to add gravel to the current path. (large park Unit 1 corner – to park)

CORRESPONDENCE

1. **Bylaw Infraction Review:** Currently, there are no violations to review.
2. **Correspondence to Neighbouring Property Re: Ivy:** Council discussed the ivy that is moving towards a tree coming from the neighbouring property. Council requests that

Complete Landscaping remove the ivy that is on Hyde Park property to stop the current invasion.

3. **Correspondence Received SL 009 – Bylaw Infraction and Strata Documents:** Council reviewed an outstanding bylaw infraction for smoking. It was moved and seconded to fine the Owner \$200.00. **CARRIED.** Council reviewed the infraction and requests for documents. Council directs the Strata Manager to provide all correspondence to the Owner regarding the complaint. Council also reviewed a different alleged infraction and, at this time, does not deem the matter to be an infraction.
4. **Correspondence Received SL 137 – Manhole Cover:** Council reviewed correspondence regarding the style of manhole that was replaced previously this year. Complete Landscaping provided the manhole and it meets all the requirements to ensure the safety of residents/Owners. At this time no changes will be made.
5. **Correspondence Received SL 147 – Temporary Visitor Parking:** An Owner requested extended Visitor Parking. It was moved and seconded to approve the request. **CARRIED.** Council requests a letter be sent to the Owner with the approval.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:50 p.m.

Next Meeting: Thursday, November 28, 2019 at 7:00 p.m. within the Lancaster Clubhouse for the Annual General Meeting.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/db

Email: info.bc@fsresidential.com
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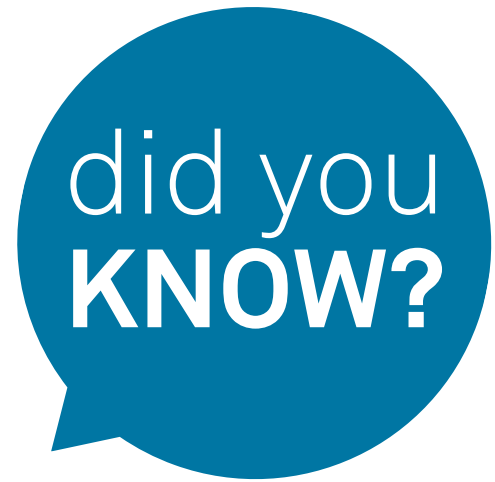
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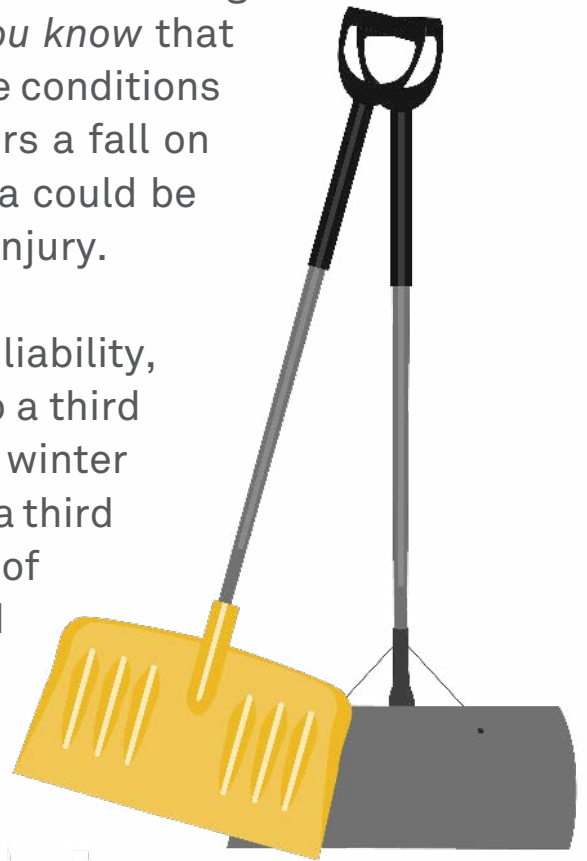
**FS Insurance
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Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Thursday, September 26, 2019
Within the Lancaster Clubhouse***

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Ken Nowlan	Secretary / Privacy Officer
	Jane Minter	Member
	Dwayne Mitchell	Member
REGRETS:	Scott Perfonic	Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The meeting was called to order at 7:08 p.m.

GUEST BUSINESS

An Owner attended the meeting to present the alteration proposal to his yard and request for Council's approval. Council appreciated his attendance and instructed the Strata Manager on how to respond to the Owner after the meeting.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on August 8, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

- Review of Accounts Receivable:*** If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
- Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
- Monthly Statement(s):*** The financial statement(s) for the period of June through August 2019 were reviewed. It was moved and seconded to approve the financial statements up to August 2019. **CARRIED.**

4. **Strata Tax Filing:** It was noted that Council received a notice from FirstService Residential of the requirement for Strata Corporations to file T2 tax returns and in certain circumstances, T1044 non-profit organization information returns. Council will forward the questions that were arisen from the notice to the Accounting Department of FirstService Residential. FirstService was directed to file the tax returns on our behalf.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Electronic Access Control:** It was reported that the contract for installing the electronic access control had been signed in August at which the job required approximately 6 weeks to get all parts and equipment ready. The installation will be proceeded with 2 stages to ensure the wiring is properly in place for those perimeter doors. Doors will be self closing and remain locked after use.

Owner/Resident Reminder

The doors at the clubhouse have frequently been found left open and several times the Clubhouse has been found to be in use well after the posted closing hours. Owners/Residents are reminded to lock the doors for security purposes.

2. **Landscape Portfolio:**

- (a) **Landscaping Update:** The correspondence that was received from the City of Surrey for Council’s approval to pay for the fees of the permit for tree removal was reviewed. The permits for the tree removal have been at the City of Surrey awaiting pickup. After discussion, Council decided to remove two trees this year: one dead hemlock tree located in the North-East grove area (tag#8027), and the other dead Douglas-Fir tree located in the central courtyard area (tag#6289). The Strata Manager will confirm the accurate amount of the permit and security fees before making the payment. Council directed FirstService to proceed immediately with the removal of the two dead trees. A decision of the trees that are not dead, but have a removal permit, will be made at a later date.

3. **Maintenance Report:**

- (a) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. Fehr Strata Repairs scheduled to complete the outstanding items on the list for October 1, 2019. A Council Member will submit a list for the burnt lights to be replaced when Fehr is on site.

Reminder

Owners/Residents are reminded to report any lighting deficiencies to the Strata Manager. The deficiency items will be included in the maintenance list for the contractor to follow up.

- (b) **Concrete Repairs:** This item was tabled to the future meeting.

BUSINESS ARISING

1. **Balcony Fasteners:** Further to the instruction from Council at the last meeting, Sense Engineering was contacted to compare the specifications of the stamped shop diagrams for the railings on the complex's buildings that were received from Zenterra Developments with the actual balcony fasteners in 2-Year Common Property Warranty Reviews.

As per Sense Engineering's suggestion, a letter was sent to Zenterra Developments and copied the original designer WT Design Group Inc., as the shop drawings provided and the 3/8" lag screws were specified to be installed to secure the balcony guards in place. However, the guard fasteners installed appear to be lag screws and based on the size of the hex heads may be smaller than those specified in the drawings. It is unclear if the engineer with WT Design Group Inc. responsible for the design and installation of the guards and was supposed to also complete signed off on the as-built installations.

The Strata Manager has not yet received any response from Zenterra Developments or WT Design Group Inc. and was instructed to follow up with Sense Engineering to determine what kind of the documents are required for further actions. Also, a follow-up letter will be sent to Zenterra Developments and copied WT Design Group Inc. to request the as-built sign off document to be forwarded to FirstService with a deadline of two weeks.

2. **Order of Technical Safety BC:** The Strata Manager is still waiting for Zenterra Developments to submit all reports for the tankless water heater inspection that were done in summer 2019.
3. **Flashings:** Zenterra Developments scheduled a visit with the unit Owner for September 27, 2019.
4. **Bird Nest Removal:** It was reported that the removal of the birds nests, as reflected in the maintenance list, had been completed.
5. **Bylaw Infractions:** Council discussed the current Bylaw infractions and requested that letters be sent to the Owners in violation.

NEW BUSINESS

1. **Annual General Meeting 2019:** The Annual General Meeting is scheduled for Thursday, November 28, 2019 in the Lancaster Clubhouse, Unit 71-15688 128th Street, Surrey. Call to order at 7:00 p.m. Registration starts 6:30 p.m.
- (a) **Draft Majority and 3/4 Vote Resolutions:** Council will finalize the proposed resolutions prior to the Annual General Meeting.
- (b) **Draft Operating Budget 2019/2020:** Council will finalize the proposed operating budget prior to the Annual General Meeting.

2. **Leaking Chamber:** It was noted that the chamber by Unit 46 was reported leaking on August 20, 2019. Latham's Mechanical was dispatched to fix the leak. Latham's Mechanical is waiting for the City of Surrey to shut off the water from the City's end for the repair. Once the schedule for the water shutoff is confirmed, the Strata Manager will arrange a security company to conduct fire security checks in the complex as the water shutoff will result in the complex having no fire water system while the repair is underway.
3. **Snow Removal:** Five quotes for the snow removal service that were received were reviewed. It was moved and seconded to award the service contract to Complete Landscaping on an automatic dispatch basis at \$300.00/hr for snow removal, min. 2 hours and \$450.00 per visit for salting. **CARRIED.**
4. **FirstService Residential Contract:** Council reviewed and discussed the agency agreement with FirstService Residential after the FirstService manager left the meeting. Council President will contact FirstService with Council's decision regarding FirstService's proposed contract renewal.
5. **Leaking Water Spout:** An outside water faucet which is located at the back of the Clubhouse was reported leaking and could not easily be shut off. A Council Member looked into the issue and temporarily turned off the valve inside the building. The Strata Manager will arrange Latham's Mechanical to permanently fix the faucet when the technician is on site repairing the leaking chamber.
6. **Dryer Vent Cleaning:** National Air Technology proposed an updated proposal for the dryer vent cleaning this year. Since dryer vent cleaning is recommended every 1-2 years, Council decided to skip the service for this year.
7. **Lawn Care:** It was noted that the yard in a unit has been neglect for a while and the lawn requires watering on a regular basis. The Strata Manager will encourage the Owner to look after the yard.
8. **2830 156th St. Construction:** Zenterra Developments and B&B Contracting were reported on the property of Hyde Park removed a block retaining wall and side of the fence in early September 2019. That would be considered as an unauthorized construction and a destruction of Hyde Park.

The Strata Manager was instructed to contact both companies to stop working on the property until a detailed explanation of the construction schedules, plan and the reasonable notices are received approved by the Council.

It was reported that FirstService has received no response regarding the construction. The Strata Manager was requested to follow up with Zenterra Developments and B&B Contracting, asking to rebuild the retaining and fence to the original conditions within three days, or Council will hire a contractor to do so and charge back the cost to Zenterra Developments.

CORRESPONDENCE

1. **Correspondence Received SL 125 – Visitor Parking:** The Owner suggested to amend the Bylaws/Rules to allow Owners to park in the visitor parking stalls at night time. After discussion, Council denied the request.
2. **Correspondence Received SL 156 – Tree Removal:** See item 2(a) under Portfolio Reports above.

3. **Correspondence Received SL 137 – Exterior Items / Landscaping:** The Owner expressed his concerns about: a) exterior items require a regular checking b) downspouts; c) overgrown Ivy from the Strata Property Oliver crossing under and over the property line fence, etc.

Council appreciated the Owner's comments and directed the Strata Manager to arrange the cleanup for a unit where the downpipes are full of pine needles. Also, a letter will be sent to the property management company for Oliver to request to remove the Ivy from Hyde Park.

4. **Correspondence Received SL 38 – Temporary Visitor Parking:** The Owner advised FirstService Residential that he had sustained an injury when he fell while collecting mail from the mailbox at the 2853 Helc Place entrance. He subsequently requested Council's approval to temporarily park in a visitor stall as it has become difficult for him to carry items from his vehicle to his unit. Council approved this request for a temporary period of 7 days.

Notwithstanding that there have been no previous complaints or issues, the paving blocks have been re-installed. Council directed FirstService Residential to obtain a quote for the installation of a permanent path to access the mailboxes at the 2853 Helc Place entrance.

MINUTES HAVE BEEN REVIEWED/EDITED BY THE STRATA COUNCIL PRIOR TO DISTRIBUTION.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:34 p.m.

Next Meeting: Thursday, October 17, 2019 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 2381

VY/vp

General: 604.683.8900 (24 hours emergencies)

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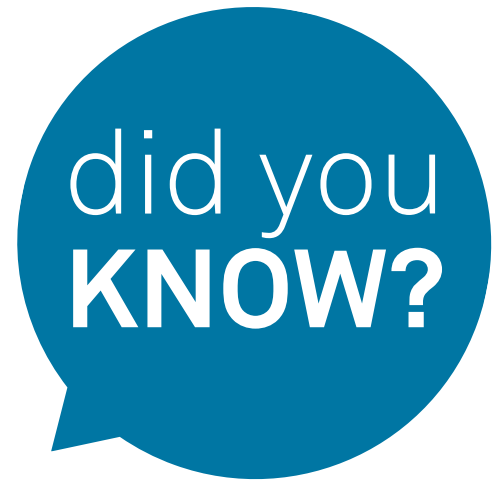
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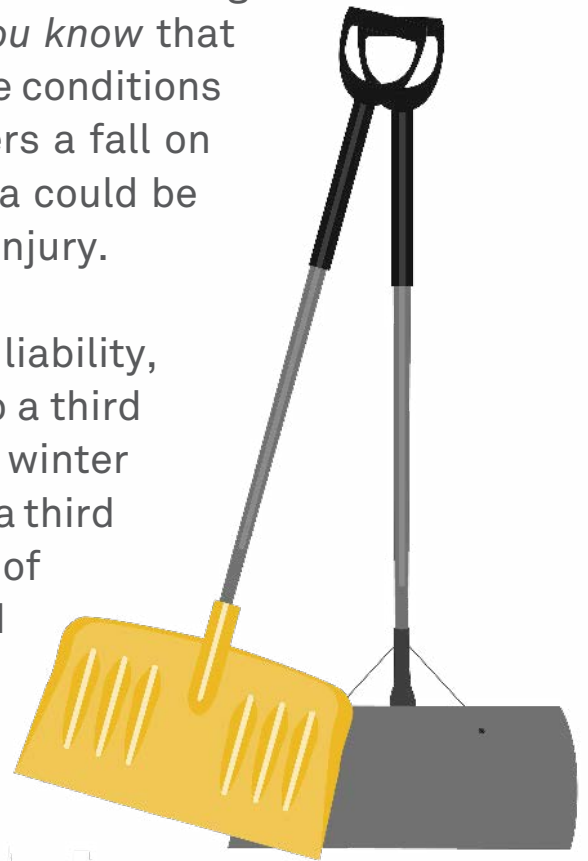
**FS Insurance
Brokers**



Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, August 08, 2019
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Patrick Sheppard Ken Nowlan Jane Mintern Scott Perfonic	Treasurer Secretary / Privacy Officer Member Member
REGRETS:	Adam Mulford Mario Raposo Dwayne Mitchell	President Vice-President Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The meeting was called to order at 7:04 p.m.

GUEST BUSINESS

An Owner attended the meeting with the Co-Owner of the unit and a witness to express her concerns about the smoking complaints against her unit. Council appreciated her attendance and instructed the Strata Manager on how to respond the Owner after the meeting.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

There was a change in the Minutes of Council meeting held on June 27, 2019 under the item 2(a) "Landscaping Update" of "PORTFOLIO REPORTS" to be added as follows for Owners' information:

There are additional plants installed for summer colour on June 14, 2019.

Garden 1 - 28th Avenue entrance:

- 3 hydrangeas
- 3 rock rose

Garden 2 - Front of Clubhouse:

- 13 Euonymus by visitor parking and mailbox

Circle garden by Clubhouse:

- 12 euonymus

In front of clubhouse by visitor parking and lower patio:

- transplanted some existing grasses
- 9 day lilies
- 1 hydrangea

Large Park:

- 4 hydrangeas
- 3 rock rose
- 3 campanula (purple bell flowers)

Along fence by unit 112 in common area:

- 3 hydrangeas
- Unit 14 along boulevard fence
- 13 boxwoods

It was then moved and seconded to approve the Minutes of the Strata Council Meeting held on June 27, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** The financial statements for the period of June 2019 was tabled to the next meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Privacy Policy:** The Privacy Officer presented finalized the privacy policy for approval at the meeting. It was moved and seconded to approve the policy as attached. **CARRIED.**
- (b) **Draft Privacy Bylaws:** The Strata Manager had previously provided the template of a bylaw for Clubhouse cameras and fob access system to the Privacy Officer. A Hyde Park specific version was presented to Council for review and comment. It is intended to bring the bylaw to the Annual General Meeting for Owners' approval. Council will discuss the bylaw at the September Council meeting for Council approval at the October meeting.
- (c) **Electronic Access Control:** A revised quote for the installation of electronic access control system at the Clubhouse that was received from Citiloc was reviewed and discussed. It was moved and seconded to approve the quote and proceed. Due to the fact that this addresses a security issue with the clubhouse, Council approved that the expense will be taken from the Contingency Reserve Fund up to \$20,000:
 - i.) Installation of an electronic access control system with card/fob readers on the main entrance double doors, ground level west door, electric strikes and all programming and setup
 - ii.) Supply and install new leversets on all six (6) perimeter doors to remain always locked from outside and unlocked from inside.
 - iii.) Fobs, one for each unit.

CARRIED

2. **Landscape Portfolio:**

- (a) **Landscaping Update:** Davey Tree forwarded the correspondence that was received from the City of Surrey for Council's approval to pay for the fees of the permit for tree removal and the request for four replacement trees. **CARRIED**

The Strata Manager received an email correspondence from Davey Tree while obtaining the status of the tree removal permission and was told a manager of Davey Tree had a walkthrough the site with Derek Fenton, Development and Project Manager of Zenterra Developments for an estimation. The Strata Manager is still waiting for a response to be received from Davey Tree to confirm the exact trees to be removed before making the payment, and the purpose of the walkthrough.

Landscapers have tagged all trees with orange ribbons as trees that have been identified as dead. Trees have been documented in a master list. A plan for replacement and budgeting is in the works and it may occur in stages due to the large number and expense associated. First stage is being planned for October to ensure optimal replanting conditions.
- (b) **Broken Sprinkler Box:** It was reported that the landscaper from Complete Landscaping hit the sprinkler box when mowing on August 2, 2019, which caused the water to the irrigation system be shut off until repairs could be made. University Sprinklers was notified and will fix the box. It was noted that the cost will be charged back to Complete Landscaping.

3. **Maintenance Report:**

- (a) **Maintenance List and Completed Items:** An updated maintenance list was reviewed at the meeting. The Strata Manager was requested to follow up with Fehr

Strata Repairs to fix the loose stairwell railings along 28th Avenue as soon as possible.

- (b) **Concrete Repairs:** This item was tabled to the next meeting when more Members of Council are present.

REMINDER

1. **RESIDENTS ARE REMINDED TO ADVISE UNVITED SOLICITORS AND STRANGERS THAT HYDE PARK IS PRIVATE PROPERTY, THAT THEY ARE TRESPASSING AND THAT THEY SHOULD LEAVE THE COMPLEX.**
2. **THE STRATA CORPORATION ARRANGES THE GUTTER CLEANING SERVICE IN THE COMPLEX ONCE OR TWICE PER YEAR. RESIDENTS ARE ENCOURAGED TO CLEAN OUT THE DOWNSPOUT CLEANOUT ACCESS POINTS S FROM TIME TO TIME.**

BUSINESS ARISING

1. **Balcony Fasteners:** After the lawyer's letter was sent out to the developer Zenterra Developments, the stamped shop diagrams for the railings on the complex's buildings were finally received. Council reviewed the diagrams and instructed the Strata Manager to forward the documents to Sense Engineering who did the 2 Year Common Property Warranty Reviews to compare the specifications in the diagrams with the actual balcony fasteners. Council will decide on the next actions after receiving the response from Sense.
2. **Order of Technical Safety BC:** Zenterra Developments and CJ Heating are waiting for Technical Safety BC to review all reports and advise the results. After all reports are accepted, the copies will be forwarded to the Strata Corporation.
3. **Flashing Leakage:** Zenterra Developments is waiting for the next heavy rainfall to investigate the issue.
4. **Manhole:** The repair has been done.
5. **Bird Nest Removal:** Two revised quotes for the bird nest removal in several units' soffit Pest Control to complete the work with cleaning service at a total cost of \$4,200.00 plus GST. **CARRIED**
6. **Bylaw Infractions:** Council discussed the current Bylaw infractions and requested that letters be sent to the Owners in violation.

NEW BUSINESS

None.

CORRESPONDENCE

1. **Correspondence Received SL 12 – Overgrown Trees/Bushes/Shrubs:** The Owner expressed his concerns to Strata Council with regards to the removal of trees, bushes, shrubs, and overgrown from the property currently being developed beside Hyde Park, #2830 156 street, which may result in the destruction of the existing wooden fence that is located on Strata EPS2381 property.

As the area adjacent to 2830 156 Street is in a good shape, the Strata Manager was asked to send a letter to Zenterra Developments, the developer for 2830 156th Street, as soon as possible to advise to pay more attention while doing the construction work. Council will also take some videos/photos to file the current status.

2. **Correspondence Received SL 131 – Security:** The Owner reported the Clubhouse door was left unlocked on July 30, 2019 and August 2, 2019. She also assumed that the door was left unlocked over night. This confirmed Council's decision to install the electronic access system at the Clubhouse as noted above.
3. **Correspondence Received SL 99 – Power Washing:** The Owner requested Council's approval for power washing the walkways of the unit and the cement patio. The Council agreed at the request that the Owner can only power wash the concrete area with 3,000 PSI max. Vinyl decks should not be powerwashed.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:32 p.m.

Next Meeting: Thursday, September 26, 2019 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 2381

VY/sb

General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
www.fsresidential.com

Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Thursday, June 27, 2019
Within the Lancaster Clubhouse***

COUNCIL IN ATTENDANCE:	Adam Mulford	President (arrived at 7:36 p.m.)
	Patrick Sheppard	Treasurer
	Ken Nowlan	Secretary / Privacy Officer
	Jane Mintern	Member
	Scott Perfonic	Member
REGRETS:	Mario Raposo	Vice-President
	Dwayne Mitchell	Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The meeting was called to order at 7:00 p.m.

GUEST BUSINESS

An Owner was invited to the meeting to provide more details about the proposal of the yard alteration. Council thanked his attendance and instructed the Strata Manager on how to respond the Owner after the meeting.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

There was a change in the Minutes of Council meeting held on May 23, 2019 under the item 1(c) "Privacy Officer Review" of "PORTFOLIO REPORT" to be read: "The Strata's Privacy Officer will review the privacy implications of electronic access control and...".

It was then moved and seconded to approve the Minutes of the Strata Council Meeting held on May 23, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statement(s):** The Strata Manager will forward the general ledger for the month of May 2019 to Council after the meeting. It was moved and seconded to approve the monthly statement(s) for May 2019. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSR Connect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Electronic Access Control:** It was noted that the Strata Corporation will require the Privacy Policy to be passed by Council and approved bylaws, in place regarding the Clubhouse cameras and electronic access before turning on the cameras and implementing the electronic access control in a manner where an individual job holder can be identified. The Strata Manager will obtain legal advice on whether the Privacy Policy can be passed by Council or whether it requires an Annual General Meeting vote and report back to Council.
- (b) **Camera in Clubhouse:** It was noted as Item 1(a) above.

2. **Landscape Portfolio:**

- (a) **Landscaping Update:** It was reported that Davey Tree Expert is still waiting for the permit for tree removal to be received from the City of Surrey. Once the permit has arrived, Davey Tree Expert will proceed with the removal of the tree in urgent need of removal as well as 3 other trees, as recommended by Davey. A stump grind in the Gazebo park that is required to prevent a fungus from spreading will also be scheduled.

Complete Landscaping has installed additional plants for summer colour at 28th Ave Entrance, Amenity area, Large Park, the Common Property along fence by Unit 112 and the Boulevard fence area by Unit 14, etc. It was noted that there are some shrubs that require replanting.

- (b) **Irrigation Upgrade:** University Sprinklers has upgraded the existing irrigation system that covers all gardens and grass areas in the east side of 2853 Helc Pl.

3. **Maintenance Report:**

- (a) **Maintenance List and Completed Items:** It was reported that Fehr Strata Repairs has completed the outstanding items in the maintenance list other than 3 items that require Council to approve the quotes for the work.

As per Council's instruction, the Strata Manager provided a list of handyman/general contracting service before the meeting. The Strata Manager was requested to follow up with the service providers on the list to determine the hourly rate that each contractor charges.

- (b) **Concrete Repairs:** This item was tabled to the next meeting when more Members of Council are present.

BUSINESS ARISING

1. **Balcony Fasteners:** It was mentioned that 2 letters were sent to Zenterra Developments from FirstService Residential to obtain the guardrail stamped engineered shop drawings regarding the balcony fasteners. The drawings have not been received before the meeting. The Strata Manager was instructed to arrange to send out a letter from our lawyer on behalf of the Strata Corporation to Zenterra Developments requesting for the drawings within a certain time frame; in the meantime, the Strata Manager will look into the As-Built drawings to find out the original structure engineering firm that designed the balconies of the complex and require the drawings from the firm.
2. **Frozen Piping:** It was mentioned that the Owner who reported the frozen piping in the unit is encouraged to monitor the condition. Council will consider taking further action if additional frozen pipe reports are receiving.
3. **Order of Technical Safety BC:** It was reported that CJ Heating has completed the tankless water heater inspections to the outstanding units of the complex on June 10, 2019 and the reports will be submitted to Technical Safety BC (TSBC) by June 30, 2019 as required. CJ Heating has committed to forwarding all reports to the Strata Corporation.
4. **Sinking Yard:** Two Council Members attended the site to check the condition of the said yard and did not see an issue. A recessed drain located in the yard is normal.
5. **Privacy Policy:** The Strata Manager was requested to obtain a legal advice to understand if Council can approve a Hyde Park privacy policy or whether is required to be approved by Owners at a General Meeting.
6. **Flashings:** Precision Gutter reviewed numerous buildings at Hyde Park while they were doing gutter improvement project in April 2019. They found every unit has upper gutter draining above the belled roofs that has the same issues with water running over the gables.

As the roofs are still covered under 5-Year Building Envelope Warranty, the Strata Manager contacted Zenterra Developments who will investigate the issue during the next rainfall.

7. **Manhole:** An Owner reported earlier that the manhole cover in the visitor parking near Units 54 and 55 needs to be properly set back in place. Two Council Members checked the condition and found a flipped up part when they stepped on it. The Strata Manager will arrange the repair and a cone has been placed on it to help alert people.
8. **Garage Sale / Community Swap:** A garage sale/community swap is scheduled for July 13, 2019 between 9:00 a.m. and 2:00 p.m. The Strata Manager will resend a reminder to encourage Residents to open the garage for community swap and advise that all area must be cleaned by 5:00 p.m. on that date.

9. **Bylaw Infractions:** Council discussed the current Bylaw infractions and requested that letters be sent to the Owners in violation.

NEW BUSINESS

1. **Bird Nest Removal:** Two quotes for the bird nest removal in several units' soffit area were received, reviewed and discussed. The Strata Manager will advise one of the contractor to quote on the same scope as the other one for Council's decision.
2. **Mole Treatment:** It was reported that there are 3 units in the complex experiencing the mole issues in their yards. After reviewing the quote that was received from Atlas Pest Control, it was moved and seconded to approve the price at \$350.00 plus GST per unit.
CARRIED.

Council also instructed the Strata Manager that the pest control issues including ants, spider, moles, etc., a pest control contractor can be dispatched without Council's approval in advance.

3. **FirstService Residential Connect 2.0:** Council is not happy with the change management of FirstService Residential Connect that was upgraded to 2.0 version. FirstService Residential Connect 2.0 is missing several of the features of FirstService Residential Connect 1.0 and many of the features of the Strata management website that we had previously used. It was noted that all Owners should have been informed in well in advance of the change and that FirstService Residential should be assisting each of the Owners to transition to the new version. The Strata Manager will discuss with the FirstService Residential upper management and bring a revised plan back to Council.

CORRESPONDENCE

1. **Correspondence Received SL 142 – Alteration:** The Owner requested Council's approval for an alteration to replace the front lawn grass with decking. The Strata Manager will contact the Owner to request a professional drawing to be received for Council's decision. Council requires the work to be done professionally (i.e. not do-it-yourself), that the wood used be pressure treated and that consideration be made to how to reduce the likelihood of rodent infestation.
2. **Correspondence Received SL 129 – Alteration:** The Owner requested Council's approval for replacing the existing doorbell with a security camera doorbell. The Strata Manager will contact the Owner to indicate that the application can be approved only if the new doorbell be installed on the door frame and no new wiring be added.
3. **Correspondence Received SL 14 – Vent Insulation in Attic:** The Owner reported that the vent insulation in their attic was found damaged. Council required more information to be received for consideration.
4. **Correspondence Received SL 26 – 156th St. – Entrance:** The Owner indicated that the visibility is limited on the compound entrance at 156th St. entrance due to vehicles parked on the street immediately beside the Hyde Park entrance. She stated that it is extremely hard, almost impossible to see if there is incoming traffic that can potentially cause car accidents.

The Strata Manager will write a letter to the City of Surrey on behalf of the Council to bring the issue to the attention to the City and request that the City considers for improving visibility (e.g. a no parking sign to be posted on the side street or install a convex mirror).

5. **Correspondence Received SL 118 – Air Conditioning:** The Owner requested Council's approval for installing an air conditioning in the unit. The Owner will be requested to provide more information for Council's decision including the confirmation for no impact to the building envelope and the location in the unit. The Owner will also need to explain how the air conditioning is connected to the unit.
6. **Correspondence Received SL 82 – Garden Beds:** The Owner requested Council's approval for looking after the garden beds on their own. It was noted that it is up to the Owner to communicate with the landscaper and put a white stick in the garden area for the crew to skip the service on their beds.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:08 p.m.

Next Meeting: Thursday, August 8, 2019 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 2381

VY/vp

General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
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FSRConnect™ REGISTRATION

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Cigarette Disposal

Cigarettes and cigars are a leading cause of residential fires in Canada. In Vancouver in 2015, there were 90 smoking-related fires and in 2017, 120. Since 2001, 1 in 3 fire-related deaths in Vancouver have been attributed to smoking. With the legalization of cannabis, incidents are expected to rise.

Fires caused by residents or guests using flower pots or planters as ashtrays or throwing cigarettes over balconies or patios can cause devastating property and life loss. The soil in planters often contain highly combustible materials like peat moss, and yet they are commonly used as ashtrays. Peat moss is added to potting soil to retain moisture and keep the pot light. Other materials that are found in planters and can fuel flames are vermiculite, Styrofoam and fertilize.

Remember:

- Never toss hot cigarette butts over the balcony or out a window.
- Never toss hot cigarette butts or ashes in the trash or in a planter.
- Use a sturdy ashtray with a wide stable base or a can filled with sand to extinguish smoking materials.
- Do not place ashtrays on chairs or sofas.
- Soak cigarette butts and ashes in water before throwing them away.
- Never smoke in bed.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Thursday, May 23, 2019
Within the Lancaster Clubhouse***

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Jane Mintern	Council Member
REGRETS:	Ken Nowlan	Secretary/ Privacy Officer
	Dwayne Mitchell	Council Member
	Scott Perfonic	Council Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

(The Minutes are released without being reviewed/approved by an Officer of Council yet)

The meeting was called to order at 7:30 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on April 11, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** *If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.*

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statements:*** It was moved and seconded to approve the monthly statements for March and April 2019. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. ***Clubhouse Portfolio:***

- (a) ***Electronic Access Control:*** It was tabled to the next meeting.
- (b) ***Camera in Clubhouse:*** The existing cameras installed in the Clubhouse had been fixed on May 15, 2019.
- (c) ***Privacy Officer Review:*** The Strata's Privacy Officer reviewed and concluded the privacy implications of electronic access control and cameras for Council's perusal. As the Privacy Officer was in absence, it was tabled to the next meeting.

2. ***Landscape Portfolio:***

- (a) ***Landscaping Update:*** It was reported that Davey Tree is waiting for the permit of tree removal to be received from the City of Surrey. Once the permit is arrived, Davey Tree will proceed a tree in urgent need of removal as well as 3 other trees recommended, and a stump grind in the Gazebo park that should occur to prevent a fungus from spreading.
- (b) ***Irrigation Upgrade:*** University Sprinkler confirmed that the installation of an automatic water supply and control to the existing irrigation system had been completed on May 17, 2019 that covers all gardens and grass areas in the east side of 2853 Helc Pl.

3. ***Maintenance Report:***

- (a) ***Maintenance List and Completed Items:*** It was tabled to the next meeting.
- (b) ***Concrete Repairs:*** It was tabled to the next meeting.

BUSINESS ARISING

- 1. ***Gutter Improvement Project:*** It was noted that the gutter improvement project and gutter cleaning had been done. The deficiencies reported were also addressed. Council is monitoring the quality of work when it rains heavily.
- 2. ***Balcony Fasteners:*** It was mentioned that two official letters were sent to Zenterra to obtain the guardrail stamped engineered shop drawings for the possible repairs for the balcony fasteners. However, the drawings have not been received before the meeting. Concerning it is a safety issue that cannot wait for Zenterra to submit the drawings, the Strata Manager was requested to contact an engineering firm to take 10% of the total units including different designs as samples of the complex to see what repairs can be done and estimate the cost for Council's consideration and decision.

3. **Frozen Piping:** As the frozen piping issues were reported by several units in the complex, the Strata Manager will look into all related Strata documents to consult with the insurance lawyers and see what the Strata Corporation can address further. It was noted that the pipes are exposed outside the wall, Council wanted to know how the inspection got passes before owners took possessions.
4. **Order of Technical Safety BC:** It was reported that CJ Heating has completed the inspections to the units of the complex during the 2nd week of May 2019 and the reports were submitted to Technical Safety BC (TSBC) by May 15, 2019 as required. The Strata Manager requested TSBC to confirm and forward the reports for Strata records.

The Strata Manager mentioned that TSBC indicated there might be an installation issue while the original installer did the water heater system in the complex and it was the reason that Zenterra, Developer, was first contacted to ensure Zenterra to cover the cost of the inspections to each unit and corrections even though the 24-month warranty had expired. Any further issues relating to the water heater installation, the Strata Corporation may not loss a chance to get remediation.

5. **Preliminary Notice of Proposed Development at 2830-156 St.** Two Council members attended the public hearing held on April 15, 2019. It was noted that the City of Surrey approved the development plan. The construction will get started soon.
6. **Sinking Yard:** It was tabled to the next meeting.
7. **Bylaw Infractions:** Council discussed the current Bylaw infractions and requests that letters be sent to the Owners in violation.

NEW BUSINESS

1. **Clubhouse:** An Owner booked the clubhouse for August as a wedding venue. Within the Strata guidelines of not cooking or using hotplates to keep food warm at the clubhouse, the Owner proposed to arrange a food truck by using two of the 4 designated parking stalls for 2 hours in the afternoon of the wedding event to allow the truck to park outside of the main level of the clubhouse.

After discussion, Council approved the proposal and required the Owner must hire a service provider with appropriate WCB and commercial insurance coverage.

2. **Flashings:** It was reported that Precision Gutter reviewed numerous buildings at Hyde Park and every unit that has upper gutters draining above the belled roofs has the same issues with water running over the gables. As the roofing issue created by the original design of the buildings and unrelated to the gutters and there are gable boards extend past the end of the gutters in some areas, water drips off the ends of these boards. The Strata Manager will contact Zenterra to add flashings to divert water above these areas to better control how much water gets to these points.
3. **Parking Ticket:** Council reviewed and approved the draft ticket for parking violations that was distributed at the meeting. Council members will post the ticket on a vehicle in violation as a reminder for the vehicle Owner to take a proper action.

4. **Garage Sale:** Council decided to schedule July 13, 2019 for a garage sale event in the complex. Residents are encouraged to open up the garages to have a community swap between 9:00 a.m. and 2:00 p.m.

CORRESPONDENCE

1. **Correspondence Received SL 68 – Manhole Cover:** The Owner reported that there is a bolted manhole cover in front of Strata lot 78 and 111. The lid was rocking back and forth that may cause a car with small tires and could become stuck. Council will look into the area before taking actions.
2. **Correspondence Received SL 156 – Speeding:** The Owner noticed that there are some Residents driving extremely fast in the complex even when children are playing in the common areas. The Strata Manager will draft a notice with speeding Bylaws for posting shortly.
3. **Correspondence Received SL 151 – Notice of Watering:** The Owner reminded that a general notice for watering is supposed to send out to all Residents to prevent losing plants. Council instructed the Strata Manager to draft a notice to encourage Residents watering the common areas close to their units also comply with the water restriction guidelines.
4. **Correspondence Received SL 125 – Soffits:** The Owner noted that birds might be using soffit for access and nesting above his garage peak. A pest control company was dispatched for a look and estimation. The quote that was received was distributed and discussed. The Strata Manager was requested to contact another contractor to quote for the cost for bird removal and soffit recovery to resolve the issues that have been reported in the complex.
5. **Correspondence Received SL 23 – Spring Cleanup:** The Owner asked if a spring cleanup will be arranged for larger items with the current disposal contractor AJM for group rates. The Strata Manager will look into the contract to see if the junk removal is included in the regular service.
6. **Correspondence Received SL 151 – Tread Climber:** The Owner has a tread climber that she purchased for \$2,750.00 two years ago. As she is unable to use it anymore, she offered \$900.00 if the Strata Corporation is interested in buying it for the Clubhouse gym. Council thanked the offer but there is no space placing the machine in the gym.
7. **Correspondence Received SL 104 – Alteration:** The Owner requested Council's approval for an alteration to be done in the yard because there had been a constant struggle to grow grass due to the shade and evergreen trees needles that fall on this yard. We have attempted to replant the grass on two separate occasions with no success. The Strata Manager will invite the Owner attending the next Council meeting to provide Council more details for decision.
8. **Correspondence Received SL 150 – Alteration:** The Owner requested the planting of 4 Japanese maple trees to the west of the unit, between the sidewalk and the home, to afford them some privacy at that location. Council approved the request and an indemnity agreement form will be signed before alteration.

9. **Correspondence Received SL 42 – Alteration:** The Owner requested Council's approval for a modification of the stairwell (and main floor landing) that leads from the main floor to the upper floor. After discussion. The Strata manager was directed to contact the Owner to obtain an engineering assessment to confirm if the proposed modification will affect any plumbing, heating or electrical systems.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:06 p.m.

Next Meeting: Thursday, June 27, 2019 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 2381

VY/oh

General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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FSRConnect™ REGISTRATION

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Barbecue and Grilling

Using a barbeque is a fantastic benefit of warmer weather! Abiding by some basic courtesies make it a more pleasant experience for everyone.

Things to consider:

1. Check your by-laws to learn what type of barbeque is allowed, where it can be used and if communal barbeques need to be reserved.
2. Do not use lighter fluid unless explicitly allowed and needed.
3. Keep functioning fire extinguishers (manual or ceiling mounted) close by.
4. If your grill is smoking particularly badly, or the wind is wafting toward your neighbors' open windows, close the lid, turn down the heat or scrape off the grate.
5. As a courtesy to other grillers, avoid grilling foods with a strong aroma (fish, seafood, onions, cruciferous vegetables) on a community grill unless wrapped in heavy-duty aluminum foil or the grill is lined with foil.
6. Clean up after yourself. Use a barbecue brush or balled up aluminum foil ball to scrape the cooking grates. Use paper towels and approved spray cleaner on the entire area, including the counter, the grill knobs and the outside of the grill, especially where raw meat many have touched. Put everything back where it belongs.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, April 11, 2019
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Ken Nowlan	Secretary / Privacy Officer
	Jane Mintern	Council Member
	Dwayne Mitchell	Council Member
	Scott Perfonic	Council Member
REGRETS:	Adam Mulford	President
STRATA MANAGER:	Vivian Yang	FirstService Residential

The meeting was called to order at 7:04 p.m.

GUEST BUSINESS

1. **Strata Lot #156:** Further to the discussion at the Council meeting held on February 28, 2019, the Owner of Strata Lot #156 was invited to the meeting for a conversation for Council to deal with his concerns. Council thanked the Owner's attendance and most items were discussed at the meeting. No motion was brought forward.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on February 28, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** *If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.*

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** Two progress invoices that were received from Precision Gutter were circulated and reviewed. The Strata Manager was directed to pay for the gutter improvement project. As for the gutter cleaning service, it was reported that Precision Gutter has done 40% of the cleaning. Council then approved to pay 40% of the invoiced amount for the progress that was provided. **CARRIED**

3. **Monthly Statements:** It was moved and seconded to approve the monthly statements for January and February 2019. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Electronic Access Control:** Council reviewed the quote that was revised after the salesperson from Citiloc Systems had a walkthrough with a Council member on February 28, 2019. A Council member will contact Citiloc to verify the practice of the electronic access system. Council members were requested to provide their questions to the Council member who is contacting Citiloc. Council will decide on the quote via emails following a review of the answers to the questions.
- (b) **Camera in Clubhouse:** The Strata Manager will ask Citiloc to fix the existing cameras that were installed in the Clubhouse. The additional camera installation will be discussed at the future meeting.
- (c) **Privacy Officer Review:** The strata’s Privacy Officer was asked to review the privacy implications of electronic access control and cameras and report to Council.

2. **Landscape Portfolio:**

- (a) **Landscaping Update:** The Strata Manager arranged a walkthrough for certain Council members with Davey Tree in March to discuss the next steps of tree maintenance for the entire property. Council approved, via emails, before the meeting to remove a tree in urgent need of removal as well as 3 other trees recommended, as well as a stump grind in the Gazebo park that should occur to prevent a fungus from spreading at a total cost of \$9,287.25 (tax included). **CARRIED**
- (b) **Irrigation Upgrade:** A Council member had a walkthrough with the Sales VP of University Sprinkler to see how the irrigation system can be upgraded. Several options were provided to Council for discussion.

After discussion, as phase 1 of a longer-term upgrade proposal, Council approved to install an automatic water supply and control to the existing irrigation system to cover all gardens and grass areas in the east side of 2853 Helc Pl. (the City of

Surrey walkway) with a full 1-year warranty, installation, materials. It was moved and seconded to approve the cost of \$6,654 plus GST. **CARRIED**

3. **Maintenance Report:**

- (a) **Window Cleaning:** Champion Window Cleaning scheduled the service for April 1 through April 5. It was reported that the service had been done and several deficiencies that were reported also had been addressed.
- (b) **Maintenance List and Completed Items:** Council reviewed the list and numerous items have been added by Owners and a quote from Fehr Strata Repairs for miscellaneous items. Fehr Strata Repairs was requested to lower the prices also proactively report any deficiencies they found while working in the complex.
- (c) **Concrete Repairs:** It was tabled to the next meeting.
- (d) **Notice of Contractor Completion and Deficiency Reporting:** Council discussed that work deficiency reports are sometimes reported well after a reasonable period in which to report them. It was agreed that First Service would not only send out advance notice of work being done, but also include deadline reminders for filing deficiency reports.

BUSINESS ARISING

- 1. **Gutter Improvement Project:** The contractor has completed a substantial portion of the gutter improvement project in the complex; however, there are some deficiencies were reported that need to be followed up. As for the gutter cleaning, it was noted that it is about 40% done with the service.
- 2. **Balcony Fasteners:** Columbus Construction was arranged to discuss with a Council member about the possible repairs for the balcony fasteners. Council was advised to contact the developer to obtain the guardrail stamped engineered shop drawings. A letter was officially sent to Zenterra for the request. The Strata Manager is still waiting for the documents to be received and will email and mail a reminder to Zenterra after the meeting as this is considered as a safety issue.
- 3. **Frozen Piping:** Further to the report from Latham's Mechanical who investigated and determined the line where serves the kitchen sink and hose bib has had continued freezing issues when temperatures reach -1°C, a quote that was received to install a fibreglass insulation to the issue was briefly reviewed. This issue was tabled to the next meeting.
- 4. **Roof Leak- Developer Repair:** It was reported that the developer had addressed the repair for the roof leak and redone the sections of the roof above a unit in mid-March. Currently they are awaiting rainfalls to see if the problem has been resolved.
- 5. **Bylaw Infractions:** Council discussed the current Bylaw infractions and requests that letters be sent to the Owners in violation.

NEW BUSINESS

1. **Order of Technical Safety BC:** A Safety Order from Technical Safety BC (TSBC) that was received on March 28, 2019 to require the strata corporation and Owners to comply with the order per section 72 of the Safety Standards Act was discussed.

The Safety Order is attached.

As the Order requires the strata council and Owners to submit the information to demonstrate that each unit under Strata Plan EPS 2381 has been inspected, repaired if required, and deemed safe to TSBC by May 15, 2019, Zenterra, as the developer who arranged the original installer was informed and had CJ Heating completed the first visit at Unit 8 through Unit 19 of Building 1 & 2 on April 8, 2019. The rest of the units will be scheduled for an inspection shortly.

The Strata Manager was requested to contact Zenterra to ensure CJ Heating is a licensed contractor and meets with the requirements to have the inspections and any necessary corrections done correctly. It was requested that First Service ensure that there is a contract in place with Zenterra and/or CH Heating so that we can be certain that they comply with the TSBC order.

A Notice for the inspection will be sent out shortly. Owners are required to provide access to CJ Heating according to the schedules arranged. If you are unable to be home for the technician, please ask your friends, neighbours or relatives for help.

2. **Preliminary Notice of Proposed Development at 2830 156th St.:** A proposed development at 2830 156th St., Surrey has brought some Owners attention that the planning recognizes that traffic and parking is often a concern of neighbours. An Owner forwarded the correspondence between himself and the City of Surrey to Council and wished Council to voice at the public hearing scheduled for April 15, 2019. It was agreed that Council was opposed to the proposed increase in the zoning to allow an increased unit density. A Council member will attend and present at the hearing accordingly.
3. **Notice- Children Playing in Common Area:** A draft general Notice to remind residents to safeguard young children while they are playing in the common area was reviewed and approved. The Notice will be sent out to all Owners/Residents soon.
4. **Garage Sale:** An Owner asked about the rules regarding having a garage sale at Hyde Park. It was stated that there is no current Bylaw or rule against the activity of a garage sale.
5. **Marijuana Bylaws:** An Owner requested a 3/4 vote resolution to be voted by ballots at the next Annual General Meeting as the Bylaws for not smoking cigarettes passed at the AGM held in 2018 does not include no smoking marijuana.

The approved no smoking Bylaw that is currently effective to read as follows:

- (a) **“smoke” or “smoking” includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances (including, for clarity, marijuana);**

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

As there is a no smoking bylaw in place that includes marijuana. The Strata Manager will contact the Owner to clarify the action that the Owner wanted Council to take.

CORRESPONDENCE

1. ***Correspondence Received SL 125*** – The Owner attended the Council meeting held on February 28, 2019 and brought up several questions to Council. Council directed the Strata Manager on how to respond the questions the Owner listed after the meeting. Council also agreed to attach the strata lot Owner’s presentation at February 28 meeting to this meeting Minutes as requested.
2. ***Correspondence Received SL 122 – Artificial Grass***: Per Council’s request at February 28 meeting, the Owner provided detailed description, colour and 3 samples of the artificial grass at the meeting for Council’s approval. Council approved the application of installation including one specific artificial grass product and stack walls as proposed.
3. ***Correspondence Received SL 48 – Marijuana Smell***: The Owner concerned that they are constantly getting a marijuana odor entering their unit through what they suspect from the bathroom fan vents. Latham’s Mechanical was arranged to investigate all exhaust fans in affected areas. According to Latham’s report, all fans are working, and no fans were found sharing with other units. The ingress of smells are most likely due to negative pressure within the townhouse and lack of fresh air vent. It was noted that there is a no smoking bylaw in place, that prohibits smoking in strata units.
4. ***Correspondence Received SL 42 – Alteration Request***: The Owner requested Council’s approval to make some changes in landscaping to the yard area at his own cost including four plants to be removed and relocated that will nicely fit the replacement of dead plants project Council scheduled for later this year. Council reviewed the before/after diagram and approved the modification as proposed.
5. ***Correspondence Received SL 34 - Front Railing***: The Owner reported that a portion of the railing in front of the unit was found broken. Council asked First Service to have Fehr Strata Repairs to include this item to the maintenance list and get it fixed.
6. ***Correspondence Received SL 118 – Ant Issue***: The Owner reported that ants have been found in the garage and outside pathway since last September. They are coming in through all the cracks. The Strata Manager arranged Atlas Pest Control to attend the unit for a treatment.
7. ***Correspondence Received SL 148 – Sinking Yard***: The Owner found the surface in his front yard was uneven and sought for a solution from the Strata Corporation. The Strata Manager contacted the City of Surrey to determine if there is a stream underneath the property. City confirmed that there does not appear to be any streams or major slopes in the area. A Council member will arrange with the landscaper to look into it.
8. ***Correspondence Received SL 119 – Request of Waiver of Late Fine/Interest***: The Owner apologized for overlooking their account as they set up the strata fee payments

enrolled on pre-authorized debit (PAD) on the bank account and the PAD ended December 2018. The Owner paid the outstanding amount and reset PAD with FirstService Residential. Council approved to waive the fines and interest that were charged to their account.

9. **Correspondence Received SL 131 – Missing Ball:** The Owner reported that a 10lb Nike Medicine Ball was found missing in the gym. Council noted that the Strata Corporation did not own the ball. It may have been returned to the Owner.
10. **Correspondence Received SL 66 – Broken Window:** The Owner reported that a bullet-like hole was found in the kitchen window. The Strata Manager has arranged the window company to replace the broken window. The strata insurance broker BFL Canada was informed to proceed a claim to cover the cost of the replacement.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:20 p.m.

Next Meeting: Thursday, May 23, 2019 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 2381

VY

Email: Vivian.yang@fsresidential.com
Direct Line: 604.648.4433
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

SAFETY ORDER

STRATA PLAN EPS 2381 - HYDE PARK, SURREY B.C.

Date of Issue: March 27, 2019

No: SO-GA 2019-02

This safety order is issued pursuant to section 31 of the Safety Standards Act. A person affected by this safety order may appeal this order in writing to the Safety Standards Appeal Board within 30 days. The appeal process is set out on the Safety Standards Appeal Board's website at www.gov.bc.ca/safetystandardsappealboard.

Failure to comply with a safety order is an offence under section 72 of the Safety Standards Act.

Part 1: Details of Regulated Work or Regulated Product

This safety order is being issued in relation to:

	Regulated Work – General			Regulated Product – General
	Regulated Work – Specific Class			Regulated Product – Specific Class
X	Specific Regulated Work			Specific Regulated Product

Part 2: Requirement(s) of this Safety Order

Upon receipt of this safety order, the strata council and owners associated with Strata Plan EPS 2381, Hyde Park, Surrey BC shall comply with the following requirements:

1. Effective immediately, the strata council shall instruct all owners to make arrangements to have a licensed gas contractor inspect all installed tank less water heaters in order to confirm compliance with the manufactures certified installation instructions and CSA B149.1 - Natural gas and propane installation code.
2. A licensed gas contractor shall make all necessary repairs to achieve compliance with the above and confirm that the equipment has been left in a safe operating condition.
3. The above actions shall be performed by a person that holds a valid certificate of qualification as a Class A or B Gasfitter.
4. In the event an owner is not available to grant access to a unit (an owner lives out of country etc.) the strata council shall provide a licensed gas contractor access to all identified units for the purpose of performing the required regulated work.
5. The strata council and owners are required to submit the following information to demonstrate that each unit under Strata Plan EPS 2381 has been inspected, repaired if required, and deemed safe in accordance with the above requirements:
 - a. Total number of units included in Strata Plan EPS 2381 Surrey BC, by civic address;
 - b. Each strata lot to be individually identified by unit number and associated street address;

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- c. Name of the licensed gas contractor;
- d. Name of the qualified gasfitter that performed the regulated work;
- e. Date that the unit's gas equipment was inspected, repaired if required, and deemed compliant; and
- f. Verification (sign off) by gasfitter that each unit's identified gas equipment has been deemed compliant and safe by a licensed gas contractor.

This information must be made available for review by a safety officer on or before: May 15, 2019

Part 3: Details of Issue

This safety order is being issued to the following:

The strata council and owners of Strata Plan EPS 2381, Hyde Park, Surrey BC.

This safety order is being issued to prevent, avoid or reduce the risk of personal injury or damage to property relating to the incorrect venting operation of a gas fired appliance installed within a dwelling unit. Leakage of gas combustion products (flue gas), have the potential to cause injuries, up to and including death, to any person that is within the dwelling unit.

Technical Safety BC received the following information indicating that leaking flue gas has been detected at the exhaust outlet connection of tank less water heaters:

- Incident report notification submitted by a licensed gas contractor, supported with photographs and documentation. Dated: **February 26, 2019**.
- A copy of the briefing note to residents issued by the property management firm representing Strata Plan EPS 2381. Dated: **January 28, 2019**.

The above information indicates that a flue gas leak has occurred in some dwelling units and may have occurred in other units with similar equipment that has been configured in the same manner.

An unexpected complete failure of the exhaust flue gas vent connection could result in an accidental full discharge of the gas appliance products of combustion into the occupied space.

Part 4: Details of Ordering Safety Manager or Safety Officer – Please read following page

I certify that I am authorized to issue this safety order in accordance with section 15 (d) of the *Safety Standards Act* or that I have been delegated this power under section 15 (g) of the *Safety Standards Act*.

Issued by: a Provincial Safety Manager

Date: March 27, 2019

Failure to comply with this safety order is considered as an offence under section 72 of the *Safety Standards Act* and may result in further enforcement actions including Compliance Order, Monetary Penalty or Discipline Order.

A person affected by this safety order may appeal this order in writing to the Safety Standards Appeal Board within 30 days. The appeal process is set out on the Safety Standards Appeal Board's website at www.gov.bc.ca/safetystandardsappealboard

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Safety Standards Act:

Safety Orders

- 31
- (1) To prevent, avoid or reduce risk of personal injury or damage to property, a provincial safety manager may, in writing, issue a safety order.
 - (2) A safety order may be issued to any person in relation to any of the following:
 - (a) regulated work or regulated products generally;
 - (b) a specific class of regulated product or regulated work;
 - (c) a specific regulated product or regulated work.
 - (3) For certainty, a safety order issued under this section may apply to
 - (a) regulated work that meets the requirements under this Act,
 - (b) regulated work that previously met the requirements under this Act or a former Act but does not meet the current requirements under this Act,
 - (c) regulated products that meet the requirements under this Act, or
 - (d) regulated products that previously met the requirements under this Act or a former Act but do not meet the current requirements under this Act, including a regulated product that bears a certification mark.
 - (4) A safety order may specify any requirement that is intended to prevent, avoid or reduce the risk of personal injury or damage to property and may include any of the following orders:
 - (a) that an existing regulated work or regulated product must be made safe in compliance with the safety order;
 - (b) that a regulated product must be
 - (i) disconnected from a power source,
 - (ii) uninstalled, or
 - (iii) modified before continued use;
 - (c) that a regulated product must be operated, installed, manufactured or disposed of only as specified or that a regulated product must not be moved;
 - (d) that current or future regulated work or a regulated product must conform to the terms or conditions of the order;
 - (e) that a person take or refrain from taking any action that a safety manager considers necessary to prevent, avoid or reduce a risk of personal injury to persons or damage to property;
 - (f) that the manufacturer make reasonable efforts to recall the regulated product.
 - (5) The provincial safety manager must give written notice of the safety order to the following persons:
 - (a) the manufacturer of the regulated product;
 - (b) an owner of the regulated product if the identity of the owner is known to the provincial safety manager;
 - (c) the person in charge of the regulated work.
 - (6) The notice must state the reasons for the decision and that the person has the right to appeal the decision to the appeal board.
 - (7) Despite section 54, a safety order may not be stayed during an appeal.

References:

Safety Standards Act

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Background Information:

- I made plans to install a heat pump sometime during the summer of 2018 (sorry I do not have the exact date)
- A few days before install, I was reading the most recent Strata Meeting minutes and noticed that an owner received approval for their AC unit install
- At that moment, I realized that I should have requested authorization for my heat pump install. It never crossed my mind beforehand, that I would need to request authorization. I immediately sent Daniella an email stating my error.
- Daniella sent me an application form which I filled out and submitted August 21, 2018 and then again on November 19 2018. There was incredible confusion and unnecessary delay over several months surrounding the information being requested by Council which was finally clarified November 19 2018.

Approval Protocol:

- The approval of my heat pump has dragged on much longer than it should have and I hope the following information helps clarify the direction Council should be following
- As per Section 135 (see attached #1), although I installed the heat pump without prior approval, strata cannot impose a fine because there was not a complaint about the contravention, as I was the one that informed the strata about the heat pump. When I was on council, we had several situations where owners unknowingly broke a rule of bylaw and we never fined them the first time as it was not intentional, as in my case
- As per First Service notice dated November 9, 2018, (see attached #2) our bylaw 5 (2) states the strata corporation must not unreasonably withhold its approval under subsection (1) but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration. It has been 6 months since I first filled out the application form and I consider that to be an extremely unreasonable amount of time to approve a request that cannot be denied because several owners already have AC units/ heat pumps installed
- After my unit was installed, a neighbour mentioned to me that my unit makes a lot of noise. I asked another neighbour who also said it was quite loud. I apologized and said that I would look into any options that might make it less noisy. I am the only unit in my block of 3 that has an AC unit so the reference of being noisy is more of a comparison to before my pump was installed. I had the initial installer and an independent 3rd party plumber insist that the noise was comparable to any other unit on the market and not considered noisy in any way
- In January, I received a letter from strata titled "Heat Pump Installation-Review" (see attached #3). Among other things, the letter states that "Through the review process, Council has noticed the noise that the heat pump is quite loud. Therefore Council is requesting that a sound engineering report be provided demonstrates that the heat pump when running, starting up and shutting down, is 60 decibels at the maximum." The incomplete sentences are as written in the notice and are not mine. I emailed Daniella, (see attached #4) asking where our bylaws or rules state the 60 DB limit, if there has been a formal complaint and asked her to expand on the " Council has noticed" part of the letter. She replied that she is "not allowed to provide more info, that the 60 db is provided by the City of Surrey noise and bylaw officer that was contacted and that the remainder of information/questions will reviewed by council at February's meeting".

First off, if there was a formal complaint 6 months after I requested approval for the install, it cannot be combined to make my initial approval request, more difficult, they must be handled as separate situations. Besides that, I called the City of Surrey and they informed me that NO formal complaint has been lodged against my unit. They also said that if a complaint was received, all they would do is try to mediate a reasonable solution to ensure that I am doing everything reasonable to minimize the noise from my unit. Also, and most importantly, they said that there is NO 60 Db bylaw in Surrey. Our rules and bylaws also do not have a Db limit so Council does not have the right to require an engineering report to ensure a 60 Db maximum noise coming from my unit. As for the "Council has noticed" part of the letter, I want an explanation from Council as to what that means. Council is not the police and are held to the SPA and our rules & bylaws. Snooping around my unit, if that is what is meant, is not allowed in any part of Council's roles and responsibilities. Lastly, a formal complaint must be received by strata in writing, for council to get involved. First Service's Bylaw/Rule Violation Complaint Protocol form(see attached #5), number 6 states that a complainants identity will not be divulged. This goes against the SPA 36 (1)(a) (see attached #6) referencing 35 (2)(k) and also by PIPA 23 & 18(1)(o) (see attached #7 as sent by Sarah from FIPA BC). As such, I want to know which of my neighbours complained so I can speak directly to them to ensure that my efforts to reduce noise are sufficient. To date, I have purchased an insulation bag that completely surrounds the motor mechanism and I also had the installer return to reprogram some of the settings and reduce the times the unit is activated. I spoke to one of my neighbours who said that they noticed the changes and are happy with the result but I want to speak to any others who may have complained, to ensure their satisfaction as well.

I expect this information to be more than sufficient for Council to finally approve my heat pump installation. I understand that Council is almost completely reliant upon our Property Management Company for guidance in situations such as these. Having said that, Council should have a better understanding of our own Rules & Bylaws to prevent situations such as these from escalating to this point again. The notices are worded "on behalf of and at the direction of the Strata Council", this means you not First Service.

To summarize:

- Council cannot fine me, because there was not a written complaint for the installation of my heat pump
- I expect an immediate approval of my heat pump and notification of this within 1 week as per SPA 34.1 (3) (see attached #6B)
- In reference to Council notice dated January 23, 2019, I expect a detailed explanation as to what it meant when it said that "Council has noticed the noise that the heat pump is quite loud."
- I expect the request for a sound engineer be rescinded as there is no Rule or Bylaw requiring a lower than 60 Db noise
- I expect First Service to update their Complaint Protocol form to reflect current SPA & PIPA rules stating that a complainant's identity MUST be shared with the alleged violator or any owner
- I demand this entire package be included in the current month's Council Meeting Minutes, so all owners are aware of the proper protocol, for future reference

Denial of access to recreational facility

134 The strata corporation may, for a reasonable length of time, deny an owner, tenant, occupant or visitor the use of a recreational facility that is common property or a common asset if the owner, tenant, occupant or visitor has contravened a bylaw or rule relating to the recreational facility.

Complaint, right to answer and notice of decision

- 135 (1) The strata corporation must not
 - (a) impose a fine against a person,
 - (b) require a person to pay the costs of remedying a contravention, or
 - (c) deny a person the use of a recreational facility
 for a contravention of a bylaw or rule unless the strata corporation has
 - (d) received a complaint about the contravention,
 - (e) given the owner or tenant the particulars of the complaint, in writing, and a reasonable opportunity to answer the complaint, including a hearing if requested by the owner or tenant, and
 - (f) if the person is a tenant, given notice of the complaint to the person's landlord and to the owner.
- (2) The strata corporation must, as soon as feasible, give notice in writing of a decision on a matter referred to in subsection (1) (a), (b) or (c) to the persons referred to in subsection (1) (e) and (f).
- (3) Once a strata corporation has complied with this section in respect of a contravention of a bylaw or rule, it may impose a fine or other penalty for a continuing contravention of that bylaw or rule without further compliance with this section.

Complaint against council member

- 136 (1) If a complaint is made about a council member contravening a bylaw or rule, the council member must not participate in a decision made under section 135 about the complaint.
- (2) Subsection (1) does not apply if all the owners are on the council.

Eviction by landlord

137 A repeated or continuing contravention of a reasonable and significant bylaw or rule by a tenant of a residential strata lot is an event that allows the landlord to give the tenant a notice terminating the tenancy agreement under section 47 [*landlord's notice: cause*] of the *Residential Tenancy Act*.

Eviction by strata corporation

138 (1) A repeated or continuing contravention of a reasonable and significant bylaw or rule by a tenant of a residential strata lot that seriously interferes with another person's use and enjoyment of a strata lot, the common property or

November 9, 2018

George Estacio / Sandy Es
79 - 15677 28th Avenue
Surrey BC V3Z 0E5 CAN

Dear Sir/Madam,

**RE: EPS2381 - Hyde Park
79 - 15677 28th Avenue, Surrey, BC
Alleged Bylaw Violation - Possible Fine**

As Agent for the Owners of EPS2381 - Hyde Park, we are writing on behalf of and at the direction of the Strata Council to advise that you are alleged to be in violation of the Strata Corporation's Bylaws as follows:

Please remove A/C unit vendor insurance, WCB clearance and spec sheet for the installation is approved, as well as the detailed plans for the installations including any penetration of the envelope of the building

Please note the Strata Corporation's Bylaws, which state:

Obtain approval before altering a strata lot

5(1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:

- (a) the structure of a building;*
- (b) the exterior of a building;*
- (c) chimneys, stairs, balconies or other things attached to the exterior of a building;*
- (d) doors, windows or skylights on the exterior of a building, or that front on the common property;*
- (e) fences, railings or similar structures that enclose a patio, balcony or yard;*
- (f) common property located within the boundaries of a strata lot; and*
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.*

(2) The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

(3) This section does not apply to a strata lot in a bare land strata plan.

As per Section 135 of the *Strata Property Act*, you are provided with an opportunity to answer the

January 23, 2019

VIA EMAIL

George Estacio / Sandy Estacio
79 - 15677 28th Avenue
Surrey, BC V3Z 0E5

Dear Owner(s),

**Re: Strata Plan EPS 2381 – Hyde Park
79 - 15677 28th Avenue, Surrey, BC
Heat Pump Installation - Review**

As Agent for the Owners of EPS 2381 – Hyde Park, we are writing on behalf of and at the direction of the Strata Council.

Council has been reviewing your application for the installation of your heat pump. Through the review process, Council has noticed the noise that the heat pump is quite loud. Therefore Council is requesting that a sound engineering report be provided demonstrates that the heat pump when running, starting up and shutting down, is 60 decibels at the maximum. Once Council reviews the report then the next steps for the approval of the heat pump can be reviewed. Council would like to re-iterate that the heat pump installation is not approved at this time and may still be requested to be removed, if the engineering report is not provided in a timely manner.

Yours truly,

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/ls

From: Daniela Schulz
Sent: Friday, January 25, 2019 2:51 PM
To: George Estacio
Subject: RE: Heat Pump Installation - Review

Hi George,

I am not really allowed to provide more information.

I can answer the first questions, the 60 decibels is being provided by the City of Surrey noise bylaw officer that was contacted.

The remainder of the information/questions, we be required to be reviewed by Council at the February meeting, which you are attending and then Council can address this then.

Thanks,



DANIELA SCHULZ
Strata Manager

200 Granville Street | Suite 700 | Vancouver, BC, Canada V6C 1S4
Direct 604.689.6986 | Office 604.683.8900 | Fax 604.689.4829
Toll Free 1.855.683.8900 | Customer Care Centre 1.855.273.1967

Email Daniela.Schulz@fsresidential.com

www.fsresidential.com

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From: George Estacio <gestacio16@gmail.com>
Sent: Thursday, January 24, 2019 5:49 PM
To: Daniela Schulz <Daniela.Schulz@fsresidential.com>
Subject: FW: Heat Pump Installation - Review

Hello again Daniela, when you have a moment please provide the following information regarding the letter attached below.

- 1- Where does it state that noise must be below 60 decibels? Please provide the Bylaw or Rule as I cannot find anything anywhere. If there is no Rule or Bylaw, please explain the reasoning for the demand for an engineer report.
- 2- Have there been any formal complaints emailed in to strata with or without the appropriate form filled out, from non-council residents or my neighbors regarding the noise? I know you cannot identify specific owners that have complained but Council is also not allowed to go after owners either
- 3- Please expand what it means where the letter states " Council has noticed the noise that the heat pump is quite loud". Is this council's opinion or a non-council resident opinion?

Thank You Again
George

Sent from Mail for Windows 10

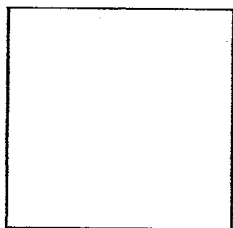
From: George Estacio
Sent: Wednesday, January 23, 2019 5:09 PM
To: info.bc@fsresidential.com; sandyestacio@gmail.com
Subject: RE: Heat Pump Installation - Review

Hello Daniela, where in any bylaw or rule does it state that noise must be below 60 decibels? If this stalling of approval continues, I will be forced to follow up with the CRT. As I have mentioned many times before, my request cannot be denied, I have not broken any ratified rules or bylaws that I am aware of. It is your and counsel's responsibility to identify specific bylaws when communicating issues to owners as per the SPA.

Thank You

Sent from Mail for Windows 10

From: info.bc@fsresidential.com
Sent: Wednesday, January 23, 2019 9:04 AM
To: gestacio16@gmail.com; sandyestacio@gmail.com
Subject: Heat Pump Installation - Review



January 23, 2019

George Estacio / Sandy Estacio
79 - 15677 28th Avenue
Surrey BC V3Z 0E5 CAN

Dear Sir/Madam:

RE: EPS2381 - Hyde Park
79 - 15677 28th Avenue, Surrey, BC

Please see the attached letter.

Thank you.

Daniela Schulz
Strata Manager
Email daniela.schulz@fsresidential.com

Tel [604.683.8900](tel:604.683.8900) | Toll Free [855.683.8900](tel:855.683.8900) | Fax [604.689.4829](tel:604.689.4829)

www.fsresidential.com

In accordance with the *Personal Information Protection Act*, any personal information is provided for immediate use with the understanding that the information will be destroyed upon completion of the task.



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BYLAW / RULE VIOLATION COMPLAINT PROTOCOL

Section 135 of the *Strata Property Act* holds the Strata Corporation responsible to enforce the Strata Bylaws / Rules. The Act also requires that bylaw/rule violation complaints must be received in writing. In order to assist residents that are initiating complaints of bylaw/rule violations, please follow the protocol below:

- 1) First, refer to Strata Bylaws and Rules to ascertain that a bylaw/rule violation has occurred. If there is no applicable bylaw/rule violated, the *Strata Property Act* does not allow the Strata Corporation to take action.
- 2) Please complete all sections of the "Bylaw/Rule Violations Complaint Form" (Complaint Form), otherwise, the process may be delayed. Try to be certain that the unit number from which the violation has occurred is the correct one. All buildings do not automatically have the same unit numbers directly above and below.
- 3) Upon receipt of the Complaint Form and verification that a valid bylaw/rule violation has occurred, a 'bylaw/rule Violation Warning Letter' (Warning Letter) will be sent to the alleged violator. At this point, the term 'alleged' must be used as there may be a unit error or some other misunderstanding.
- 4) Allow time for the Warning Letter to be received and complied with (recommended two week period), then if the same bylaw/rule violation occurs again, it becomes necessary to fill in another Complaint Form. Be sure and mark the box identifying this as a 'repeat offense' and re- send it to FirstService Residential.
- 5) Upon receipt of the Complaint Form with the repeat offence details, the Strata Council will determine if there is a violation. Be aware that Section 135 of the *Strata Property Act* allows the recipient the right to request a hearing before council.
- 6) If a hearing is requested you may or may not be contacted by the Strata Council. Also be aware that due to the *Personal Information & Protection Act* (PIPA), copies of correspondence will not be sent to you nor will your identity be divulged.

- (c) this Act and the regulations;
 - (d) the bylaws and rules;
 - (e) resolutions that deal with changes to common property, including the designation of limited common property;
 - (f) waivers and consents under section 41, 44 or 45;
 - (g) written contracts to which the strata corporation is a party;
 - (h) any decision of an arbitrator or judge, or of the civil resolution tribunal, in a proceeding in which the strata corporation was a party, and any legal opinions obtained by the strata corporation;
 - (i) the budget and financial statement for the current year and for previous years;
 - (j) income tax returns, if any;
 - (k) correspondence sent or received by the strata corporation and council;
 - (l) bank statements, cancelled cheques and certificates of deposit;
 - (m) Information Certificates issued under section 59;
 - (n) the records and documents referred to in section 20 or 23 obtained by the strata corporation;
 - (n.1) any depreciation reports obtained by the strata corporation under section 94;
 - (n.2) any reports obtained by the strata corporation respecting repair or maintenance of major items in the strata corporation, including, without limitation, engineers' reports, risk management reports, sanitation reports and reports respecting any items for which information is, under section 94, required to be contained in a depreciation report;
 - (o) any other records required by the regulations.
- (3) Records referred to in this section must be retained by the strata corporation for the periods set out in the regulations.

Access to records

- (1) On receiving a request, the strata corporation must make the records and documents referred to in section 35 available for inspection by, and provide copies of them to,
- (a) an owner,
 - (b) a tenant who, under section 147 or 148, has been assigned a landlord's right to inspect and obtain copies of records and documents, or

Approval of council member remuneration

34 Any remuneration paid to a member of council for the member's exercise of council powers or performance of council duties must be approved in advance of payment

- (a) in the budget,
- (b) in the bylaws, or
- (c) by a resolution passed by a 3/4 vote at an annual or special general meeting.

Request for council hearing

- 34.1** (1) By application in writing stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- (2) If a hearing is requested under subsection (1), the council must hold a council meeting to hear the applicant within 4 weeks after the request.
- (3) If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week after the hearing.

Division 2 – Records

Strata corporation records

- 35** (1) The strata corporation must prepare all of the following records:
- (a) minutes of annual and special general meetings and council meetings, including the results of any votes;
 - (b) a list of council members;
 - (c) a list of
 - (i) owners, with their strata lot addresses, mailing addresses if different, strata lot numbers as shown on the strata plan, parking stall and storage locker numbers, if any, and unit entitlements,
 - (ii) names and addresses of mortgagees who have filed a Mortgagee's Request for Notification under section 60,
 - (iii) names of tenants, and
 - (iv) assignments of voting or other rights by landlords to tenants under sections 147 and 148;
 - (d) books of account showing money received and spent and the reason for the receipt or expenditure;
 - (e) any other records required by the regulations.
- (2) The strata corporation must retain copies of all of the following:
- (a) the records referred to in subsection (1);

From: George Estacio
Sent: Monday, February 11, 2019 2:03 PM
To: gestacio16@gmail.com
Subject: Fwd: Information Privacy & Strata

①

George Estacio
Manager
Maximum Collision
15026 32 Ave
Surrey BC
604-535-9228

Begin forwarded message:

From: fipa@fipa.bc.ca
Date: February 11, 2019 at 1:59:22 PM PST
To: gestacio16@gmail.com
Subject: Information Privacy & Strata

Hi George,

I was able to find a couple of documents that the Office of the Privacy Commissioner of BC created.

The first is a general guideline document
<https://www.oipc.bc.ca/guidance-documents/1438>

This guideline is specific to Strata and Privacy

<https://www.oipc.bc.ca/guidance-documents/1455>

The third is the frequently asked questions for strata and privacy.

Page 3 has your question and answers to your questions would be in the Strata Property Act ("SPA") as it refers.

<https://www.oipc.bc.ca/guidance-documents/1805>

Can a resident have access to a letter of complaint about them?

Under s. 36 of SPA strata councils must disclose records and documents to owners and

other authorized individuals, including correspondence received by the strata corporation. PIPA authorizes this disclosure pursuant to s. 18(1)(o). A resident may also make an access request pursuant to s. 23 of PIPA for his or her own personal information that is under the control of the strata corporation. As strata corporations are at liberty to disclose complaint letters to the person who is the subject matter of the complaint pursuant to SPA, it is advisable for strata corporations to have clear policies explaining to all owners and tenants that the strata corporation will disclose complaint letters upon receiving a written request pursuant to SPA by an authorized individual. This includes disclosure to the person who is the subject matter of the complaint should they make a request under the SPA.

I hope this helps.

Sara



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, February 28, 2019
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Dwayne Mitchell	Council Member
	Scott Perfonic	Council Member
REGRETS:	Ken Nowlan	Secretary / Privacy Officer
	Jane Mintern	Council Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential
	Vivian Yang	FirstService Residential

The meeting was called to order at 7:00 p.m.

GUEST BUSINESS

1. ***Alteration Request:*** An Owner attended the meeting to express his concerns about an unapproved alteration that had been installed in his unit. Council thanked his attendance and instructed the Strata Manager on how to respond to the Owner.
2. ***Citiloc:*** Pierre Van Der Merwe from Citiloc System Ltd. was invited to review the quote submitted and confirm the scope of work with Council for the electronic access control system to be installed at the Clubhouse. Citiloc will revise the quote per requests and resend it to Council for decision.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on January 17, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the Accounts Receivable Report with the Strata Council. It was moved and seconded to lien a strata lot which is in significant arrears. **CARRIED.**

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the monthly statements for December 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**
 - (a) **Electronic Access Control:** As noted above.
 - (b) **Camera in Clubhouse:** As noted above.
 - (c) **Clubhouse Security:** Clubhouse Committee reported that all doors in the Clubhouse were found wide open recently. Due to safety and security concerns, Council decided to shut down the second floor by placing a lock on the door where connecting two floors until a $\frac{3}{4}$ vote resolution for the installation of the electronic access system is approved and the required doors are fobbed.
 - (d) **Clubhouse Liability Notice:** A draft notice for the waiver of liability was circulated and reviewed. It was moved and seconded to approve the Notice of Waiver of Liability as follows:

The Owners, Stata Plan EPS 2381 (the “Strata”)

Waiver of Liability

As a condition of the use of the yoga room, ball hockey rink, theatre room, patio, barbeque, kitchen, party room or the pool table (the “Facilities”) all parties agree to the following:

Strata and its successors, assigns, agents, employees, council members, and individual strata lot owners are released from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from use of the Facilities. This notice discharges the Strata from any liability or claim that any party may have against the Strata with respect to bodily injury, personal injury, illness, death, or property damage that may result from use of the Facilities.

All parties assume all risks related to their use of the Facilities including but not limited to:

- Death, injury, or illness from accidents of any nature whatsoever, including but not limited to bodily injury of any nature, whether severe or not, which may result as of my use of the Facilities.
- Theft or loss of personal property during personal use of the Facilities.

Parties acknowledge that the above list is not inclusive of all possible risks associated with use of the Facilities and parties are aware of the risks involved whether described or not. All parties certify their full knowledge of the nature and extent of the risks associated with use of the Facilities. Parties agree that they will not be supervised or assisted during use of the Facilities.

PLEASE ADHERE TO THE RULES FOR USE OF THE FACILITIES AT ALL TIMES

CARRIED.

2. ***Landscape Portfolio:***

- (a) ***Landscaping Update:*** It was tabled to the next meeting.
- (b) ***Tree Removal:*** The Strata Manager was directed to contact Davey Tree and arrange a walkthrough of the complex with Council to discuss the next steps of tree maintenance for the entire property.
- (c) ***Irrigation Upgrade:*** To ensure that the trees in the complex are properly watered, the Strata Manager was requested to arrange University Irrigation for a walkthrough with Council to see how the irrigation system can be upgraded.

3. ***Maintenance Report:***

- (a) ***Maintenance Plan:*** Council reviewed the maintenance plan for the building. Council discussed numerous quotations for the window cleaning. It was moved and seconded to award the job to Champion Window and Pressure Cleaning to clean all exterior inaccessible windows including exterior side of balcony railing glass by mix of water fed pole and hand.

- (b) **Maintenance List and Completed Items:** Council reviewed the list and numerous items have been added by Owners. Fehr Strata Repairs continues to work on the outstanding items.
- (c) **Concrete Repairs:** It was tabled to the next meeting.

BUSINESS ARISING

1. **Directives:** The Strata Manager's directives list was reviewed.
2. **Gutter Improvement Project:** The contractor has started the gutter improvement work in the complex to be done shortly. Council requested a quote for gutter cleaning from the contractor that may be proceeded in April.
3. **Balcony Fasteners:** A quote that was received from Sense Engineering for a conduction of balcony guard evaluation was discussed. The evaluation will provide Council the information about what repairs need to be done in the complex. The Strata Manager was requested to obtain a quote for the repairs from a contractor.

NEW BUSINESS

1. **Frozen Piping:** It was reported that the Domestic Cold-Water (DCW) line in a unit within ceiling space outside of the garbage area was found frozen. The line serves the kitchen sink and hose bib.

Latham's Mechanical was dispatched for an investigation. It was mentioned that the line has had continued freezing issues when temperatures reach -1°C. The developer attempted to insulate ceiling space with blown in insulation but has failed.

Latham's recommended to remove the ceiling paneling and insulation. Once the pipe is exposed, an installation of a heat tracing/heat wrap is recommended to follow with fibreglass insulation.

The Strata Manager was instructed to forward the engineering report that was completed by Sense Engineering to the developer Zenterra and question if they have done the pipe installation properly.
2. **Roof Leak- Developer Repair:** An Owner reported in early February that there was a leak from her roof and water was bubbling and accumulating behind the paint at the top of the door frame of one of her secondary bedrooms. Zenterra was contacted for the repairs; however, the repair has not been done before the meeting. FirstService will continue to follow up with Zenterra.
3. **Bylaw Infractions:** Council discussed the current Bylaw infractions and requests that letters be sent to the Owners in violation.

CORRESPONDENCE

1. ***Bylaw Violation Summary Report:*** Council reviewed numerous infractions and responses.
2. ***Correspondence Received SL 12 & SL 125 – Amenity Room Booking:*** Council reviewed the request from an Owner for booking the Amenity Room for a wedding in the summer. Council agreed and requested an additional cleaning fee of \$25.00 for the event. Another Owner wanted to schedule two dates in March and expected 75 guests attending each event. Council also approved the application.
3. ***Correspondence Received SL 75 – Security:*** The Owner expressed her concerns about a Resident who goes through everyone's recycling every week looking for bottles in exchange for money. Council advised that the Strata Corporation is unable to control an Owner/Resident's actions and there are no Bylaws associated with those actions. Council will not take any action for now.
4. ***Correspondence Received SL 122 – Artificial Grass:*** The Owner is seeking Council's approval to install artificial grass in the backyard. The Owner explained that there has been two attempts to grow grass in that area, which was the original sod installed by developer Zenterra, and a replacement installation done by Zenterra. However, the ground is constantly saturated and the grass seems to wash away. Council would like the Owner to provide more description, colour and a sample of the artificial grass proposed for decision.
5. ***Correspondence Received SL 137 – Alteration:*** The Owner requested Council's approval to install a retaining wall OR entail soil removal. Council denied the request for retaining wall installation and directed the Strata Manager to confirm with the Owner if the cost from material to labour will be on their own and they will be responsible for the said area.
6. ***Correspondence Received SL 32 – Patio Heater:*** The Owner reported that the patio heater is still not working even though workers had tried to fix it a couple of months ago. The Strata Manager will obtain a quote for Council's decision.
7. ***Correspondence Received SL 156 – Quotation Documents:*** The Owner is interested in the reports and any documentation received in support of any/all quotations from the selected arborists involved. Council instructed the Strata Manager to invite the Owner to attend the next Council meeting scheduled for April 11, 2019.
8. ***Correspondence Received SL 155 – Reimbursement:*** The Owner sent a letter to Council in hopes that the invoice she submitted for a "hazardous abatement" of a tree topping be reconsidered and reimbursed by the Strata Corporation before further action is taken. The Owner also requested to obtain any/all arborist reports. Council advised that there is no additional budget allowing for a reimbursement as well as such the reports the Owner asked for.
9. ***Correspondence Received SL 48 – Smoking Smell:*** The Owner concerned that they are constantly getting a marijuana odor entering their unit through what they suspect from the bathroom fan vents. Latham's Mechanical will be arranged to investigate the ventilation system.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:30 p.m.

Next Meeting: Thursday, April 11, 2019 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan EPS 2381

VY/jh

Email: Vivian.yang@fsresidential.com
Direct Line: 604.648.4433
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
Brokers**

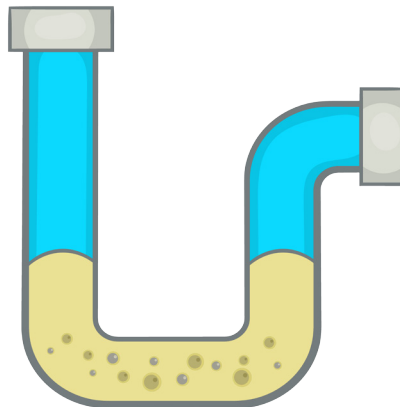
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Thursday, January 17, 2019
Within the Lancaster Clubhouse***

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice-President
	Patrick Sheppard	Treasurer
	Ken Nowlan	Secretary / Privacy Officer
	Dwayne Mitchell	Council Member
	Scott Perfonic	Council Member
	Jane Mintern	Council Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential
	Vivian Yang	FirstService Residential

OBSERVERS: SL 137 and SL 58.

The meeting was called to order at 7:00 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on December 13, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the Accounts Receivable Report with the Strata Council. It was moved and seconded to lien a strata lot for arrears over 90 days. **CARRIED.**

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** It was moved and seconded to approve the monthly statement(s) for November 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. Clubhouse Portfolio:

- (a) **Electronic Access Control:** Council discussed revised quotations for the electronic access. Council requests that the Strata Manager schedule one of the vendors to attend the next meeting to discuss the system and questions.
- (b) **Camera in Clubhouse:** Council reviewed a quotation for the repairs and completion of the cameras in the Clubhouse. Once the scope for the electronic access is reviewed, Council will review the repairs to the camera.
- (c) **Rules:** Council reviewed the current Rules for the Strata Corporation, it was moved and seconded to make the following amendments:

Clubhouse

- 1. *A \$200.00 (two hundred) refundable cheque or cash deposit is required for each rental of a PRIVATE FUNCTION and is due and payable at the pre-rental walk through. The deposit is to be submitted to the Clubhouse Committee and will be refunded when it has been verified that the room, equipment and contents have been left in a clean and undamaged condition.*
- 2. *In addition to the deposit, a non-refundable rental fee of \$15.00/per hour for the party room, \$10.00/hr for the hockey and theatre room (for the maximum amount of \$150.00 (one hundred and fifty)), payable to “Strata Plan EPS2381” is to be submitted to the Property Management a minimum of 7 (seven) days prior to the rental date.*

CARRIED.

2. Landscape Portfolio:

- (a) **Tree Removal:** The Strata Manager provided an update that the 2 trees were removed in December. Council requests an update on the pruning of the complex to ensure that it was completed. Council also requests a further walk around of the complex to discuss the next steps of the tree maintenance for the entire property.

- (b) **Landscaping Contract:** Council reviewed the proposed renewal of the current landscaping contract. It was moved and seconded to approve the 2019 contract for a 2-year term. **CARRIED.**

3. **Maintenance Report:**

- (a) **Maintenance Plan:** Council reviewed the maintenance plan for the building. Council discussed numerous quotations for the window cleaning and roof maintenance of the complex. Council requests some revised quotation and to use some of the quotation for budget planning in the 2019-2020 fiscal year
- (b) **Maintenance List and Completed Items:** Council reviewed the list and numerous items have been added by Owners. Fehr Strata Repairs will be on site in January to work on outstanding items.
- (c) **Concrete Repairs:** Council reviewed a revised quotation for concrete replacement where there is spalling of the sidewalks. The Strata Manager will follow up with the second quotation.
- (d) **Pest in Entry into Strata Lot:** Council reviewed a report provided by Atlas Pest and Wildlife Control and a quotation to help with eradicating the access for the pest. It was moved and seconded to approve the quotation. **CARRIED.**

BUSINESS ARISING

- 1. **Directives:** The Strata Manager's directives list was reviewed.
- 2. **Gutter Improvement Project:** Council reviewed options from the gutter solution vendor Precision Gutters. It was moved and seconded to approve the gutter cleaning and downspout improvement. **CARRIED.** It is anticipated that the gutter improvement work will begin within the next several months.

NEW BUSINESS

- 1. **Balcony Railing Fastener:** Council requests a review of the Engineering Report in regard to reports of balcony railing fasteners for further discussion at their next meeting. It was moved and seconded to approve a quotation for the scope and tendering of the review of balcony fasteners with Sense Engineering. **CARRIED.**
- 2. **Bylaw Infractions:** Council discussed the current bylaw infractions and requests that letters be sent to the Owners in violation.

CORRESPONDENCE

- 1. **Bylaw Violation Summary Report:** Council reviewed numerous infractions and responses.

2. **Correspondence Received SL 125 – Alteration:** Council reviewed additional information provided by the Owner. Council requests that a letter be sent to the Owner advising that they need to address concerns of the noise level of the heat pump, about which several complaints have been received.
3. **Correspondence Received SL 132 and SL 131 – Hot Water Tank:** Correspondence was reviewed by Council in regard to repairs completed by Owners in regard to the installation of their hot water tank. Council requests that a memo is sent to all Owners in regard to the information brought to the attention of Council. Council requests that a letter be sent to each Owner with the Council response to their concerns.
4. **Correspondence Received SL 155 and SL 156 – Tree Pruning Concerns:** Council reviewed concerns in regard to landscaping and the maintenance of the tree pruning. Council reminds all Owners that the trees in the common area are common property and shall not be pruned or otherwise modified without prior approval. Council requests a letter be sent to each Owner with their response to their concerns to the maintenance of the trees in the community and also that a letter be sent to the contractor which conducted the unapproved pruning.
5. **Correspondence Received SL 157 – Lawn Repairs:** Council reviewed concerns in regard to lawn repairs. Council requests that a letter be sent to the Owner in response to their concerns.
6. **Correspondence Received SL 148 – Landscaping:** Council reviewed concerns in regard to landscaping. Council requests further details from the Owner to then add to their maintenance list for the spring.
7. **Correspondence Received SL 154 – Air Quality in Strata Lot:** Council reviewed concerns in regard to the air quality in the Strata lot. Council requests that a letter be sent to the Owner with their response in regard to Owner maintenance of their Strata lot.
8. **Correspondence Received SL 69 – Gutter Concerns:** An Owner brought to the attention of Council of maintenance concerns with a gutter. Council requests that a letter be sent to the Owner with their response highlighting the plans for the gutter improvements.
9. **Correspondence Received SL 31 and SL 153 – Extended Visitor Parking:** Council reviewed 2 requests for extended visitor parking during the holidays. Via email the requests were approved. It was moved and seconded to ratify the approval. **CARRIED.**
10. **Correspondence Received SL 137 – Landscaping Request:** Council reviewed a request for alteration to landscaping. Council requests a letter be sent to the Owner to request further details in regard to one aspect of the alteration request.
11. **Correspondence Received SL 83 – Strata Lot Alterations:** Council reviewed a request for alteration to their Strata lot. It was moved and seconded to approve the alteration, with the condition that the Owner sign an indemnity agreement. **CARRIED.**

12. **Correspondence Received SL 54 – Strata Lot Alterations:** Council reviewed a request for alteration to their Strata lot. It was moved and seconded to approve the alteration, with the condition that the Owner sign an indemnity agreement. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:25 p.m.

Next Meeting: Thursday, February 28, 2019 at 7:00 p.m. within the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/vp

Email: daniela.schulz@fsresidential.com
Direct Line: 604.689.6986
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

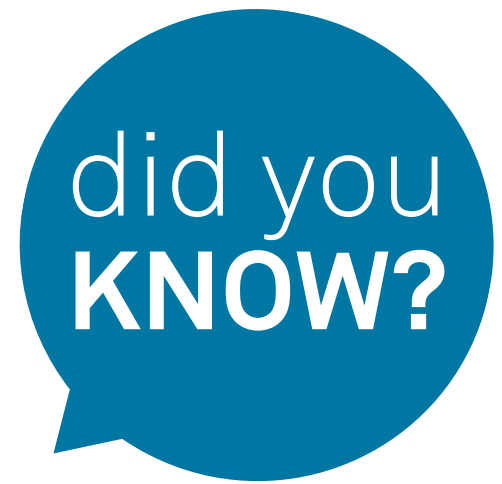
Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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**FS Insurance
Brokers**



Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, December 13, 2018
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Adam Mulford	President
	Mario Raposo	Vice President
	Patrick Sheppard	Treasurer
	Dwayne Mitchell	Member
	Scott Perfonic	Member
	Jane Mintern	Member
REGRETS:	Ken Nowlan	Secretary/Privacy Officer
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:00 p.m.

ROLES

It was moved and seconded to assign the following roles for Council:

President:	Adam Mulford
Vice President:	Mario Raposo
Treasurer:	Patrick Sheppard
Secretary/Privacy Officer:	Ken Nowlan
Member:	Dwayne Mitchell
Member:	Scott Perfonic
Member:	Jane Mintern

CARRIED.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was **moved** and **seconded** to approve the Minutes of the Strata Council Meeting held November 01, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the A/R report with the Strata Council. It was moved and seconded to lien a strata lot for arrears over 90 days. **CARRIED.**

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the monthly statement for October 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**
 - (a) **Electronic Access Control:** Council discussed two quotations for the electronic access. Council requests that the Strata Manager obtain updated quotations with matching scopes of work in order to compare the quotations. This will be reviewed further at the next meeting.
 - (b) **Camera in Clubhouse:** Council reviewed a quotation for the repairs and completion of the cameras in the Clubhouse. Once the scope for the electronic access is reviewed, Council will review the repairs to the camera.
2. **Landscape Portfolio:**
 - (a) **Landscaping Updates:** Council discussed on going landscaping and putting together on going plans for 2019. Council will be working on different areas to address some concerns that were brought up at the Annual General Meeting.
 - (b) **Tree Removal:** The Strata Manager provided an update for the tree maintenance and removal. The City of Surrey has approved the removal of the dead trees and Davey Tree will be removing the trees and pruning larger trees shortly.
3. **Bylaw/Rule Portfolio:**
 - (a) **Status Review of Bylaws:** The approved bylaws at the Annual General Meeting have been registered with land titles.
4. **Maintenance Report:**
 - (a) **Maintenance Plan:** Council reviewed the maintenance plan for the building. The following items were completed in November: the inspection of the gas fireplace for the Clubhouse and the cleaning of the gutters. Council discussed and requests that the Strata Manager obtain quotations for roof maintenance and window cleaning for the upcoming spring maintenance.

- (b) **Maintenance List and Completed Items:** Council reviewed the list and numerous items have been added by Owners. Fehr Strata Repairs will be onsite in December to work on outstanding items.
- (c) **Gutter Cleaning:** Council discussed the November cleaning of the gutters. Council will work on a new scope, as it was discovered that numerous units have gutters guards that were installed by the Developer.
- (d) **Concrete Repairs:** Council reviewed two quotations for the common area walkway and some units walkway from the path to the unit's entrance. Council requests revised quotations for the entry path to three Strata lots only.

BUSINESS ARISING

- 1. **Directives:** The Strata Manager's directives list was reviewed.
- 2. **Gutter Improvement Project:** Council discussed the timeline for the gutter improvement project. Council requests that the Strata Manager obtain a revised quotation to exclude areas that have gutter guards installed by the Developer and quote on the cleaning of the gutters as well. Council hopes to have the gutter solutions in place and to be completed in February.

NEW BUSINESS

- 1. **Visitor Parking Bylaw Enforcement:** Council discussed creating a template for visitor parking infractions that will be placed on vehicles who are not following the bylaws. Council reviewed an example and requests some edits to the document by the Strata Manager.
- 2. **Balcony Railing Fastener:** Council requests a review of the engineering report in regards to reports of balcony railing fasteners for further discussion at their next meeting.

CORRESPONDENCE

- 1. **Bylaw Violation Summary Report:** Council reviewed numerous infractions and responses. It was moved and seconded to fine an Owner for an infraction. **CARRIED.**
- 2. **Correspondence Received SL0082 Common Area:** Council reviewed information provided from an Owner in regards to animal feces on common property and suggestions for collection of Strata fees. Council requests a letter be sent to the Owner with their response.
- 3. **Correspondence Received SL0081 Common Area:** Council reviewed information provided from an Owner in regards to animal feces on common property. Council requests a letter be sent to the Owner with their response.
- 4. **Correspondence Received SL0125 Alteration:** Council reviewed additional information provided by the Owner. Council requests that further details be provided in regards to the specs of the unit that was installed.
- 5. **Correspondence Received Bylaw Concerns:** Numerous Owners brought to the attention of Council of a noise concerns. Council discussed the concerns and will address them.

6. **Correspondence Received SL0125 Limited Common Property:** Correspondence was reviewed by Council. Council reviewed the information provided and requests a response be sent to the Owner.
7. **Correspondence Received SL0137 Landscaping:** Council reviewed concerns in regards to landscaping changes and maintenance. Council requests that a letter be sent to the Owner with their response.
8. **Correspondence Received SL0129 Bylaw Concerns:** Council reviewed concerns in regards to the visitor parking bylaw enforcement. Council requests that a letter be sent to the Owner with their response.
9. **Correspondence Received SL0040 Clubhouse Booking:** Council reviewed a request for multiple guests for a Clubhouse booking. It was moved and seconded to approve the request. **CARRIED.**
10. **Correspondence Received SL0036 Gutter Concerns:** Council reviewed concerns in regards to a leaking gutter. Council reviewed the concern and will update the Owner that the matter should be resolved when the gutter solutions are installed.
11. **Correspondence Received SL0103 Maintenance Concerns:** An Owner brought to the attention of Council of maintenance concerns near their strata lot. The maintenance items were added to the maintenance list and addressed by the contractor in their early December visit.

A Council Member left the room for the discussion of this request.

12. **Correspondence Received SL0058 Alteration Request:** Council reviewed a request for alteration to limited common property. It was moved and seconded to approve the request for the alteration with the condition that the Owner signs an Indemnity Agreement. **CARRIED.**

A Council Member has returned to the meeting.

A Council Member left the room for the discussion of this request.

13. **Correspondence Received SL0048 Alteration Request:** Council reviewed a request for alteration to a Strata lot. It was moved and seconded to approve the request for the alteration with the condition that the Owner signs an Indemnity Agreement. **CARRIED.**

A Council Member has returned to the meeting.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:33 p.m.

Next Meeting: Thursday, January 17 2019 at 7:00 p.m. in the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/sc

Email: daniela.schulz@fsresidential.com
Direct Line: 604.689.6986
General: 604.683.8900 (24 hours emergencies)
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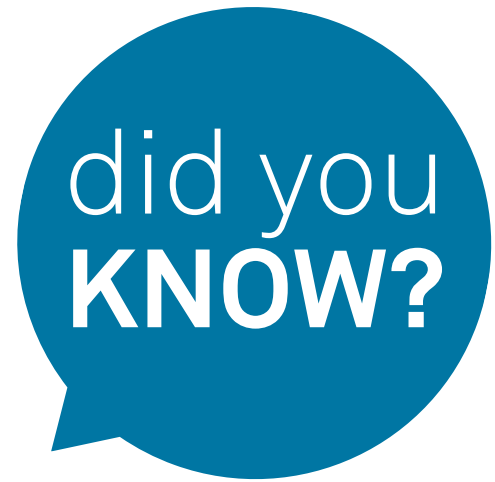
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**FS Insurance
Brokers**



Electric Space Heaters

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- Purchase a heater that automatically shuts off if tipped over
- Read all manufacturer's instruction for use and care
- Place the heater on a solid and level surface
- Regularly inspect for cracked or damaged plugs or connections
- Never use an extension cord or power strip; plug directly into an outlet
- Keep heaters at least three feet away from anything that is flammable
- Clean the heater to prevent dust build-up



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

Source: National Fire Protection Agency*



MEMORANDUM

TO: The Owners, Strata Plan EPS 2381

DATE: December 12, 2018

FROM: Daniela Schulz, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on Wednesday, November 28, 2018. Please read and retain them for future reference.

STRATA FEES:

Owners please note: There was no increase in strata fees.

BYLAWS/RULES:

NEW BYLAWS/RULES WERE PASSED. Please access FSR**Connect**[™] Association Documents for the current Bylaws/Rules.

NEW COUNCIL:

- Dwayne Mitchell
- Mario Raposo
- Adam Mulford
- Patrick Sheppard
- Ken Nowlan
- Jane Mintern
- Scott Perfonic

FSRConnect**[™] REGISTRATION**

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* * *

Encl.

DS/sm

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Wednesday, November 28, 2018
Within the Clubhouse
Unit 71 - 15688 128th Street, Surrey, BC***

The meeting was called to order at 7:00 p.m. by Ken Nowlan, Council President.

FirstService Residential BC Ltd. was represented by Daniela Schulz.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of one hundred and fifty six (156) eligible voters, fifty-two (52) represents quorum in this instance. At the commencement of the meeting there were fifty-four (54) eligible voters in attendance and eight (8) represented by proxy for a total of sixty two (62) votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated November 6, 2018, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held November 27, 2017 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

My name is Ken Nowlan. I have had the privilege of being the president of your Hyde Park Strata Council for the past year. Now, as we approach the end of the term of all of the current members of Council, it is time to summarize the past year and to look ahead at the next year, at least to the plans and initiatives that this year's Council has put in place.

We are a relatively new strata. We do not have the benefit of well-established contracts, process, procedures, bylaws, rules, policies, codes of conduct, etc. governing our common assets. The first 3-5 years of any strata have to be spent establishing those. This past year has been year 2 in that journey.

This has been a year of change: to try to establish a good base from which to build and improve our community. With what is yet to do, my estimate is that it will be another 2 to 4 years before we have a stable, smoothly operating strata support system.

What was the situation at the beginning of this past year:

- New contracts had to be put in place for all suppliers, the most major of which were:
 - o Property Manager (from CrossRoads to FirstService Residential)
 - o Landscaping and gardening (from Contour to Complete Landscaping)
 - o I think we can all agree that both changes have resulted in significant improvements over the previous services
- And the strata was facing several significant challenges, including:
 - o 2-year building warranty reviews on most of our buildings as well incomplete reviews on those and several others
 - o Continually delayed City of Surrey landscaping sign-off, which prevented us from making changes and improvements
 - o Inability to enforce many of our bylaws and rules; many of them out of date, non-enforceable and did not reflect current reality, legal interpretations and precedents or legislation
 - o Insufficient irrigation system – reinforced by vote at last year’s AGM declining a motion for a special levy aimed at trying to improve the irrigation system
 - o Snow/ice cleaning; balancing effective and timely prevention and removal with costs
 - o Management of maintenance issues
 - o Clarification that all “yards” and concrete pads in front of garages are common property, not limited common property, which has significant implications on who can/must do what

What we’ve accomplished this year:

- Changed all strata supplier contracts
- Changed strata property managers to FSR and established a good working relationship with them
- Established Council member “portfolios” that ensure that all areas of strata management are covered and have a focus point on Council, rather than an ad hoc approach
 - o Was especially required for landscaping/gardening, maintenance and bylaws/rules this year
- Continued the operation of a well-functioning clubhouse committee; thank you to those volunteers
- Formed gardening committee and, within the constraints of the City of Surrey sign-off, significantly improved landscaping and gardening; thank you to those that volunteered
- Developed and executed on a short-term gardening plan
- Began the development of a “maintenance plan” to better track and execute the myriad of monthly, quarterly, semi-annual and annual maintenance-related items
- Established a contract with a maintenance company and began action on day-to-day/emergency maintenance items list
- Total review of all bylaws and rules, engaging legal counsel – with revised, best-practice, ones being proposed today
- Conducted and completed the remaining 2-year warranty reviews of all buildings and common property. Approximately 95% of our claims were denied.
- Received sign-off of City of Surrey for landscaping

- Performed upgrades (relocation, repair) on the current irrigation system to optimize what we have within the budget we have – still insufficient going forward
- Started collecting the levy for the gutter improvement (but not all in!), investigated various alternatives and have chosen one to proceed with. Will be starting the work over the next several months (to keep the costs contained). We believe it will remedy many, but not all, gutter drainage issues. Any remaining issues will have to be put on the maintenance list

There are still many challenges to be faced next year and over the next few years:

- Some responsibility clarification between strata and FSR and between Council members and portfolios
- We need a maintenance committee and a bylaw committee
- Find a good (cost effective) way to deal with ice/snow removal
- Find a way to significantly improve irrigation of all of the property
- Because what we believed were warranty items have been denied, they now will fall on us to build into our plans as “maintenance” items
- The City of Surrey has signed off (i.e. released developer) on all but one landscaping and gardening issues. Most of our claimed “deficiencies” were denied. However, we now have a base from which to develop a longer landscaping/gardening plan, including establishing standards for those that would want to modify their properties
- It is viewed by many that many of the above issues are developer failures. Our options for pursuing that view would be to launch legal action with the developer or accept those failures and build remedial action into our maintenance activities
 - o Council’s decision is that legal action is too expensive, too prolonged and too risky. So, while we have “deficiency” issues with the developer, we believe our best course of action is to build the issues into our maintenance plans and also provide candid feedback to anyone enquiring about the developer. We’ll spend our budget on fixing the problems, not on lawyers.
- This property was a forest. The development of the property has significantly stressed the large trees that remain. Several have already died and had to be removed. The arborist has indicated that, without preventative measures being taken, many of the remaining trees will be in jeopardy.

So, there is still lots to do. But, an effective Council, supported by owner/resident volunteers and coupled with a good property manager should be able to deal them to protect your investment in Hyde Park.

Involvement in the Strata – Protect your Investment

I encourage everyone to get involved in the management and operation of the strata. Your participation helps you and your neighbours protect the investment made when you purchased by maintaining and enhancing the common property. Please consider:

- Running for Strata Council
- Volunteering to be on a committee
- Volunteer your particular expertise to assist on individual matters
- Attending Town Hall meetings (quarterly) to discuss matters of common interest

Electing of Next Year’s Council

The Strata Council are the stewards of the common property and the costs of maintaining that property. They work on your behalf to protect and enhance your investment. I encourage you to run for Council, especially if you have management skills to share. Legal, Accounting, Construction and Operations Management skills are always welcome.

As we look to the candidates for this next year's Council, I recommend we consider the following:

- Look for people who will work together, as a team, and share the workload. While Council members are volunteers, there is still work to be done
- Council should be acting on behalf of the strata as a whole, not in regard to their own issues
- Be wary of those that may have a personal (conflict of interest) reason for being on Council

Once the new Council is elected, there will be a meeting of the new Council on Thursday, December 20th to wind up this year and begin ramp up for next year.

Finally, I would like to thank my fellow Council members for their efforts this past year, especially during my absence when I was dealing with family matters. I would also like to highlight the efforts of Scott Perfonic who, after the resignation from Council of Tavis early in the year, joined us on Council and took on the Landscaping and Gardening portfolio with a passion. It is because of his efforts that we've managed to keep Hyde Park in its current state.
Thank you.

Respectfully submitted,
Ken Nowlan
President, Hyde Park Strata, 2018

At this time in the meeting, quorum changed to the following:

Fifty-five (55) Owners in person and eight (8) proxies for a total of sixty-three (63).

CONSIDERATION OF MAJORITY VOTE RESOLUTION RATIFICATION OF RULES

It was moved and seconded to bring the proposed resolution to the floor for discussion. The Majority Vote Resolution – Ratification of Rules reads as follows:

WHEREAS pursuant to Section 125 of *Strata Property Act*, Rules can be created or amended by council to govern the use, safety and condition of the common property and common assets of a Strata Corporation, but a Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a resolution passed by a majority vote (a) at that Annual General Meeting, or (b) at a special general meeting held before that Annual General Meeting;

WHEREAS since the last Annual General Meeting Council amended the Rules for the building, and would now like the owners to approve them as contemplated by Section 125 of the *Strata Property Act*,

BE IT RESOLVED that The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting, ratify by a majority vote at this general meeting the following attached Schedule A of Rules.

After some discussion.

It was moved and seconded to amend Floor Hockey Rules, by adding Rule 13 as follows:

13. No lacrosse balls or hockey pucks in the floor hockey room.

The vote for the amendment was called.

63 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

It was moved and seconded to amend Clubhouse Rule, by amending Rule 2 as follows:

2. In addition to the deposit, a non-refundable rental fee of \$50.00 (fifty), payable to “Strata Plan EPS2381” is to be submitted to the Property Manager at the seven (7) days prior to the booking.

The vote for the amendment was called.

32 IN FAVOUR, 27 OPPOSED, 0 ABSTAINED. **CARRIED.**

It was moved and seconded to amend Clubhouse Rule, by amending Rule 2 as follows:

2. In addition to the deposit, a non-refundable rental fee of \$15.00/per hour for the party room, \$10.00/hr for the hockey and theatre room (for the maximum amount of \$150 (one-hundred and fifty), payable to “Strata Plan EPS2381” is to be submitted to the Property Manager at the seven (7) days prior to the booking.

The vote for the amendment was called.

58 IN FAVOUR, 5 OPPOSED, 0 ABSTAINED. **CARRIED.**

It was moved and seconded to amend Clubhouse Rule, by amending Rule 7 as follows:

2. Groups larger than 10 people need to book the space in advance.

The vote for the amendment was called.

55 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. **CARRIED.**

The vote was called on the amended Rules as a whole. The results were as follows:

63 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

INSURANCE REPORT

At this point in the meeting, the Strata Manager took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$5,000.00.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the

Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$65,081,000.00 based on information received from the Appraisal.

The Strata Manager reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Individual homeowner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). **Displacement coverage** would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

****Example****

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

At this time in the meeting the quorum changed.

Fifty Six (56) Owners were present, nine (9) proxies for a total of sixty five (65).

BUDGET APPROVAL

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

It was moved and seconded to make the following amendments to the proposed budget:

- The contingency reserve fund was changed to \$75,000.00
- The electricity line item was lowered to \$7,500.00
- The gas line item was lowered to \$250.00
- The repairs and maintenance line item was lowered to \$35,000.00

After a brief discussion, the vote was called on all the amendments.

65 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

After some discussion, the vote was called on the amended proposed budget. The results were as follows:

65 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

Owners please note: There was no increase in strata fees.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan EPS 2381, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329.

CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
WAIVER OF DEPRECIATION REPORT

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 2381, wish eventually to obtain a Depreciation Report as required under Section 94 of the *Strata Property Act* and feel it would be most beneficial to defer commencement of the Depreciation Report for the time being;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

After some discussion, the vote was called. The results were as follows:

64 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "B"
USE OF ACCUMULATED OPERATING SURPLUS
ELECTRONIC ACCESS TO CLUBHOUSE

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "B" reads as follows:

WHEREAS The Owners, Strata Plan EPS 2381, have an accumulated operating fund surplus of thirty thousand dollars (\$30,000.00) and they would like to use thirty thousand dollars (\$30,000.00) of it for upgrading of the electronic access control to the Clubhouse;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan in person or by proxy at this General Meeting, that thirty thousand dollars (\$30,000.00) of the accumulated operating fund surplus be used for the purpose of upgrading of the electronic access control to the Clubhouse.

After some discussion, the vote was called. The results were as follows:

57 IN FAVOUR, 5 OPPOSED, 2 ABSTAINED. **CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "C"
NEW BYLAWS

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "C" reads as follows:

WHEREAS:

A. The Strata Corporation wishes to revise and update its Bylaws;

- B. S.119(2) of the *Strata Property Act* permits the Strata Corporation to pass Bylaws pertaining to the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the Strata Corporation and for the administration of the Strata Corporation;
- C. S.128 of the *Strata Property Act* allows a Strata Corporation to amend its Bylaws by way of a 3/4 vote;

THEREFORE BE IT RESOLVED BY WAY OF A 3/4 VOTE OF THE OWNERS THAT:

- 1. The Bylaws attached hereto as Schedule B be approved as the Bylaws of the Strata Corporation (the "New Bylaws") in place of the Standard Bylaw under the Strata Property Act;
- 2. The New Bylaws be registered in the Land Title Office as required;
- 3. The Strata Council be authorized to correct any spelling mistakes or typographical errors contained in the New Bylaws prior to registration of the same;
- 4. The Strata Council be authorized to register the New Bylaws and any additional Bylaws passed at the same general meeting as a consolidated package under a single registration.

It was moved and seconded to amend bylaw 40.14 to add the following to the bylaws:

40.14 A resident must not display holiday or celebration lights and decorations on the common or limited common property for longer than six consecutive weeks at or around the time of the holiday or celebration to which the lights or decorations. Holiday decorations include but are not limited to a Canada Flag for the six consecutive weeks at or around the time of Canada Day.

After some discussion, the vote was called on the amendment. The results were as follows:

65 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

After some discussion, the vote was called. The results were as follows:

65 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "D"
BYLAW ADDITION - MARIJUANA**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "D" reads as follows:

WHEREAS:

- A. The Owners wish to pass a Bylaw which prohibits the growing, processing and smoking of marijuana;

- B. S.119(2) of the *Strata Property Act* permits the Strata Corporation to pass Bylaws pertaining to use of common property and strata lots;
- C. S.128 of the *Strata Property Act* allows a Strata Corporation to amend its Bylaws by way of a 3/4 vote;

THEREFORE BE IT RESOLVED BY WAY OF A 3/4 VOTE OF THE OWNERS THAT:

- 1. The following Bylaw be enacted as Bylaw 43 and added to the new bylaw package approved by the Owners at this meeting:

“43. *Marijuana*

- 43.1 *For the purposes of this bylaw, a reference to “marijuana” shall include “cannabis”.*
- 43.2 *Subject to 43.3 below, the smoking, cultivation, alteration and processing of marijuana is prohibited within a strata lot and on the common and limited common property.*
- 43.3 *An owner, tenant or occupant with a valid registration certificate issued under the Cannabis Regulations (a “Certificate”) will be permitted to:*
 - (a) *smoke marijuana in a strata lot only (excluding any balconies, decks or patios which may form part of the strata lot) provided that a medical doctor prescribes smoking as the only means by which it can be consumed;*
 - (b) *cultivate marijuana in a strata lot for their own use; or*
 - (c) *alter or process marijuana within a strata lot for their own use.*
- 43.4 *An owner, tenant, or occupant with a Certificate who smokes marijuana as permitted by 43.3(a) within a strata lot must not permit the smoke to escape the strata lot such that it can be smelled by another resident.*
- 43.5 *An owner, tenant or occupant with a Certificate who cultivates marijuana or alters the form of marijuana within a strata lot must not permit any fumes or odours created by doing so to escape the strata lot such that it can be smelled by another resident.*
- 43.6 *An owner, tenant, occupant or visitor with a Certificate who undertakes any of the activities described in this bylaw, or any other activities related to medical marijuana must:*
 - (d) *prior to undertaking such activity, provide a copy of their Certificate to the strata corporation;*
 - (e) *comply with all relevant federal, provincial, and municipal statutes, regulations, bylaws, and rules regarding the production and processing of marijuana;*

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

By adding Bylaw #43, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

43 IN FAVOUR, 17 OPPOSED, 0 ABSTAINED. **DEFEATED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "E"
BYLAW ADDITION - SMOKING**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "E" reads as follows:

WHEREAS:

- A. The Owners wish to pass a Bylaw which prohibits smoking within certain areas of the Strata Corporation, including within strata lots;
- B. S.119(2) of the *Strata Property Act* permits the Strata Corporation to pass Bylaws pertaining to the use of common property and strata lots;
- C. S.128 of the *Strata Property Act* allows a Strata Corporation to amend its Bylaws by way of a 3/4 vote;

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

- 1. The following Bylaw be enacted as Bylaw 44 and added to the new Bylaw package approved by the Owners at this meeting:

"44. No Smoking

44.1 For the purposes of this bylaw 0, the following definitions apply:

- (a) **"smoke" or "smoking" includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other**

lighted smoking equipment that burns tobacco or other weed substances (including, for clarity, marijuana);

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

44.2 *A resident or visitor must not smoke or vape in or on the following areas:*

- (a) *a strata lot;*
(b) *within the clubhouse;*
(c) *a fenced yard;*
(d) *a balcony, patio or deck; or*
(e) *anywhere on the exterior common property that is within 7.5 metres of a door, window or air intake.”*

By adding Bylaw #44, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

43 IN FAVOUR, 14 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "F"
BYLAW ADDITION - AIRBNB**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “F” reads as follows:

WHEREAS:

- A. The Owners wish to pass a Bylaw which prohibits Owners from using strata lots for short term accommodation arrangements such as AirBnB;
- B. S.119(2) of the *Strata Property Act* permits the Strata Corporation to pass Bylaws pertaining to the use of strata lots;
- C. S.128 of the *Strata Property Act* allows a Strata Corporation to amend its Bylaws by way of a 3/4 vote;

THEREFORE BE IT RESOLVED BY WAY OF A 3/4 VOTE OF THE OWNERS THAT:

1. The following Bylaw be enacted as Bylaw 4.5 and added to the new Bylaw package approved by the Owners at this meeting:

“4.5 A resident must not:

- (a) *use or allow their strata lot (or any part of it) to be used for the purposes of providing temporary accommodation for the general public including, but not limited to:*

- (i) as a vacation rental or as travel accommodation;
 - (ii) any sort of short term accommodation arrangement (being an occupancy of less than 30 days),
 - (iii) as a room rental, home exchange or other similar arrangement. For greater clarity, the hosting of a single foreign student as part of a homestay or exchange program is not prohibited.
- (b) allow, permit, agree or otherwise grant a license, in exchange for money, to a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.”

By adding Bylaw #4.5, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called. The results were as follows:

65 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "G"
SPECIAL EXPENDITURE FUNDED BY SPECIAL LEVY
BALCONY GUTTER INSTALLATION

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “G” reads as follows:

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan EPS 2381, in person or by proxy at this General Meeting, that a sum of money not exceeding eighty thousand dollars (\$80,000.00) be raised and spent for the purpose of the installation of gutters on each strata lot’s balcony, such expenditure to be charged as a special levy upon the Owners in proportion to the unit entitlement of their respective strata lots.

In accordance with Sections 108(5) and (6) of the *Strata Property Act*, in the event that the actual cost of the proposed project is less than the special levy amount, if no Owner is entitled to receive a refund of more than \$100 in total, the Strata Corporation will deposit the excess in the Contingency Reserve Fund. Interest earned on funds raised pursuant to this resolution will be allocated to the special levy fund.

This special levy of eighty thousand dollars (\$80,000.00) shall be assessed on November 28th, 2018, and shall become due and payable in full immediately on the passing of this resolution by the Owners on title as at the end of that day and any Owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the Owners may pay this special levy over a period of 2 months, such payments to be made in equal amounts on the first of each month, commencing on May 01, 2019 and on August 01, 2019. Notwithstanding the foregoing, this special levy is not considered as an “installment” levy as contemplated by Section 108(3)(e) of the *Strata Property Act*, and Section 109 of the *Strata Property Act* therefore does not apply.

Any Owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine of \$200.00 on each such late payment. The Strata Corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.

Sections 116, 117 and 118 of the *Strata Property Act* (see attached) shall be applicable where an Owner fails to make the required payment as authorized by the passing of this 3/4 vote.

After some discussion, the vote was called. The results were as follows:

7 IN FAVOUR, 52 OPPOSED, 0 ABSTAINED. **DEFEATED.**

ELECTION OF COUNCIL

The Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7 members. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

- Dwayne Mitchell
- Mario Raposo
- Adam Mulford
- Patrick Sheppard
- Ken Nowlan
- Jane Mintern
- George Estacio
- Scott Perfonic

After the ballots were counted, the following Owners were elected by a majority vote:

- Dwayne Mitchell
- Mario Raposo
- Adam Mulford
- Patrick Sheppard
- Ken Nowlan
- Jane Mintern
- Scott Perfonic

Thank you to all Owners who put their names forward.

It was moved and seconded to destroy the ballots.

CARRIED

GENERAL DISCUSSION

1. **Landscaping:** Owners requested further details in regards to the landscaping plan. The landscaping committee provided a detailed explanation of the new plants, soil and irrigation plans for 2019.
2. **Visitor Parking:** An Owner requested clarification if Owners who are not following the rules or bylaws of the Strata Corporation if they may be towed. Council will review this at their first meeting.
3. **Security:** An Owner brought to the attention of Council numerous break-ins in the area. Council provided details that a Block Watch was started but due to a lack of interest from Owners, the completion of the committee was never completed.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 10.14 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/sm

Email: Daniela.schulz@fsresidential.com
Direct Line: 604.689.6986
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FIRSTSERVICE OFFERS CONVENIENCE!

1. *Pre-Authorized Debit Payment (PAD)*

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

2. *Online/Telephone Banking*

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer’s responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

EPS 2381 - HYDE PARK
Approved Annual Budget
Nov 01, 2018 to Oct 31, 2019

<u>A/C Description</u>	<u>APPROVED</u> <u>2018/2019</u> <u>Budget</u> \$
<u>INCOME</u>	
<u>STRATA FEES</u>	
4002 Operating Fund Contribution	473,976
4003 Contingency Fund Contribution	75,000
TOTAL STRATA FEES	548,976
4523 Bylaw / Late Payment Fine	--
4640 Interest Income	--
4720 Parking	--
4744 Rental Income / Amenity Room	1,102
4782 Prior Year Surplus / (Deficit)	--
TOTAL INCOME	550,078
<u>EXPENSES</u>	
<u>GENERAL EXPENSES</u>	
5005 Administration	7,000
5015 Audit	315
5202 Bank Charges / Interest	--
6300 Insurance	101,000
6305 Insurance Deductible	--
6504 Legal Fees	5,000
6700 Management Fees	43,300
6702 Meeting Expense	--
7025 Photocopy & Postage	--
7854 WCB Coverage	--
7863 Website	--
TOTAL GENERAL EXPENSES	156,615
<u>BUILDING & GROUND EXPENSES</u>	
5467 Cleaning Contract	11,100
5605 Dryer Duct Cleaning	4,550
5610 Depreciation Report	--
5705 Electricity	7,500

EPS 2381 - HYDE PARK
Approved Annual Budget
Nov 01, 2018 to Oct 31, 2019

<u>A/C Description</u>	<u>APPROVED</u> <u>2018/2019</u> <u>Budget</u> \$
5715 Elevator Maintenance	1,600
5725 Enterphone	--
5909 Fire System	3,000
6005 Gas	250
6025 Gutter Cleaning	32,000
6027 Garbage & Recycling	34,000
6205 Hydrant Inspection	--
6306 Irrigation System	8,000
6511 Landscaping	100,800
6517 Landscaping Improvements	15,000
7015 Pest Control	2,500
7026 Plant Maintenance	--
7240 Repair and Maintenance	35,000
7413 Smoke Alarm	--
7415 Snow Removal	15,000
7607 Tree Maintenance	10,000
7850 Water / Sewer	51,000
7855 Window Cleaning	5,000
TOTAL BUILDING & GROUND EXPENSES	336,300
<u>REC. CENTRE EXPENSES</u>	
7205 Recreation Facilities / Amenity - Cleaning / Janit	--
7206 Recreation Facilities / Amenity - Electricity / Ga	--
7222 Recreation Facilities / Amenity - Fire Equipment	--
7225 Recreation Facilities / Amenity - Repairs / Mainte	--
7226 Recreation Facilities / Amenity - Supplies	--
TOTAL REC. CENTRE EXPENSES	--
9010 Reserve - Contingency Fund	75,000
TOTAL EXPENSES	567,915
CURRENT YR NET SURPLUS/(DEFICIT)	(17,837)
9990 Operating Surplus (Deficit) Balance Forward	17,837
ENDING OP SURPLUS/(DEFICIT)	(0)

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2018 to Oct 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
1	14 - 2888 156th Street	152	203.29	32.17	235.46	235.46	-
2	15 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
3	16 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
4	17 - 2888 156th Street	144	192.59	30.48	223.07	223.07	-
5	18 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
6	19 - 2888 156th Street	149	199.29	31.53	230.82	230.82	-
7	8 - 2888 156th Street	149	199.29	31.53	230.82	230.82	-
8	9 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
9	10 - 2888 156th Street	144	192.59	30.48	223.07	223.07	-
10	11 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
11	12 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
12	13 - 2888 156th Street	152	203.29	32.17	235.46	235.46	-
13	20 - 2888 156th Street	149	199.29	31.53	230.82	230.82	-
14	21 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
15	22 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
16	23 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
17	24 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
18	25 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
19	26 - 2888 156th Street	158	211.32	33.44	244.76	244.76	-
20	1 - 2888 156th Street	152	203.29	32.17	235.46	235.46	-
21	2 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
22	3 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
23	4 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2018 to Oct 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference * \$
24	5 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
25	6 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
26	7 - 2888 156th Street	149	199.29	31.53	230.82	230.82	-
27	141 - 2853 Helc Place	263	351.75	55.66	407.41	407.41	-
28	140 - 2853 Helc Place	244	326.34	51.64	377.98	377.98	-
29	139 - 2853 Helc Place	244	326.34	51.64	377.98	377.98	-
30	138 - 2853 Helc Place	256	342.39	54.18	396.57	396.57	-
31	137 - 2853 Helc Place	256	342.39	54.18	396.57	396.57	-
32	136 - 2853 Helc Place	256	342.39	54.18	396.57	396.57	-
33	129 - 2853 Helc Place	202	270.17	42.75	312.92	312.92	-
34	128 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
35	127 - 2853 Helc Place	188	251.44	39.79	291.23	291.23	-
36	126 - 2853 Helc Place	188	251.44	39.79	291.23	291.23	-
37	125 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
38	124 - 2853 Helc Place	184	246.09	38.94	285.03	285.03	-
39	123 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
40	122 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
41	121 - 2853 Helc Place	202	270.17	42.75	312.92	312.92	-
42	135 - 2853 Helc Place	263	351.75	55.66	407.41	407.41	-
43	130 - 2853 Helc Place	202	270.17	42.75	312.92	312.92	-
44	131 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-
45	132 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-
46	133 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2018 to Oct 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
47	134 - 2853 Helc Place	202	270.17	42.75	312.92	312.92	-
48	147 - 2853 Helc Place	192	256.80	40.63	297.43	297.43	-
49	148 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-
50	149 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-
51	150 - 2853 Helc Place	184	246.09	38.94	285.03	285.03	-
52	151 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-
53	152 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
54	157 - 2853 Helc Place	260	347.74	55.03	402.77	402.77	-
55	156 - 2853 Helc Place	245	327.68	51.85	379.53	379.53	-
56	155 - 2853 Helc Place	245	327.68	51.85	379.53	379.53	-
57	154 - 2853 Helc Place	256	342.39	54.18	396.57	396.57	-
58	153 - 2853 Helc Place	249	333.03	52.70	385.73	385.73	-
59	27 - 2888 156th Street	134	179.22	28.36	207.58	207.58	-
60	28 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
61	29 - 2888 156th Street	144	192.59	30.48	223.07	223.07	-
62	30 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
63	31 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
64	32 - 2888 156th Street	148	197.95	31.32	229.27	229.27	-
65	33 - 2888 156th Street	146	195.27	30.90	226.17	226.17	-
66	34 - 2888 156th Street	161	215.33	34.07	249.40	249.40	-
67	35 - 2888 156th Street	191	255.46	40.42	295.88	295.88	-
68	36 - 2888 156th Street	174	232.72	36.82	269.54	269.54	-
69	37 - 2888 156th Street	172	230.05	36.40	266.45	266.45	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2018 to Oct 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
70	38 - 2888 156th Street	177	236.73	37.46	274.19	274.19	-
71	39 - 2888 156th Street	174	232.72	36.82	269.54	269.54	-
72	40 - 2888 156th Street	178	238.07	37.67	275.74	275.74	-
73	60 - 2888 156th Street	137	183.24	28.99	212.23	212.23	-
74	59 - 2888 156th Street	129	172.53	27.30	199.83	199.83	-
75	58 - 2888 156th Street	125	167.19	26.45	193.64	193.64	-
76	57 - 2888 156th Street	125	167.19	26.45	193.64	193.64	-
77	56 - 2888 156th Street	129	172.53	27.30	199.83	199.83	-
78	55 - 2888 156th Street	131	175.21	27.72	202.93	202.93	-
79	70 - 15677 28th Avenue	259	346.41	54.81	401.22	401.22	-
80	69 - 15677 28th Avenue	256	342.39	54.18	396.57	396.57	-
81	68 - 15677 28th Avenue	256	342.39	54.18	396.57	396.57	-
82	67 - 15677 28th Avenue	256	342.39	54.18	396.57	396.57	-
83	66 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
84	65 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
85	64 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
86	63 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
87	62 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
88	61 - 15677 28th Avenue	192	256.80	40.63	297.43	297.43	-
89	105 - 15677 28th Avenue	192	256.80	40.63	297.43	297.43	-
90	104 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
91	103 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
92	102 - 15677 28th Avenue	189	252.78	40.00	292.78	292.78	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2018 to Oct 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
93	101 - 15677 28th Avenue	189	252.78	40.00	292.78	292.78	-
94	100 - 15677 28th Avenue	187	250.10	39.58	289.68	289.68	-
95	99 - 15677 28th Avenue	184	246.09	38.94	285.03	285.03	-
96	98 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
97	97 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
98	96 - 15677 28th Avenue	190	254.12	40.21	294.33	294.33	-
99	146 - 2853 Helc Place	249	333.03	52.70	385.73	385.73	-
100	145 - 2853 Helc Place	249	333.03	52.70	385.73	385.73	-
101	144 - 2853 Helc Place	238	318.32	50.37	368.69	368.69	-
102	143 - 2853 Helc Place	238	318.32	50.37	368.69	368.69	-
103	142 - 2853 Helc Place	260	347.74	55.03	402.77	402.77	-
104	47 - 2888 56th Street	136	181.90	28.78	210.68	210.68	-
105	48 - 2888 56th Street	129	172.53	27.30	199.83	199.83	-
106	49 - 2888 56th Street	125	167.19	26.45	193.64	193.64	-
107	50 - 2888 56th Street	125	167.19	26.45	193.64	193.64	-
108	51 - 2888 56th Street	129	172.53	27.30	199.83	199.83	-
109	52 - 2888 56th Street	130	173.87	27.51	201.38	201.38	-
110	53 - 2888 56th Street	127	169.86	26.88	196.74	196.74	-
111	54 - 2888 56th Street	126	168.52	26.67	195.19	195.19	-
112	41 - 2888 56th Street	178	238.07	37.67	275.74	275.74	-
113	42 - 2888 56th Street	174	232.72	36.82	269.54	269.54	-
114	43 - 2888 56th Street	177	236.73	37.46	274.19	274.19	-
115	44 - 2888 56th Street	174	232.72	36.82	269.54	269.54	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2018 to Oct 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
116	45 - 2888 56th Street	174	232.72	36.82	269.54	269.54	-
117	46 - 2888 56th Street	191	255.46	40.42	295.88	295.88	-
118	72 - 15677 28th Avenue	249	333.03	52.70	385.73	385.73	-
119	73 - 15677 28th Avenue	248	331.69	52.49	384.18	384.18	-
120	74 - 15677 28th Avenue	238	318.32	50.37	368.69	368.69	-
121	75 - 15677 28th Avenue	238	318.32	50.37	368.69	368.69	-
122	76 - 15677 28th Avenue	260	347.74	55.03	402.77	402.77	-
123	77 - 15677 28th Avenue	249	333.03	52.70	385.73	385.73	-
124	78 - 15677 28th Avenue	237	316.98	50.16	367.14	367.14	-
125	79 - 15677 28th Avenue	260	347.74	55.03	402.77	402.77	-
126	95 - 15677 28th Avenue	191	255.46	40.42	295.88	295.88	-
127	94 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
128	93 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
129	92 - 15677 28th Avenue	187	250.10	39.58	289.68	289.68	-
130	91 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
131	90 - 15677 28th Avenue	191	255.46	40.42	295.88	295.88	-
132	89 - 15677 28th Avenue	191	255.46	40.42	295.88	295.88	-
133	88 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
134	87 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
135	86 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
136	85 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
137	84 - 15677 28th Avenue	186	248.77	39.36	288.13	288.13	-
138	83 - 15677 28th Avenue	256	342.39	54.18	396.57	396.57	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

EPS 2381 - HYDE PARK
Approved Strata Fee Schedule
Nov 01, 2018 to Oct 31, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
139	82 - 15677 28th Avenue	237	316.98	50.16	367.14	367.14	-
140	81 - 15677 28th Avenue	238	318.32	50.37	368.69	368.69	-
141	80 - 15677 28th Avenue	274	366.46	57.99	424.45	424.45	-
142	113 - 2853 Helc Place	201	268.83	42.54	311.37	311.37	-
143	114 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-
144	115 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
145	116 - 2853 Helc Place	184	246.09	38.94	285.03	285.03	-
146	117 - 2853 Helc Place	186	248.77	39.36	288.13	288.13	-
147	118 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
148	119 - 2853 Helc Place	187	250.10	39.58	289.68	289.68	-
149	120 - 2853 Helc Place	190	254.12	40.21	294.33	294.33	-
150	106 - 2853 Helc Place	259	346.41	54.81	401.22	401.22	-
151	107 - 2853 Helc Place	256	342.39	54.18	396.57	396.57	-
152	108 - 2853 Helc Place	249	333.03	52.70	385.73	385.73	-
153	109 - 2853 Helc Place	248	331.69	52.49	384.18	384.18	-
154	110 - 2853 Helc Place	239	319.65	50.58	370.23	370.23	-
155	111 - 2853 Helc Place	239	319.65	50.58	370.23	370.23	-
156	112 - 2853 Helc Place	256	342.39	54.18	396.57	396.57	-
29,532			39,498.11	6,249.94	45,748.05	45,748.05	-

Total Annual Strata Fees (x 12 months) = **548,976.60** 548,976.60

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, November 1, 2018
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Dwayne Mitchell	Vice-President
	Patrick Sheppard	Treasurer
	Adam Mulford	Secretary
	Mario Raposo	Member
	Scott Perfonic	Member
	Moe Simpson	Member
REGRETS:	Ken Nowlan	President
STRATA MANAGER:	Daniela Schulz	FirstService Residential

Observer: S/L 137and S/L 54

The meeting was called to order at 7:00 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was **moved** and **seconded** to approve the Minutes of the Strata Council Meeting held October 4, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the A/R report with Strata Council. Council requests that 21-days letters are sent to all Owners who not to date paid the special levy.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statements:*** It was moved and seconded to approve the monthly statement for September 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. ***Clubhouse Portfolio:***

- (a) ***Electronic Access Control:*** Council will be proposing a resolution for the installation of the electronic access to the clubhouse at the upcoming Annual General Meeting.
- (b) ***Camera in Clubhouse:*** Council reviewed a quotation for the repairs and completion of the cameras in the Clubhouse. This quotation will be reviewed in the upcoming new fiscal year.

2. ***Landscape Portfolio:***

- (a) ***Landscaping Updates:*** Complete Landscaping has completed the removal of dead plants on site and provided a detailed report for the Landscaping Committee for the spring planting.
- (b) ***City of Surrey:*** The City's update states that the City has been working with the Developer to complete the items, there is only one item remaining, which is the retaining wall on the Eastern Property Line. The City of Surrey has now responded and stated that all items in regards to the landscaping have been completed by the Developer and the matter is closed.
- (c) ***Landscaping Correspondence:***
 - (i) ***Correspondence Received SL0033 Alteration:*** Correspondence was reviewed by Council and further details were provided. It was moved and seconded to approve the alteration with a condition of a signed Indemnity Agreement. **CARRIED.**

3. ***Bylaw/Rule Portfolio:***

- (a) ***Status Review of Bylaws:*** The revised Bylaws will be proposed at the upcoming Annual General meeting.
- (b) ***Rules:*** Council reviewed the current Rules for the complex. Please see attached the revised Rules. It was moved and seconded to approve the Rules. **CARRIED.** Rules will be updated on FSRConnect for all Owners information.

4. ***Maintenance Report:***

- (a) ***Maintenance Plan:*** Council reviewed the maintenance plan for the building. The following items were completed in October: The inspection of the gas fireplace for the Clubhouse, the winterization of the irrigation system and the semi annual inspection of the gym equipment. The gutter cleaning has been booked for mid-November. Notices have been sent to Owners via FSRConnect.
- (b) ***Maintenance List and Completed Items:*** Council reviewed the list and numerous items have been added by Owners via request to the list for Fehr Strata Repairs to complete on their next site visit in mid November.

BUSINESS ARISING

1. **Directives:** The Strata Manager's directives list was reviewed.
2. **Gutter Improvement Project:** Council discussed the timeline for the gutter improvement project. Council requests an update from the contractor in regards to the requested referrals.
3. **Gutter on Balconies:** Council will be proposing a resolution at the Annual General Meeting for the installation of the balcony gutters.
4. **Annual General Meeting:** Council reviewed the final Annual General Meeting notice that will be mailed out to Owners next week. Council made some changes to the package and it was moved and seconded to approve the package. **CARRIED.**

NEW BUSINESS

1. **Insurance:** Council reviewed the proposal for the renewal of the Strata Corporation's insurance. Via email it was approved to renew with BFL Canada. It was moved and seconded to ratify the approval. **CARRIED.** It was moved and seconded to loan the funds from the Contingency Reserve to pay for the insurance and to ensure that it would be paid in full by the end of the fiscal year October 2019. **CARRIED.**

CORRESPONDENCE

1. **Bylaw Violation Summary Report:** Council did not review any infractions at this time.
2. **Correspondence Received SL0150 Alteration Landscaping:** Council reviewed the request for the alteration for landscaping. It was moved and seconded to approve the alteration. **CARRIED.**
3. **Correspondence Received SL0142 Alteration Limited Common Property:** Council reviewed the request for the alteration for limited common property. It was moved and seconded not to approve the alteration. **CARRIED.**
4. **Correspondence Received SL0125 Alteration:** Council reviewed additional information provided by the Owner. Council requests that a letter be sent to the Owner advising that as the alteration was not approved by Council that the item requires removal and then proper application to the Strata Council for review of the alteration per the Bylaws.
5. **Correspondence Received SL0131 Repairs:** An Owner brought to the attention numerous repairs in the Clubhouse. The items have been added to the maintenance repair list for Fehr contracting. This Owner also brought to the attention of Council of a heating concern in the gym and the use of towels in the bathrooms and gym. Council requests a letter be sent to the Owner with their response.
6. **Correspondence Received SL0038 Response Bylaw Infraction:** Correspondence was reviewed by Council. Council reviewed the information provided and will review further at their next meeting.
7. **Correspondence Received SL0038 Alteration Strata Lot:** Council reviewed the request for the alteration to their strata lot. It was moved and seconded to approve the alteration with the condition that an Indemnity Agreement is signed. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:10 p.m.

Next Meeting: Wednesday, November 28 2018 at 7:00 p.m. in the Lancaster Clubhouse for the Annual General Meeting.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/kc

Email: daniela.schulz@fsresidential.com

Direct Line: 604.689.6986

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

**STRATA PLAN EPS 2381
HYDE PARK**



RULES

**HYDE PARK
STRATA PLAN EPS 2382
APPROVED RULES**
(approved November 1, 2018)

EXERCISE ROOM

ANYONE USING ANY OF THE FACILITIES AT HYDE PARK DOES SO AT THEIR OWN RISK. STRATA PLAN EPS 2381 HYDE PARK, DOES NOT ASSUME ANY LIABILITY IN THE CASE OF AN ACCIDENT OR INJURY.

1. The Exercise Room is open for use between the hours of 6:00 a.m. and 11:00 p.m. to residents and their guests of Hyde Park.
2. The Exercise Room and equipment are for the sole use residents and their guests of Hyde Park per the bylaws.
3. There is no exclusive use of the Exercise Room.
4. The Exercise Room and equipment is used at the user's risk.
5. Anyone under the age of 19 must be accompanied by an adult owner or owner designate.
6. After use, the equipment shall be cleaned and put away neatly.
7. Please report any problems with equipment to the Strata Manager.
8. Donations of exercise equipment must first be approved by the Strata Council.
9. The key-holder has the ultimate responsibility for ensuring the rules are adhered to.
10. Any violation of these rules could result in withdrawal of the Exercise Room privileges for a period of time as determined by the Strata Council.
11. Entrance into and use of the Exercise Room and equipment is limited to authorized persons only.

An authorized person is:

- A resident or guest of Hyde Park and is 19 years of age or older;
- A resident or guest of Hyde Park under 19 years of age accompanied by an adult owner or owner designate;
- who has read the statement of liability posted in the exercise room;
- and is aware that any program of exercise may require consultation with a health care professional prior to commencement.

FLOOR HOCKEY ROOM

ANYONE USING ANY OF THE FACILITIES AT HYDE PARK DOES SO AT THEIR OWN RISK. STRATA PLAN EPS 2381 HYDE PARK, DOES NOT ASSUME ANY LIABILITY IN THE CASE OF AN ACCIDENT OR INJURY.

1. The Floor Hockey Room is open for use between the hours of 6:00 a.m. and 11:00 p.m. to residents and their guests of Hyde Park.
2. The Floor Hockey Room and equipment are for the sole use residents and their guests of Hyde Park per the bylaws.
3. The Floor Hockey Room and equipment is used at the user's risk.
4. Anyone under the age of 19 must be accompanied by an adult owner or owner designate.
5. Anyone using the Floor Hockey Room must wear shoes with non-marking soles or indoor court shoes (no skates allowed).
6. All hockey sticks must be a plastic blade.
7. After use, the equipment shall be left in proper and neat order.
8. Please report any problems with equipment to the Strata Manager.
9. Donations of floor hockey equipment must first be approved by the Strata Council.
10. The key-holder has the ultimate responsibility for ensuring the rules are adhered to.
11. Any violation of these rules could result in withdrawal of the Floor Hockey Room privileges for a period of time as determined by the Strata Council.
12. Entrance into and use of the Floor Hockey Room and equipment is limited to authorized persons only.

An authorized person is:

- A resident or guest of Hyde Park and is 19 years of age or older;
- A resident or guest of Hyde Park under 19 years of age accompanied by an adult owner or owner designate;
- who has read the statement of liability posted in the floor hockey room;
- and is aware that any program of exercise may require consultation with a health care professional prior to commencement.

THEATRE ROOM

ANYONE USING ANY OF THE FACILITIES AT HYDE PARK DOES SO AT THEIR OWN RISK. STRATA PLAN EPS 2381 HYDE PARK, DOES NOT ASSUME ANY LIABILITY IN THE CASE OF AN ACCIDENT OR INJURY.

1. The Theater Room is open for use between the hours of 6:00 a.m. and 11:00 p.m. to residents and their guests of Hyde Park.
2. The Theater Room and equipment are for the sole use residents and their guests of Hyde Park per the bylaws.
3. Anyone under the age of 19 must be accompanied by an adult owner or owner designate.
4. The Theater Room must be booked 48 hours in advance for exclusive use. A pre-rental agreement, booking fee and inspection check list will be done with the owner who wishes to rent the room.
5. General use of the Theater Room must be booked in the on-line calendar.
6. Children are not allowed to touch the screen or theater equipment.
7. After use, the room shall be left in proper and neat order.
8. Please report any problems with equipment to the Council or Strata Manager.
9. Donations of any sort must be first approved by the Strata Council.
10. The key-holder has the ultimate responsibility for ensuring the rules are adhered to.
11. Any violation of these rules could result in withdrawal of the Theater Room privileges for a period of time as determined by the Strata Council.
12. Entrance into and use of the Theater Room and equipment is limited to authorized persons only.

An authorized person is:

- A resident or guest of Hyde Park and is 19 years of age or older;
- A resident or guest of Hyde Park under 19 years of age accompanied by an adult owner or owner designate;
- Has read the statement of liability posted in the theater room.

YOGA ROOM

1. The Yoga Room is open for use between the hours of 6:00 a.m. and 11:00 p.m. to residents and their guests of Hyde Park.
2. The Yoga Room and equipment are for the sole use residents and their guests of Hyde Park per the bylaws.
3. There is no exclusive use of the Yoga Room.
4. The Yoga Room and equipment is used at the user's risk.
5. Anyone under the age of 19 must be accompanied by an adult owner or owner designate.
6. After use, the equipment shall be cleaned and put away neatly.
7. Please report any problems with equipment to the Strata Manager.
8. Donations of exercise equipment must first be approved by the Strata Council.
9. The key-holder has the ultimate responsibility for ensuring the rules are adhered to.
10. Any violation of these rules could result in withdrawal of the Yoga Room privileges for a period of time as determined by the Strata Council.
11. Entrance into and use of the Yoga Room and equipment is limited to authorized persons only.

An authorized person is:

- A resident or guest of Hyde Park and is 19 years of age or older;
- A resident or guest of Hyde Park under 19 years of age accompanied by an adult owner or owner designate;
- who has read the statement of liability posted in the yoga room;
- and is aware that any program of exercise may require consultation with a health care professional prior to commencement.

CLUB HOUSE

ANYONE USING ANY OF THE FACILITIES AT HYDE PARK DOES SO AT THEIR OWN RISK. STRATA PLAN EPS 2381 HYDE PARK, DOES NOT ASSUME ANY LIABILITY IN THE CASE OF AN ACCIDENT OR INJURY.

The Club House is for the sole use of Hyde Park owners and guests as per these rules:

1. A \$200.00 (two hundred) refundable cheque or cash deposit is required for each booking of a PRIVATE FUNCTION and is due and payable at the time of booking. The deposit is to be submitted to the Clubhouse Committee and will be refunded when the room, equipment and contents are left in a clean and undamaged condition.
2. In addition to the deposit, a non-refundable rental fee of \$150.00 (One Hundred and Fifty dollars), payable to "Strata Plan EPS 2381", is to be submitted to the Property Manager at the seven (7) days prior to the booking.
3. The Club House is open for use between the hours of 6:00 a.m. and 11:00 p.m. to residents of Hyde Park and their guests.
4. Anyone under the age of 19 must be accompanied by an adult owner or owner designate.
5. Pets are NOT allowed inside any part of the Club House.
6. Smoking is NOT permitted inside any part of Club House or within 3 meters of the building exterior and playground.
7. Groups larger than 6 people need to book the space in advance.
8. The pool table is for the use of adults, 19 years or older, or 16 when accompanied by an adult owner or owner designate.
9. Please keep pool table use to 30 minutes if others are waiting to play.
10. No food or drinks on or near the pool table.
11. Noise and music levels must remain at an acceptable level at all times, so as not to interfere with the peace and use of other owners.
12. Please respect the space and guests sharing the Club House. Leave the Club House how you found it.
13. Food and beverages are allowed in the Club House as long as it is cleaned afterwards. All garbage must be taken with you.
14. No cooking and use of appliances are allowed in the Club House unless you have rented the party room as per the room rental agreement.
15. Ensure that all doors are locked when leaving.
16. Decorations must not be attached to the walls, windows or doors of the room.
17. Please report any problems or damages to the Council or Property Manager.
18. Donations of any sort must first be approved by the Strata Council. Please do not bring in any furniture without approval of the council.

19. The key holder has the ultimate responsibility for ensuring the rules are adhered to.
20. The Club House cannot be used for revenue generating purposes (other than for the Strata Corporation, i.e. room rental).
21. Any violation of these rules could result in withdrawal of club house privileges for a period of time.
22. Entrance into and use of the Club House is limited to authorized persons only.
23. All exclusive rentals requests must complete and submit the booking forms and provide the required damage deposit and rental fees as included in the rental agreement.
24. The Club House is only to be used for social purposes (for example, birthday party, anniversary party, etc.). They must not be used for conducting business activities.

An authorized person is:

- A resident of Hyde Park and is 19 years of age or older.
- A resident or guest of Hyde Park under 19 years of age accompanied by an adult owner or owner designate.

GENERAL

1. Residents are responsible for any damage caused to common property by their visitors.
2. The sidewalks, walkways and passages of the common property shall not be obstructed or used for any purpose other than entering or exiting from the strata lots and parking areas within the common property except with prior approval from the Strata Council.
3. No residents of a strata lot, or their guests, shall do anything on common property likely to damage the plants, bushes, flowers or lawns; and shall not place objects on the lawns so as to damage them or prevent their reasonable growth
4. There shall be no grocery carts, buggies, wheel barrows, 2 wheeled shopping carts and other types of carts used to transport items/good left on the common property
5. An owner is responsible, and may be assessed for any actions by their guests or residents/renter who contravene the common property rules
6. All users of the interior roadway/driveways (which are used for multi purposes i.e. bike riding, skateboarding) are to be courteous of other occupants on the roadway/driveway
7. A resident must not store bicycles on the limited common property such as, patios, balconies, and decks.
8. A resident must not store any hazardous or flammable substances on the Common Property or their garage, without approval from Council.
9. No Realty/Realtor and For Sale Signs are allowed on the common property and limited common property without Strata Councils approval.
10. Video surveillance in and around the clubhouse is authorized for the purposes of security and bylaw enforcement which may be used by the Strata Council to determine whether

an owner, occupant, visitor or guest has contravened a bylaw. Video surveillance must and will be strictly controlled for privacy purposes and may only be viewed by a designated member of Council and only after there has been an incident involving security or a potential bylaw violation.

VISITOR PARKING

1. Vehicles in violation of the following rules will be towed after they have received their first warning infraction. The liability and expense of the tow would belong to the vehicle owner.
2. Any resident of Hyde Park cannot wash their vehicle in a Visitor Parking Spot but are allowed to do so in a reasonable proximity area of the resident's garage/and or parking pad. But at no time may a resident block the roadway where it prevents another vehicle from passing, while washing their vehicle.
3. Visitor parking stalls are for the exclusive use of visitors of residents at Hyde Park
4. Visitors parking in the visitor lot do so at their own risk and must abide by any and all rules that apply to the parking at Hyde Park.
5. An Owner will be responsible for all their Visitor's Parking actions while they are parked in the designated parking stall in Hyde Park.
6. The visitor parking permits may be used for up to 72 consecutive hours, per month per vehicle. Any owner wishing that their visitor be parked for more than 72 hours needs approval by Strata Council.
7. A visitor may not relocate their vehicle within the complex to avoid/and or reset the 72 hour rule (mentioned in Rule 7)
8. Visitor parking permits for periods of greater than 72 hours must be requested, in writing, to the Strata Council. These longer term requests may be accepted or denied at Strata Council's discretion
9. Vehicles leaking fluid are not allowed on the Common Property or Limited Common Property. Spillage/leakage of any oil or chemicals should be cleaned immediately and any and all costs to do so will be the sole responsibility of the owner. The Strata will go after an owner for any and all costs for cleanup against any owner for any leaks & spills that an owner fails to clean on the Limited Common Property or Common Property.
10. Owners and residents of Hyde Park may not park their vehicle in the visitor's parking area for more than 2 hours unless approved by the Strata Council.
11. Every unit will receive two (2) Visitor Parking "Tag" (VP Tag) to allow their guest to park in the visitor parking area for a 72-hour period. The visitor parking pass must be placed on the dashboard with the tag number face up. Additional guest vehicles must find their own street parking.
12. Replacement Visitor parking tags may be obtained from the Property Manager during regular business hours. Each unit will receive two VP Tag at no cost. If a VP Tag is lost, you will be required to pay \$25 for a replacement tag. Replacement tags are marked to identify them as a replacement. If an original VP Tag and its replacement tag are both observed in the visitor parking area, the vehicle with the original tag will be towed away at the vehicle owner's risk and expense.

PATIOS/BALCONIES

1. Festive decorations may not be attached using nails, screws or any device which may permanently mark or damage the appearance of the strata lot
2. No owner may throw any litter over their balcony, including cigarettes, water or any other substance unless they are washing their balconies



**EPS 2381 HYDE PARK
ROOM RENTAL REQUEST FORM**

Owner Name (please print):	Unit #:
Phone Number:	Email:
Event Date and Time:	
Number of Guests: _____(Note: number of Guests must not exceed 49 Unless approved by council at least two weeks prior to the rental)	
Will you be cooking?	
Will you be bringing in small appliances (for example: crockpots, toaster etc.)? If yes, please list them here:	

Fees for Booking	Total \$
\$150.00	
\$200.00 (Refundable Damage Deposit)	
<u>Total:</u>	

Payment Method:

- 1- Cheque: payable to “Strata Plan EPS2381” to be mailed to Property Management prior to use
- 2- Electronic Payment: Contact AR.BC@fsresidential.com to make arrangement for electronic payment.

The Clubhouse is open from 8:00 am until 11:00 pm. If you wish to rent it for any time outside those hours, special approval may be granted upon the review of Council.

A Room Rental Agreement must be signed and returned once room rental has been approved.

The damage deposit and payment must be paid prior to room rental.

Thank you for your request. We will do our best to accommodate your situation and will let you know soon if your dates have been approved.

Hyde Park Strata Council

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, October 04, 2018
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Dwayne Mitchell	Vice-President
	Patrick Sheppard	Treasurer
	Mario Raposo	Member
	Scott Perfonic	Member
REGRETS:	Ken Nowlan	President
	Adam Mulford	Secretary
	Moe Simpson	Member
GUESTS:	Owner	S/L 153
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:00 p.m.

GUEST

An Owner presented details in regards to an alteration request.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was **moved** and **seconded** to approve the Minutes of the Strata Council Meeting held August 16, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the A/R report with Strata Council.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** It was moved and seconded to approve the monthly statement for July and August 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **Proposed Budget:** Council reviewed the proposed budget. Numerous maintenance and project quotation were reviewed. Council requested that many line items be changed and adjusted to ensure that there was no increase in strata fees this coming fiscal year and that line items be removed to create a more comprehensive budget.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- (a) **Electronic Access Control:** Council reviewed three quotations for the lock access. Council will be proposing a resolution for the installation of the electronic access to the clubhouse at the upcoming Annual General Meeting.
- (b) **Camera in Clubhouse:** Council reviewed a quotation for the repairs and completion of the camera's in the Clubhouse. This quotation will be reviewed in the upcoming new fiscal year.
- (c) **Rental Process:** The Clubhouse Committee requested a review of the current process for booking the Clubhouse. As the FSRConnect website will be updated in the new year, Council will not be changing the process at this time. Once the website is ready, notices on the new process will be provided.

2. **Landscape Portfolio:**

- (d) **Landscaping Updates:** Complete Landscaping is removing the dead shrubs on the common area, this is inline with the landscaping plan. The replacement of the plants has been planned for the Spring.
- (e) **Irrigation Repairs:** University Sprinkler completed further repairs to the irrigation system at the end of August.
- (f) **City of Surrey:** The City's update states that the City has been working with the Developer to complete the items, there is only one item remaining, which is the retaining wall on the Eastern Property Line. The Strata Manager will follow up with the City of Surrey in regards to the completion of the retaining wall.

- (g) **Quotes:** The Landscaping Committee presented numerous quotations for Council's review for the 2018-2019 fiscal year. The quotes included large tree maintenance, plant replacement, irrigation improvements and adding additional soil. Council reviewed two quotations for tree removal and maintenance. It was moved and seconded to approve the Davey Tree quotation to be completed as soon as possible. **CARRIED.**
- (h) **Landscaping Correspondence:**
- (i) Council reviewed four concerns in regards to trees, the landscaping company and grass on the City's property. Council requests letters that letter be sent to each Owner with their response.
- (ii) **Correspondence Received SL0137 Alteration:** Correspondence was reviewed by Council in regards to landscaping alterations. It was moved and seconded to approve the alteration, with the condition that the Owner pay for the alterations. **CARRIED.**
- (iii) **Correspondence Received SL0033 Alteration:** Correspondence was reviewed by Council and further details are required prior to approval. Council requests the Strata Manager to send a request to the Owner for plans, drawings and material details.

3. **Bylaw/Rule Portfolio:**

- (a) **Status Review of Bylaws:** Council discussed and will be presenting at the Annual General Meeting. Council made some small adjustments to the presented Bylaws. The Strata Manager will advise the lawyer to make the changes and to create four resolutions for the upcoming Annual General Meeting. Council will be reviewing the Rules for the next Council meeting prior to being proposed for ratification at the next meeting.

4. **Maintenance Report:**

- (a) **Maintenance Plan:** Council reviewed the maintenance plan for the building. A gym equipment maintenance contract was reviewed. It was moved and seconded to approve the contract for semi annual maintenance. **CARRIED.**

Council reviewed a quotation for the fall gutter cleaning. It was moved and seconded to approve Black Tie to complete the work in the second week of November. **CARRIED.**

Notices will be sent out to Owners once scheduling is finalized.

- (b) **Maintenance List and Completed Items:** Council reviewed the list and numerous items have been added by Owners via request to the list for Fehr Strata Repairs to complete on their next site visit in mid October. Council discussed larger repairs items that required repair. Council reviewed quotations for concrete repairs, gate repairs, door frame re-painting and numerous other items. At this

time, Council requests a quotation for lamppost repairs to be revised and to obtain clarification for the concrete repairs.

- (c) **Warranty Recommendation:** FirstService Residential's Warranty Department provided an update and steps for Council to review and discuss. Council will not be pursuing any further warranty items and will be working on the maintenance.

BUSINESS ARISING

1. **Directives:** The Strata Manager's directives list was reviewed.
2. **Gutter Improvement Project:** Council discussed the timeline for the gutter improvement project. Council requests an update from the contractor in regards to the requested referrals.
3. **Gutter on Balconies:** The Strata Manager provided two quotations for the balcony gutters. Council will be proposing a resolution at the Annual General Meeting for the installation of the balcony gutters.

NEW BUSINESS

1. **Snow Contract:** Council reviewed two quotations in regards to snow removal. It was moved and seconded to proceed with Complete Landscaping. **CARRIED.**
2. **Winterization Irrigation:** The winterization for the irrigation will be scheduled.
3. **Annual General Meeting:** The Annual General Meeting will be held on November 28th in the Clubhouse. Council will be presenting a revision of the Bylaws, adoption of the Rules and numerous 3/4 vote resolutions. It was moved and seconded to have the Strata Corporation lawyer attend the Annual General Meeting. **CARRIED.**
4. **Town Hall:** The October Town Hall has been cancelled at this time with the Annual General Meeting so near.

CORRESPONDENCE

1. **Bylaw Violation Summary Report:** Council reviewed two current Bylaw or Rule infractions. It was moved and seconded to fine an Strata Lot 0044 in the amount of \$200.00. **CARRIED.**
2. **Correspondence Received SL0115 Clubhouse:** Council reviewed the request for the reimbursement of a clubhouse key. It was moved and seconded to reimburse the Owner. **CARRIED.**
3. **Correspondence Received SL0118 Pest Control:** Correspondence was reviewed by Council. Council requests that a letter be sent to the Owner with their response.
4. **Correspondence Received SL0125 Alteration:** Correspondence was reviewed by Council and discussed the alteration. Council requests further information to be provided by the Owner.

5. **Correspondence Received SL0045 Alteration to Strata Lot:** Correspondence was reviewed by Council. It was moved and seconded to approve the alteration with the condition that the Owner sign an Indemnity Agreement. **CARRIED.**
6. **Correspondence Received SL0013 Minor Repairs:** Correspondence was reviewed by Council. Council requests that a letter be sent to the Owner with their response and the items be added to the maintenance list.
7. **Correspondence Received SL0042 Extended Parking:** Correspondence was reviewed by Council for an extended parking request. It was moved and seconded to approve the request. **CARRIED.**
8. **Correspondence Received SL0103 Maintenance:** Correspondence was reviewed by Council and Council discussed the concerns. Council requested a letter to be sent to the Owner with their response.
9. **Correspondence Received SL0153 Alteration:** Correspondence was reviewed by Council. Council requests their response be sent to the Owner, as the alteration is not approved.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:56 p.m.

Next Meeting: Thursday, November 01, 2018 at 7:00 p.m. in the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/tw

Email: daniela.schulz@fsresidential.com
Direct Line: 604.689.6986
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

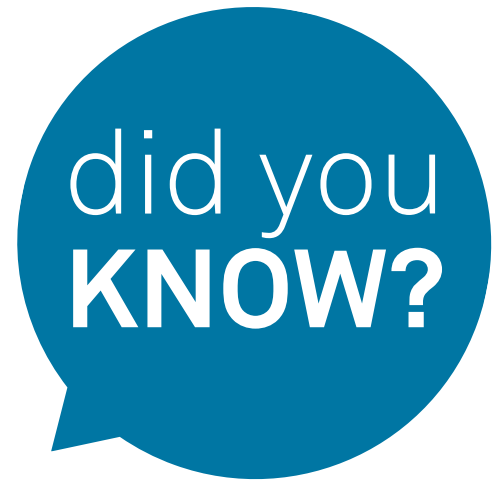
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



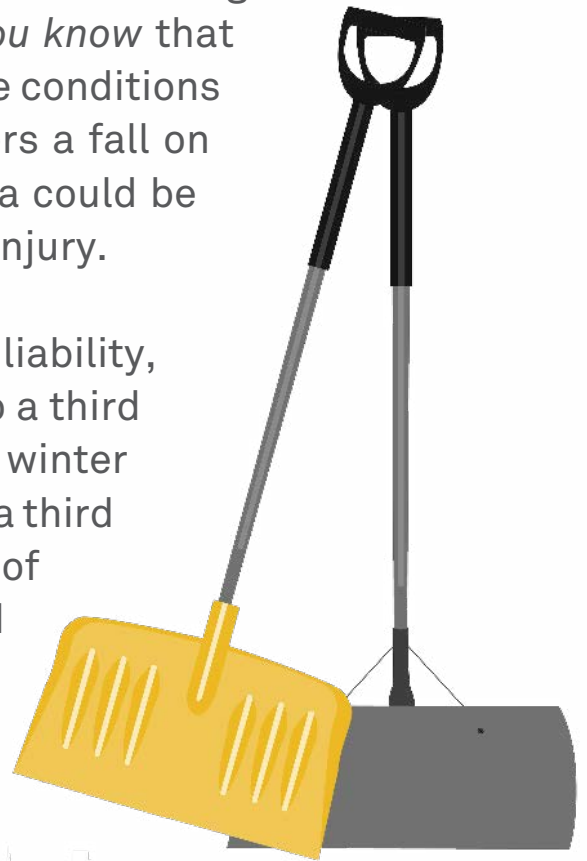
**FS Insurance
Brokers**



Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, August 16, 2018
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Ken Nowlan	President
	Patrick Sheppard	Treasurer
	Adam Mulford	Secretary
	Mario Raposo	Member
REGRETS:	Scott Perfonic	Member
	Dwayne Mitchell	Vice-President
	Adam Mulford	Secretary
	Moe Simpson	Member
GUESTS:	Owner	SL0137
STRATA MANAGER:	Daniela Schulz	FirstService Residential

SL0137 in attendance as an observer.

The meeting was called to order at 7:10 p.m.

GUEST BUSINESS

Two vendors attended the meeting to provide further information in regard to the installation of gutter solutions for the complex.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was **moved** and **seconded** to approve the Minutes of the Strata Council Meeting held July 05, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the A/R report with Strata Council. Council requests that a notice be sent to all Owners to remind them of paying the special levy and payment options. It was moved and seconded to lien an Owner over 90 days, if their account is not up to date by August 31, 2018. **CARRIED.**

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** To complete the two-year warranty reviews, Council approved \$18,323.03 for Sense Engineering to complete the reporting and reports to the Warranty Provider. This cost was not in the 2017-2018 budget. The repairs and maintenance line item, in which the Sense Engineering costs were recorded, is therefore over the budget. However, the overall budget has a surplus at this time.
3. **Monthly Statements:** It was moved and seconded to approve the monthly statement for June 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Expense Report:** For the implementation of the key management plan, a portfolio member provided a report of the items spent.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**
 - (a) **Electronic Access Control:** Council reviewed three quotations for the lock access. Since two of the three quotes indicated that the cost of the system could be more than what was budgeted for 2018, the revised budget for a 2019 expenditure for electronic access control will be proposed at the Annual General Meeting in November 2018.
 - (b) **Camera in Clubhouse:** Council reviewed a quotation for the repairs and completion of the camera's in the Clubhouse.
 - (c) **Correspondence:**
 - (i) An Owner requested that a memo be posted to the Clubhouse advising of the address for the Clubhouse. Council request the Strata Manager to update the Rules that are in the Clubhouse with the address.
 - (ii) An Owner requested to have a party outside the hours of the Clubhouse rules. Council reviewed the request. As Council does not have the authority to make exemption from the Rules, the request at this time is not approved.

2. **Landscape Portfolio:**

- (a) **Landscaping Update:** An updated via email was reviewed in regard to the current landscaping items.
- (b) **Repair Irrigation:** University Sprinkler completed further repairs to the irrigation system. The Landscape Committee will be completing a walk around investigating further extension of the current system at the end of August.
- (c) **City of Surrey:** The City of Surrey has provided a response to Council in regard to the landscaping and hard surfaces around the complex. The City's update states that the City has been working with the Developer to complete the items, there is only one item remaining which is the retaining wall on the Eastern Property Line. Council requests a follow up with the City in regard to items that are on the original landscaping map that were never provided by the Developer.
- (d) **Landscaping Correspondence:**
 - (i) Council reviewed a concern about two trees that may be getting damaged. The images have been sent to the Landscaping Committee to monitor the concern.
 - (ii) Council reviewed two correspondences in regard to an alteration and the deficiencies from the City of Surrey. The Landscaping Committee will be reviewing the alteration and the Owner has been updated in regard to the progress of the City.

3. **Bylaw/Rule Portfolio:**

- (a) **Status Review of Bylaws:** Council discussed costs for the review of the bylaws. It was moved and seconded to move forward with Cleveland and Doan to complete the updates for the bylaws. **CARRIED.**

4. **Maintenance Report:**

- (a) **Maintenance Plan:** Council reviewed a proposed regular maintenance plan for the buildings. It was moved and seconded to approved National Air Technology to clean the outside vents of the strata lots. Owners will have an opportunity at the same time to engage National Air Technologies to complete the cleaning of the inside dryer vents of their strata lot. **CARRIED.** The remainder of the quotations will be used for budgeting purposes.
- (b) **Maintenance List and Completed Items:** The list was reviewed by Council and numerous items have been added by Owners via request to the list for Fehr Strata Repairs to complete on their next site visit in late August.
- (c) **Warranty Recommendation:** FirstService Residential Warranty Department provided an update and steps for Council to review and discuss. As the Warranty Portfolio Member was absent from the meeting, this is on hold until the next meeting.

5. **Treasurer Report.**

- (a) **Budget Process:** Council discussed the budget process. A proposed budget will be provided by the Strata Manager for early September. Each portfolio member will then have two weeks to provide their budget. Once provided, Council will have one week to review and comment. The final week will be provided for changes to the budget. The final first draft of the budget will then be reviewed at the September meeting.

BUSINESS ARISING

1. **Warranty Items:**

- (a) **Sidewalk Stains & Spalling:** Council reviewed an estimation for the removal and repair to the concrete in the complex. Council will be using this to better understand the long-term cost for the repairs.
- (b) **Legal:** Lesperandes Mendes was contacted and provided general advice in regard to potentially starting the process and steps to take the Developer to court.

2. **Directives:** The Strata Manager's directives list was reviewed.

3. **Gutter Guards:** Council reviewed three quotations in regard to the gutter guards. Two vendors provided presentations and provided examples of the systems that they thought would provide the best solutions for the complex. It was moved and seconded to proceed with Precision Gutters, which the following conditions a review of references and a review of the cost in regard to timing of the installation. **CARRIED.**

4. **Gutter on Balconies:** The Strata Manager provided two quotations for the balcony gutters. Council discussed that these estimations will be discussed during the budget process for next year.

5. **Key Management Plan:** Council discussed the keys for the common area and how they will be stored and distributed as per the proposed Key Management Plan. It was moved and seconded to approve the Key Management Plan. **CARRIED.**

NEW BUSINESS

1. **Insurance Claim:** A claim was started due to damage to a strata lot that was above the Strata Corporations deductible. It was moved and seconded to charge the deductible back to the Strata Lot as the cause of the claim was not common property. **CARRIED.**

2. **Town Hall:** A small group of Owners came to the meeting and Council updated the Owners in regard to their concerns.

CORRESPONDENCE

SL0137 was excused at this point in the meeting.

1. **Bylaw Violation Summary Report:** Council reviewed two current Bylaw or rule infractions. It was moved and seconded to approve a \$100.00 fine to SL044. **CARRIED.**
2. **Correspondence Received SL0153 Alteration:** Council reviewed the request for the installation of an exterior outlet. It was moved and seconded to not approve the alteration. **CARRIED.**
3. **Correspondence Received SL0142 Alteration:** Correspondence was reviewed by Council. It was moved and seconded to not approve the alteration at this time. **CARRIED.**
4. **Correspondence Received SL0099 Alteration:** Correspondence was reviewed by Council and requests that their response be sent to the Owner for further details.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:15 p.m.

Next Meeting: Thursday, September 27, 2018 at 7:00 p.m. in the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/sm

Email: daniela.schulz@fsresidential.com
Direct Line: 604.689.6986
General: 604.683.8900 (24 hours emergencies)
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FSRConnect™ REGISTRATION

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The shocks and outbursts of EARTHQUAKES

*In the face of this natural hazard,
how resilient is your Strata Corporation?*

Given that there are 4,000 earthquakes recorded in Canada each year, and a 30% chance of a significant earthquake occurring in Southwestern BC in the next 50 years, there is no way to guarantee your Strata won't have to deal with the effects of an earthquake. Being prepared is a community effort.

FACT: *Over 25% of the population in British Columbia live in a Strata Corporation*

FACT: *Over 60% of British Columbians live in a region where some of the largest earthquakes in the world have occurred*

Let's talk the **BIG ONE**...



The Insurance Bureau of Canada (IBC) estimates that the cost of a megathrust earthquake (9.0 magnitude) off the coast of BC could trigger \$75 billion in total economic loss

High population density, urban development near fault lines, older structures not built or upgraded to current building codes, and robust economic activity in the coastal areas of BC are all determinants in this estimation

IT'S NOT ALL DOOM & GLOOM...

Think about risk and consider this:

Disasters are the collision of 2 opposing forces: certain factors of vulnerability on one side & the natural hazard (earthquake) on the other.

Simply put, vulnerability is the capacity to be wounded. This could be physical, financial or emotional.

Prior to an earthquake, the owners of a Strata Corporation must identify and look for ways to reduce vulnerabilities that would make them prone to loss and damage and become more resilient.



Resilience is the ability to deflect under pressure without breaking!



We need to talk about INSURANCE...

Insurance is a form of risk transfer and a measure to mitigate adverse financial impacts caused by a hazard, such as an earthquake. Purchasing insurance is a smart strategy to protect your investment and prepare for the worst-case scenario! Plus, your neighbours will appreciate it.

FACT: The Strata Property Act requires the Strata Corporation to obtain and maintain property insurance on common property, common assets, buildings shown on the Strata Plan and fixtures built or installed by the owner developer as part of the original construction.

FACT: The Strata Corporation's insurance must be on the basis of full replacement value and insure against all major perils as set out in the Act, as well as any other perils specified in the Bylaws.

FACT: In BC, Strata Insurance is typically one of the most expensive items in the operating budget - and often subject to a deductible in the event of a claim.

DID YOU KNOW?

Typically, insurance doesn't 'kick-in' until the deductible is paid.

How is the Strata Corporation's Earthquake Deductible Calculated?

Deductibles are a percentage – typically ranging 10% to 20% – of the total property limit stated on the policy – and not the amount of damage incurred.

Did you know that the Strata's appraised value must be updated annually on the policy to comply with the Act? Having a current appraisal keeps the extended clause that gives the Strata a 'buffer' if construction costs exceed the policy limit in the event of a full loss. It's worth having!

Case Study: 150 unit Strata in downtown Vancouver

Property Limit / Appraised Value	\$50,000,000
Earthquake deductible	15%
Total Deductible for Strata	\$7,500,000

Does your Strata Corporation have this kind of money saved?

DID YOU KNOW:

Insurance deductibles are a common expense. If the Strata Corporation does not have sufficient funds to pay the deductible, each owner will be responsible for their portion, through an assessment, based on their individual unit entitlement.

What if the deductible is \$7.5M and the damage is \$6M? As damage falls below the deductible, the Strata's insurance policy wouldn't apply. However, each owner would still be responsible for their portion of repairs!



Unit entitlement is provided upon move-in and also included annually in the AGM package.

Calculation: individual unit entitlement / total unit entitlement X total amount of earthquake deductible = your portion!

How can my Strata Council help?

RESILIENCE TIPS:

Earthquake Buy-down option: Strata Corporations can now buy-down the earthquake deductible to as low as 5%. Using the above case study, this could save the Strata Corporation up to \$5,000,000! This option can be purchased at renewal – or at any time.

Promote awareness and change through education and communication: Unfortunately, personal policies are not mandatory under the Act. As a council member, communicate the importance of personal policies at AGM's. Post notices in common areas. Invite your broker to deliver education to the ownership.

Have a Back-up Plan: Consider investigating a banking or credit arrangement that would cover the amount of the deductible to get repairs underway, faster. You're in a much better position to be approved for lending and to negotiate optimal terms before sustaining loss / damage.

As an owner, it is your personal responsibility to purchase insurance. Your neighbours will thank you!



"It is better to have, and not need, than to need, and not have" (Frank Kafka).

FACT:

Earthquake coverage is typically not included on a home insurance policy – but can be purchased separately as an add-on to your policy. Make sure to ask!

FACT:

The annual cost of an average condo policy in Metro- Vancouver is only \$400 – or \$480 with earthquake coverage – which breaks down to approximately \$9.25 per week.

DID YOU KNOW:

The Insurance Bureau of Canada estimates that only 55% of owners in Metro-Vancouver have earthquake insurance, despite living in a high risk region!

As an owner in a Strata Corporation, you'll be thankful to have deductible and special assessment coverage (i.e. – water damage, earthquake) on your homeowner policy if an assessment is made by the Strata Corporation to your unit!

HOW CAN I HELP AS AN OWNER?

RESILIENCE TIPS:

Buy a homeowners policy with earthquake coverage. Talk to a broker who understands Strata living and consider purchasing your policy from the same brokerage that issues the Strata's policy. This will help ensure adequate limits and can also help simplify the claims handling process.

Coverage's worth having: personal property and contents, additional living expenses, any betterments & improvements made to the unit, personal liability, loss of rental income (if applicable), and deductible and special assessment coverage.

Know your unit entitlement and purchase necessary amounts of insurance. Download a copy of the Strata's policy and deductible amounts from FSR Connect and give to your personal broker.

DID YOU KNOW:

Disaster aid often excludes insurable loss which is why purchasing insurance is so important!

What else can our Strata do to prepare?



Here are some other ideas:

Attend a Workshop. Attend a free emergency preparedness workshop run by the City. (Tip: with 15 participants, they'll come to you!)

Establish a Disaster Committee. Strengthen your community & resilience by establishing a disaster committee within your Strata – also a good excuse to get to get to know your neighbours! Identify those with physical limitations or disabilities, health issues, language barriers, and the elderly.

Know where the Strata's main shut off valves are located and who is responsible for turning them off in the case of an emergency. As fire often follows a major earthquake, consider installing a seismic gas shut-off valve.

Be prepared to survive for 72 hours without help. Keep an emergency kit at home – and at work. Remember: it's all about supplies: basic supplies, additional emergency supplies, first-aid supplies and supplies for unique needs.

"Preparedness, when properly pursued, is a way of life, not a sudden, spectacular program" (Spencer Kimball)

SOURCES

<https://www.emergencyinfobc.gov.bc.ca/>

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/disaster-financial-assistance>

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc>

http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc_apartment_and_condo_guide_web.pdf

<http://vancouver.ca/home-property-development/free-emergency-workshops.aspx>

<http://assets.ibr.ca/Documents/Brochures/Earthquake-preparations-for-residents-of-BC.pdf>

<http://assets.ibr.ca/Documents/Brochures/Earthquake-Be-Prepared-Not-Scared.pdf>

<http://vancouver.ca/home-property-development/earthquake-facts.aspx>

<https://www.leoinsurance.ca/>

<http://assets.ibr.ca/Documents/Brochures/EQ-study-results-at-a-glance.pdf>

<http://www.ibr.ca/ns/resources/industry-resources/insurance-fact-book>

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

*Held on Thursday, July 5, 2018
Within the Lancaster Clubhouse*

COUNCIL IN ATTENDANCE:	Ken Nowlan	President
	Patrick Sheppard	Treasurer
	Moe Simpson	Member
	Scott Perfonic	Member
REGRETS:	Mario Raposo	Member
	Dwayne Mitchell	Vice-President
	Adam Mulford	Secretary
GUESTS:	Owner (1)	
STRATA MANAGER:	Daniela Schulz	FirstService Residential

SL0054 in attendance as an observer.

The meeting was called to order at 7:10 p.m.

GUEST BUSINESS

An Owner presented a request for alteration to their lower deck for Council to review.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was **moved** and **seconded** to approve the Minutes of the Strata Council Meeting held May 24, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the A/R report with Strata Council.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report at this time. The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** It was moved and seconded to approve the monthly statement for May 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. **Clubhouse Portfolio:**

- a) **Electronic Access Control:** Council reviewed two quotations for the lock access. Council requests a third quotation. Since the cost of the system will be more than what was budgeted for 2018, the revised budget for a 2019 expenditure will be proposed at the Annual General Meeting in November 2018.
- b) **Sports Court:** The Developer provided an update that the failures in the court floor has been completed. We will not put down permanent pickleball lines at this time, until it is determined that the repaired floor will not peel again.
- c) **Camera in Clubhouse:** Council requests that a quotation be obtained to finish the camera installation for the Clubhouse.
- d) **Notice:** A notice will be sent to remind Owners of the Clubhouse rules.

2. **Landscape Portfolio:**

- a) **Landscaping Plan:** Council reviewed a proposed plan from the Landscape Committee. Please see attached at the end of the minutes for further details.
- b) **Repair Irrigation:** University Sprinkler were supposed to complete the repairs/optimization on June 29. Unfortunately, this visit was postponed. The repairs will be completed on July 7.
- c) **City of Surrey:** The City of Surrey has provided a response to Council in regard to the landscaping and hard surfaces around the complex. Council requests that the Strata Manager requests updates from the City of Surrey in regards to the items that the Developer is required to complete.

d) **Landscaping Correspondence:**

- i. Council reviewed two concerns in regards to dead plants at the front of Helc Place. Council will be addressing the dead plants with the landscaping plan.
- ii. Council reviewed correspondence in regards to concerns with the general appearance of the complex. Council will be addressing the dead plants with the landscaping plan.
- iii. Council reviewed correspondence in regards to two large cedar trees. Council requests two quotations for the assessment and potential removal of the trees.

3. **Bylaw/Rule Portfolio:**

- a) **Status Review of Bylaws:** FirstService Residential provided the feedback for the update to the Bylaws. It was moved and seconded to approve the first draft of the update to the Bylaws and for them to be sent to Clark Wilson for review and refinement. **CARRIED.**

4. **Maintenance Report:**

- a) **Maintenance Plan:** Council reviewed a proposed regular maintenance plan for the buildings. Council reviewed numerous quotations for the fire place cleaning in the clubhouse, window cleaning, roof cleaning and dryer vent cleaning. Council will review the quotations and provide direction to the Strata Manager prior to the next meeting.
- b) **Maintenance List and Completed Items:** The list was reviewed by Council and numerous items will be added to the list for Fehr Strata Repairs to complete on their next site visit on July 6. Items from Sense Engineering were added to the list.

Owners please be advised that lightbulbs have been unscrewed around the complex. For security and safety concerns please ensure that no one is loosening the light bulbs.

BUSINESS ARISING

1. **Warranty Items:**

- a) **Kitchen Extension Insulation Concerns:** Sense Engineering provided a report in regard to the kitchen extension and if the Developer has completed the insulation to code. This matter is closed, as the Developer has met code.
- b) **Sidewalk Stains & Spalling:** The matter is continuing to be addressed with the Developer and has been evaluated further by the warranty review consultant and included in the warranty report. So far, those warranty claims have been denied. Council requests that Fehr Strata Repairs provide a quotation for all the repairs of the concrete in the complex to provide an estimation of the cost for repair.

- c) **Clubhouse Walk Through:** The Clubhouse deficiency repairs have been completed by the Developer.
 - d) **Legal:** The Strata Manager provided an update that Clark Wilson does not provide a service whereby legal action is taken against a developer and/or a strata management company. Paul Mendes will be contacted to provide a quotation.
2. **Bollards & Signage:** The repairs have been completed.
 3. **Warranty Review Schedule:** Council was provided with an update that site visit #4 of 4 has been completed and the report will be sent to the Developer and Warranty shortly.
 4. **Contract Renewal Review (pest and elevator):**
 - a) **Pest Control:** Council reviewed two quotations. It was moved and seconded to approve Atlas Pest Control. **CARRIED.** The strata manager will arrange to have a new contract put in place.
 5. **Directives:** The Strata Manager's directives list was reviewed. Action items directed by Council were included for progress reporting.
 6. **Gutter Guards:** Council reviewed three quotations in regard to the gutter guards. Council will table this for next meeting, at which time two of the three companies will make presentations to Council.
 7. **Gutter on Balconies:** The Strata Manager provided one quotation for the balcony gutters. Council discussed the alteration at great length. Due to time constraints, the issue was tabled and discussion will continue at the next meeting.
 8. **Management System for Keys:** Council discussed the keys for the common area and how they will be stored and distributed. Council will make some revisions to the proposed system and implement the proposed plan.

NEW BUSINESS

1. **Pipe Back-Up:** Council discussed the back up of the strata lot from a pipe that broken on common property. The cause of the back up has been repaired. Council requests a quote to add a preventative item to prohibit the breaking of the pipe in the future.
2. **Unit Alterations (AC Units):** Council discussed a request to add an air conditioning unit to a strata lot. Via email it was approved the installation of the air conditioning unit for a strata lot. It was moved and seconded to ratify the approval. **CARRIED.**
3. **Patio Alterations:** An Owner requested an alteration to their exterior lower patio. It was moved and seconded to approve the alteration with the condition that the Owners sign an Indemnity Agreement and that the fixture not be permanently fixed. **CARRIED.**
4. **Budget Processes:** Council discussed the current budget process. Each portfolio manager will provide a draft budget at the next Council Meeting. The process will be defined and coordinated by the Treasurer.

CORRESPONDENCE

SL0054 was excused at this point in the meeting.

1. **Bylaw Violation Summary Report:** Council reviewed three current Bylaw or rule infractions. Council reviewed each infraction and at this time, all items were resolved.

Responses: Two Owners responded to Bylaw infractions and requested to change their landscaping. Council requests that the Landscaping Committee review the proposed plans and make recommendations back to Council.
2. **Correspondence Received SL0106 Telus Fibre Optiks:** Correspondence was reviewed by Council and Council provided information in regard to the current Telus Fibre Optiks that is available in the complex.
3. **Correspondence Received SL0137 Gas Meters:** Correspondence was reviewed to inform Owners about gas meters. Owners should ensure that Fortis is billing the correct unit.
4. **Correspondence Received SL0129 Alteration Request:** The correspondence was reviewed by Council and requests that their response be sent to the Owner.
5. **Correspondence Received SL 0042 Alteration Request:** Correspondence was reviewed by Council. Via email, it was moved and seconded to approve the alteration on the condition that the Owner sign an Indemnity Agreement. It was moved and seconded to ratify the approval. **CARRIED.**

There being no further business, the meeting was terminated at 9:55 p.m.

Next Meeting: Thursday, August 16, 2018 at 7:00 p.m. in the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/cb

Email: daniela.schulz@fsresidential.com
Direct Line: 604.689.6986
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSR Connect™ REGISTRATION

To benefit from **FSR Connect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

Hyde Park – Landscaping: Short-Term Action Plan:

In a response to some inquiries from Owners at Hyde Park to Landscape Concerns, we felt it was important to communicate the Landscape Plan for the remaining year now that the City of Surrey has essentially passed all responsibility to the Strata at Hyde Park.

Given the dry conditions we are experiencing, it's important to note that there is a very limited sprinkler system in place at Hyde Park that was installed by the Developer. The system is in place in the large park, the small playground park west of the Clubhouse, and the area surrounding the Clubhouse and park area east of the Clubhouse.

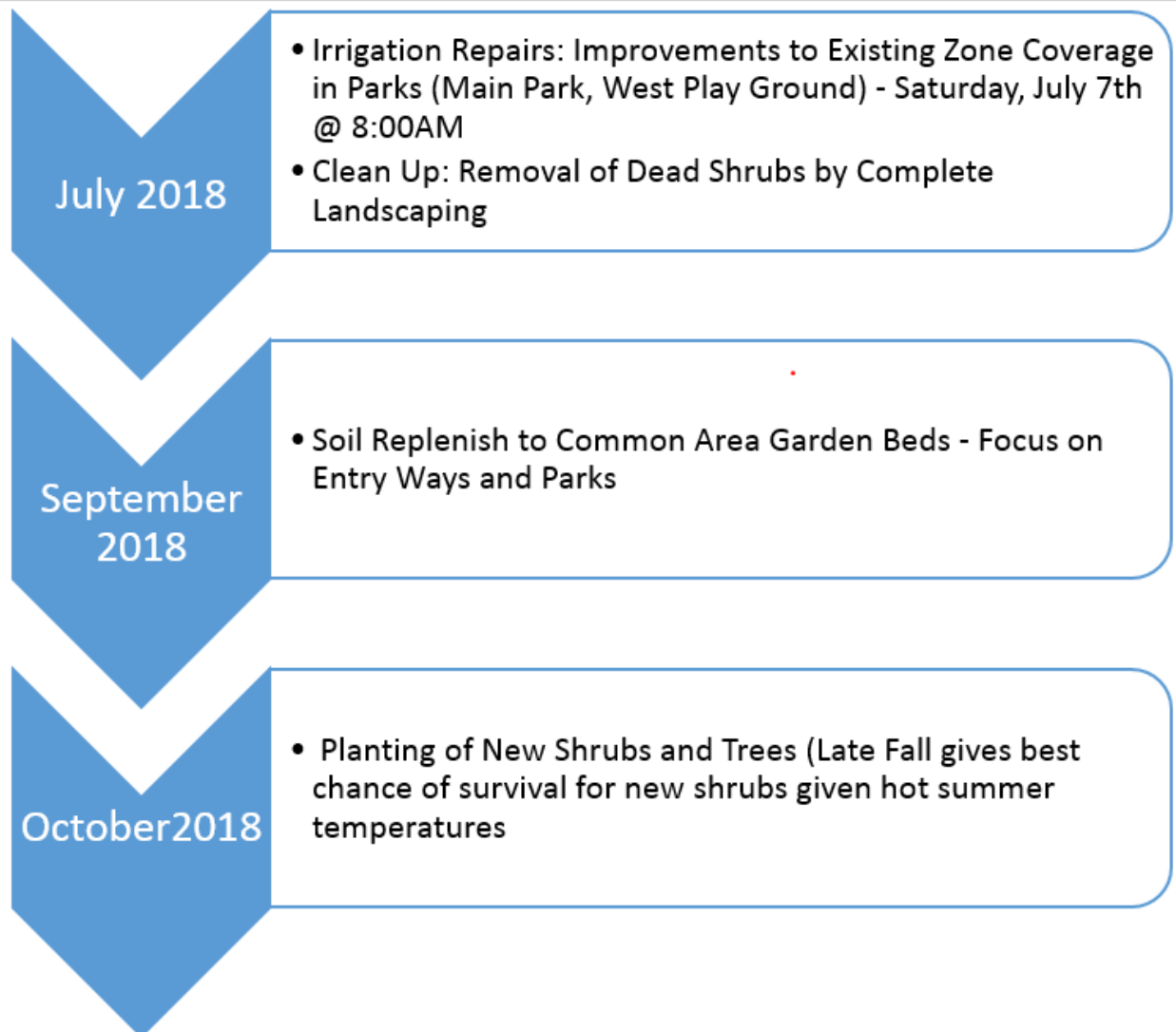
Unfortunately this sprinkler system was poorly designed, so coverage is not ideal and we are seeing many dry spots. In addition to the inherent system deficiencies, this sprinkler system can only be operated 2 times per week due to the water restrictions imposed by the municipality.

A proposal to upgrade the current sprinkler system so as to be able to further expand the system throughout the common areas of Hyde Park was proposed at last year's AGM and it was voted "Against". Thus it is important for all residents (Owners & Renters) to do their part and water the trees, shrubs and grass in their surrounding areas.

Given the above constraints and restrictions, we have developed a short-term action plan. In our plan, our goal is to improve the irrigation where we can with the existing system, remove all dead/dying shrubs, improve soil in garden beds, transplant shrubs and re-landscape areas with new plants/shrubs etc.

In addition, provide Home Owners with guidelines on what they can do on their own, within their fenced yards to improve their yards for their personal enjoyment.

Summary of the Landscape Plan for the next 4 months in 2018:



IRRIGATION:

- Repairs are scheduled to this system on Saturday, July 7th beginning at 8am to improve its efficiency. This should limit the amount of dry spots in these parks. However, there is more work to be done as we are maxed out on zones for the system.
- All Owners are reminded to contribute to watering the trees, grass and shrubs both inside their yards and surrounding areas.

DEAD TREES/SHRUBS:

- The City along with the Developer have been replacing dead/dying trees.
- The dead shrubs (boxwood, Rhododendrons, etc.) are not being replaced by the Developer, nor is the City forcing them to replace them. The City has deemed that to be Strata's responsibility. This is same for grass/lawns.
- Our Landscapers "Complete Landscaping" will be removing all dead/dying plants and shrubs and disposing of them, on a non-maintenance day (in addition to the Friday service day).

SOIL IMPROVEMENT:

- Complete Landscaping is providing Strata with a quote for soil to improve and replenish the soil in common area garden beds.

REPLACEMENT PLANTING:

- Replacement planting will occur in the late Fall (October/November) when it is optimal conditions for the new plants to survive. With no sprinkler system in place for the majority of the property, we cannot risk the replacement of plants/shrubs in the hot summer months.
- This replacement planting will involve both transplanting of existing shrubs to more optimal sites as well as purchase of new plants and shrubs. We will be straddling both the 2018 and 2019 budgets to ensure we improve the quality of the grounds, and stay fiscally responsible.
- The Strata with assistance from the Landscapers are compiling a thorough list of pre-approved shrubs and plants that home owners may add within their fenced yards, provided they submit a Landscape Change Request. This is an option for those that do not

want to wait till the Fall and would rather replant at their own expense.

WHITE STAKES PROGRAM:

- Should you have sections of your yard, grass that you wish to maintain and not have the landscapers touch, you will be asked to place a White Stake in the area. This will signal to the Landscapers that they do not need to maintain that area of your yard and thus they will not interfere with your gardening. We will be sending out further communication on the White Stakes program once available from the Landscaper.

ARTIFICIAL GRASS/SYNTHETIC LAWNS:

- The City of Surry states that “artificial turf is not currently considered an acceptable alternative to sod, and alternative vegetation should be provided where needed.”
- As a Strata, if an Owner wishes to install artificial grass/synthetic lawn they must submit a Landscape Change to Council for consideration. Applications will only be considered if they are professionally installed, and the product keeps with the look and feel of existing grass yards in both texture and color. All costs associated with install and maintenance will be at the cost of the Owner, and not the Strata.

NEW PROJECTS UNDER CONSIDERATION: Budget Depending for 2019

- Additional Irrigation/Sprinkler solutions are being investigated for common areas with University Sprinklers (our company contracted for maintenance).
- Helc Park (lower park at entrance off Helc). This area is very shady with lots of needles making conditions challenging for grass

growth, solutions for shade garden beds are being explored to improve the quality of this area.

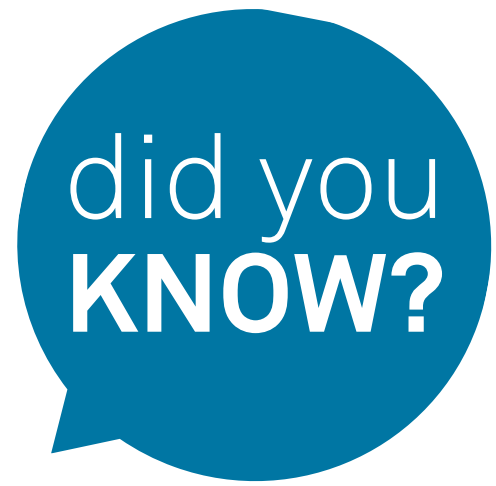
- Entrance off 28th Avenue, this section with the gravel path to the clubhouse is in need of improvement, and solutions (rock garden etc.) are being reviewed to make this more esthetically appealing as an entrance way. This area gets no water currently so the plants are not surviving.

OWNER CHANGE REQUESTS:

- Owners **MUST** submit a Landscape Change Request for review by Strata Council for any alterations to their landscape Plan. Under no circumstances, can anyone remove any existing landscaping without receiving consent from Strata. Non Compliance is subject to penalty and reversal of your alterations.
- Why Do I Need to Submit a Change Request?
 - This is a Strata property, not your own detached home (Non Strata). Therefore you must ask permission to make alterations. The purpose of the Landscape Change Request is to ensure that any changes you want to make will not cause any disturbance to neighbors (blocking views, sunlight, attract pests, spreading of wildflower seeds etc), present Landscape maintenance challenges for our Landscapers, or drastically change the general look and feel of the landscape at Hyde Park.
 - Generally speaking provided the request is reasonable, and will add value to the area without disturbing your neighbors (ex. Invasive plants) or significantly altering the landscape design, the process of review should be relatively straight forward via email and in a reasonable time frame.



**FS Insurance
Brokers**



Shower Diverter Valves

Did you know that the function of a shower diverter valve is to direct water flow to either the bathtub spout or the shower head in combination bath/shower units? When a diverter valve is working properly, water only flows from one end. **However, diverters can falter and not function as designed, causing significant leaks** and allowing water to flow out of the tub spout even when in shower mode (or vice versa).



Fixing a shower diverter can help correct abnormal water pressure issues while also saving energy and water. Remember that your diverter valve is not designed as a handle, and it should not be used for assistance climbing in or out of the tub.

Possible indicators of a leak:

- ▶ Difficulty moving the diverter
- ▶ Low water pressure
- ▶ Continual dripping
- ▶ Corrosion

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN EPS 2381
HYDE PARK**

***Held on Thursday, May 24, 2018
Within the Lancaster Clubhouse***

COUNCIL IN ATTENDANCE:	Ken Nowlan	President
	Dwayne Mitchell	Vice-President
	Patrick Sheppard	Treasurer
	Adam Mulford	Secretary
	Mario Raposo	Member
	Moe Simpson	Member
	Scott Perfonic	Member
STRATA MANAGER:	Daniela Schulz	FirstService Residential

The meeting was called to order at 7:00 p.m.

SL0137 and SL0054 in attendance as observers.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was **moved** and **seconded** to approve the Minutes of the Strata Council Meeting held April 12, 2018 as circulated with the amendments noted. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reviewed the A/R report with Strata Council. An Owner is in arrears longer than ninety days. A twenty-one day letter has been sent and Council will review at the next meeting for further steps.

If you require assistance in setting up payment arrangements or have any questions related to your account please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report at this time.

The Strata Property Act requires that all Owners be notified as soon as possible of unapproved expenditures.

3. ***Monthly Statement(s):*** It was moved and seconded to approve the monthly statements for March and April 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PORTFOLIO REPORTS

1. ***Clubhouse Portfolio:*** The Council representative provided the following updates and noted Council directives as a result:
 - a) **Electronic Access Control:** Council reviewed a quotation from Action Lock in regards to the access for the Clubhouse. Council requests a second quotation be obtained by the Strata Manager. Council may be putting this forward for further review at the Annual General Meeting.
 - b) **Pickleball Court:** At this time the line painting is on hold until the Clubhouse warranty items are confirmed by the Developer. Council reviewed a quotation for the line painting from Precision Line Painting. Council requests an update from the Developer for the floor hockey flooring finishing.
 - c) **Exterior Lights:** The exterior lights were replaced. Numerous lights may require an electrician to trouble shoot. This will be added to the maintenance list for the Fehr or the electrician to repair.
 - d) **Corner Guards:** Foam corner pads (exposed corners by the penalty box) to be added to the maintenance list.
 - e) **Camera in Clubhouse:** Council requests that a quotation be obtained to finish the camera installation for the Clubhouse.
 - f) **Community Boards:** Council discussed a community board for the Clubhouse. Council will look for suggestions from the Clubhouse Committee.

2. ***Landscape Portfolio:***
 - a) **Repair Irrigation:** University Sprinkler completed the irrigation repairs on May 15. Council reviewed a quotation from University Sprinklers for further changes to the irrigation system. It was moved and seconded to approve additional repairs to the irrigation system. **CARRIED.**
 - b) **Quotation Upgrades:** Council via email approved upgrades to the common area including new pots and plants. It was moved and seconded to ratify the approval for the upgrades with some minor changes to not spend as much due to the rate of spend in the overall budget. **CARRIED.**

- c) **City of Surrey:** The City of Surrey has not provided any response to numerous correspondence from the Strata Manager regarding the sign-off of the landscaping with the Developer. The Strata Manager will continue to request an update.
- d) **Common Property vs. Limited Common Property:** It was brought to the attention of Council that in the final version of the strata plan filed with the BC Land Titles Authority, the fenced grassed areas of the complex are common property, not limited common property as shown in preliminary versions of the strata plan. This will require changes to the wording in some of the Hyde Park bylaws/rules and will require adjustments to some previously considered approaches.
- e) **Landscaping Correspondence:**
 - i. Council reviewed the concerns in regard to dead plants. The Developer replaced the trees that were a concern in the owner correspondence and the issue has been resolved.
 - ii. Council reviewed two correspondences in regard to concerns to grass not being mowed. Complete Landscaping has responded and has noted the report.
 - iii. Council reviewed two correspondences in regard to the state of the grass in the fenced area. Council will review the areas and discuss further at the next meeting.
- f) **Landscaping Contract:** Portfolio Member discussed with Complete Landscaping for Complete to provide a proposal for improvements to the complex. A site visit has been scheduled for the review for the proposed further improvements in the complex.

3. **Bylaw/Rule Portfolio**

- a) **Status Review of Bylaws:** The Strata Manager provided an update in regard to the review of the rules and bylaws being completed by FirstService Residential. There was a commitment to have the review completed and communicated to Council by May 31, 2018.
- b) **Scope and Spirit of Bylaws:** Based on a rules template provided by FirstService Residential, a committee of 3 members of Council provided a proposed list of rules for Hyde Park that captured the “spirit” of bylaws/rules we might want. Council reviewed the proposed rules for the complex. Council requests numerous changes to the rules for further review by the Bylaw Committee member to gathering the information for the Council to further review and provide instructions to the lawyer to finalize.
- c) **Smoking Bylaw:** Council discussed the restriction of smoking in regard to the common property, limited common property and inside their strata lots. Council requests a lawyer to draft a proposed bylaw for restricting smoking in all Hyde Park areas for the upcoming Annual General Meeting.

- d) **Rental Bylaw:** Council discussed the ability of the Strata Corporation to limit the number of rentals. The Strata Manager advised that due to being a new building, that restriction per the Rental Disclosure Statement were not viable. Council requests that a lawyer confirm if Hyde Park bylaws/rules can restrict rentals.
- e) **Next Steps and AGM:** The Strata Manager provided an explanation in regard to the next steps for the meeting and how to complete the review for the Annual General Meeting. Clark Wilson proposed a quotation for reviewing the current bylaws and a second option of purchasing a standard bylaw package with common updated requests. It was moved and seconded to approve the purchase of the standard package from Clark Wilson. Once purchased, the standard package will be modified by Council and used to present to the owners at the next AGM.
CARRIED.

4. **Maintenance Report:**

- a) **Maintenance Plan:** Council reviewed a proposed regular maintenance plan for the building. This document will be reviewed, updated and discussed further at meetings.
- b) **Maintenance List and Completed Items:** The list was reviewed by Council and numerous items will be added to the list for Fehr Strata Repairs to complete on their next site visit on June 01.
- c) **Maintenance Reporting and Tracking:** Council discussed the current list and tracking of the maintenance items. Council will create the list based on the maintenance list already provided by the portfolio member. Council will also add preventative maintenance items to the list. Sense Engineering provided items based on their walk around and Council requests that they be added to the list to be actioned where practical or otherwise for review at the next meeting.

At this time in the meeting Council Member Adam departed.

BUSINESS ARISING

1. **Warranty Items:**

- a) **Kitchen Extension Insulation Concerns:** Sense Engineering provided a report in regard to the kitchen extension and if the Developer has completed the insulation to code. Several members of Council has questions that they will provide to the Strata Manager to request further details from Sense Engineering.
- b) **Sidewalk Stains & Spalling:** The matter is continuing to be addressed with the Developer and has been evaluated further by the warranty review consultant and included in the warranty report. So far, those warranty claims have been denied. Council requests that Fehr Strata Repairs provide a quotation for all the repairs of the concrete in the complex to provide an estimation of the cost for repair.

- c) **Clubhouse Walk Through:** The Clubhouse repairs were completed except for two items; the response in regard to the floor for the hockey ball and new round knobs (or other ways to reduce the risk of injury) for the penalty boxes. The Strata Manager will follow up with the Developer for a status.
 - d) **Legal:** Council requested a quotation from Clark Wilson to review the material and responses from the Warranty provider in regard to expired or incomplete previous warranty reviews to determine whether there is basis for legal action against the previous management company. Council will then review the cost for legal action against the previous management company, the Warranty provider and the Developer.
- 2. **Bollards/Guest Parking Signage:** The repairs are being scheduled.
- 3. **Warranty Review Schedule:** Council was provided with an update that site visit #4 of 4 is being scheduled and notice has been sent to Owners requiring to provide access.
- 4. **Contract Renewal Review (pest and elevator):**
 - (a) **Elevator Contract:** Council reviewed two quotations for the quarterly maintenance of the elevator. It was moved and seconded to approve Arcadia to do quarterly maintenance. **CARRIED.**
 - (b) **Pest Control:** Council requested two quotations be obtained for rodent monthly maintenance.
- 5. **Council Spending Policy:** The Treasurer created two spending policies for Council's review. It was moved and seconded to approve the first spending policy which would permit spending up to the budgeted amount of \$1,500.00 per portfolio and/or \$500 per Council member without prior Council approval, provided that a second Officer of the Council is obtained before moving forward with the spending. **CARRIED.** The second proposed policy, to provide petty cash to the Treasurer in the amount of \$1,500.00, was also approved.
- 6. **Gutter Cleaning:** The gutters were cleaned by Black Tie. Black Tie returned onsite for the remediation and the gutters are now deemed completed. Council discussed different options on how best to ensure that the gutters are cleaned and revise a scope of work in regard to the ongoing gutter cleaning at the complex.
- 7. **Directives:** The Strata Manager's directives list was reviewed. Action items directed by Council were included for progress reporting.
- 8. **Depreciation Report:** Council reviewed three quotations for the creation of a Depreciation Report. Two Council members provided a report of all three quotations pros and cons. It was moved and seconded to not complete the report at this time. **CARRIED.** Owners will be provided the option to defer the report at the next Annual General Meeting. As the building is relatively new and engineering reports are currently being completed for the two-year warranty, Council has decided that it is in the best interest of the Owners to defer.

9. **Schedule for Council Meeting:** A revised schedule for Council Meetings has been completed and sent to all members. The Hyde Park calendar contained in *FSRConnect* has been updated with the revised Council meeting dates.
10. **Agenda Town Hall:** The Town Hall took place on April 26th and approximately 12 Owners attended. Council provided updates in regard to several items, including landscaping.
11. **Gutter Guards:** Council reviewed two quotations in regard to the gutter guards. A third quotation has been requested and will be sent to Council shortly for review. Once all three quotations are obtained, Council will narrow down to two quotations and request a presentation from each company to further explain the guard technology and why it would be best for this complex.
12. **Gutter on Balconies:** The Strata Manager will be providing quotations for a recommendation that gutters to be added to balconies to reduce water dripping on Owners' cars or on the grass. The contractors will be attending shortly to provide solutions and proposals.
13. **Snow Invoice:** The Strata Manager presented revised invoices for the salting and snow clearing for the season. It was moved and seconded to approve all invoices before February 18th. **CARRIED.** It was moved and seconded to approve a thirty percent discount offered by Invictus for the outstanding invoices. **CARRIED.**

NEW BUSINESS

1. **Strata Energy Advisor:** The Strata Manager provided a brief review of the proposed Energy Saving Program being provided by Metro Vancouver. Council discussed and is currently not interested in pursuing the review at this time due to the fact that the complex is new and that many energy savings programs have already been put in place.
2. **Management System for Keys:** Council discussed the keys for the common area and how they will be stored and distributed. To start, Council will be creating a list for the current common area keys. Once all common area keys are identified, a management plan will be developed for each of the keys.

CORRESPONDENCE

SL0137 was excused at this point in the meeting.

1. **Bylaw Violation Summary Report:** Council reviewed two current bylaw or rule infractions. Council reviewed each infraction, and at this time it was moved and seconded to fine S/L 44 in the amount of \$50.00 and \$100.00 for two infractions. **CARRIED.**
2. **Correspondence Received SL0082 Warranty Membrane Repair:** The correspondence was reviewed by Council and it is noted that the membrane repair is small and has been denied under the current two-year warranty. Council requests that the item be added to the maintenance list for repair.

3. **Correspondence Received SL0018 Screen and Roadway:** Correspondence was reviewed for a request to install screens to the strata lot. This was approved as long as the screen matched the current windows on the exterior of the unit. The Owner reported damage to the concrete. This will be added to the request for Fehr Strata Repairs to provide a quotation for repair.
4. **Correspondence Received SL0119 Daycare Request:** The correspondence was reviewed by Council and Council requests that a bylaw infraction letter be sent to the Owner and advise that the request is contrary to the bylaws.
5. **Correspondence Received SL 0122 Response Landscaping:** Correspondence was reviewed by Council. The Owner provided further information in regard to the repairs that were completed to their grass by the Developer.
6. **Correspondence Received SL 0141 Tree Removal:** Correspondence was reviewed and Council noted that the tree, previously moved without authority, was returned to the correct location. Council request a letter to advise the Owner that at this time no alteration to landscaping is approved until the City of Surrey completes the final approval for the landscaping with the Developer.
7. **Correspondence Received SL 0139 Interest Reversal:** Correspondence was reviewed by Council. It was moved and seconded to not approve the reversal of interest and fines for the late payment for the strata fees. **CARRIED.**
8. **Correspondence Received SL0125 General Concerns:** Correspondence was reviewed and Council requests that a letter be sent to the Owner responding to their concerns and addressing the tone of the correspondence.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:00 p.m.

Next Meeting: July 05, 2018 at 7:00 p.m. in the Lancaster Clubhouse.

FirstService Residential BC Ltd.



Daniela Schulz
Strata Manager
Per the Owners
Strata Plan EPS 2381

DS/cm

Email: daniela.schulz@fsresidential.com
Direct Line: 604.689.6986
General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

www.fsresidential.com

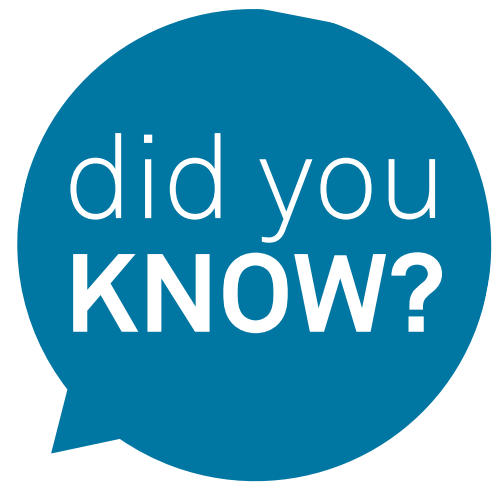
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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**FS Insurance
Brokers**



Dryer Vent Cleaning

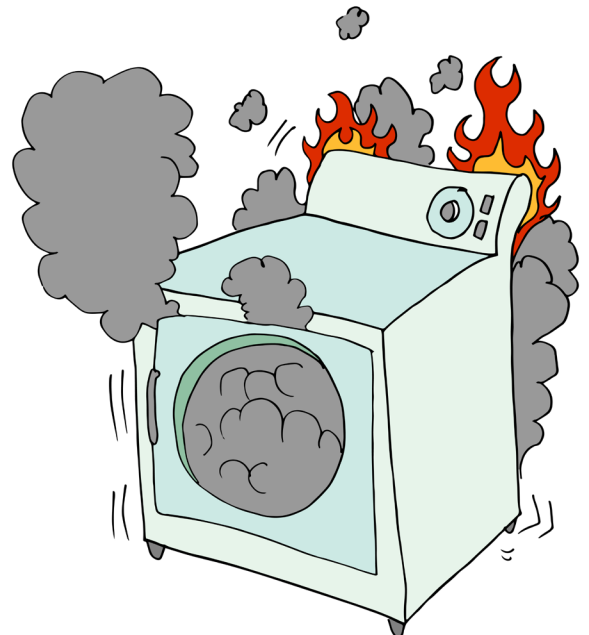
A clogged dryer vent that doesn't properly exhaust can present a major fire hazard. *Did you know* that dust, fibre and clothing cause more than 90% of the 15,000 dryer fires that occur each year across North America? In most cases, taking appropriate steps to properly clean a dryer can prevent property damage and other losses.

Signs that a dryer vent is blocked and/or needs to be cleaned:

- ▶ Clothing does not dry completely during a normal cycle
- ▶ Musty odor is noticeable on clothing
- ▶ Clothing is unusually hot to the touch after a cycle
- ▶ Dryer vent hood flap does not properly open
- ▶ Debris is visible in the outside vent opening
- ▶ Excessive heat is collecting in the room where dryer is operating
- ▶ Excessive amount of lint is accumulating in lint trap during operation

Tips for preventing dryer fires:

- ▶ Do not use the dryer without lint filter
- ▶ Clean the lint filter before or after each load of laundry
- ▶ Remove lint that has collected around the drum
- ▶ Do not overload your dryer
- ▶ Do not operate dryer when not at home
- ▶ Always follow the manufacturer's operating instructions



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