

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Thursday, November 7th, 2019

Attendees: Paul Barber, Rosemary Siemens, Dinah Zimmerman, Dave Dunbar, Bill Douglas, Dave Bonnett and Leslie Hurtubise

- 1. The Meeting was called to Order by Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of August 13th, 2019, were accepted;**

3. New Business:

Following the election of officers at the Annual General Meeting held on October 23rd, 2019, the following are the officially named Strata Council members:-

Dave Bonnett	-	President
Dinah Zimmerman	-	Vice-President
Rosemary Siemens	-	Treasurer

Leslie Hurtubise	-	Secretary
Bill Douglas	-	Council Member
Dave Dunbar	-	Council Member

4. OLD BUSINESS:-

- (a) Paul reported that the roof fan at the south end of the building was in sufficiently good running order to operate until next summer when it, along with the fan at the north end, should both be replaced;
- (b) Rosemary reported that our roof had been inspected on October 2nd and 3rd, 2019. A few small repairs were made at a cost of \$859.50 and, in general, our roof was found to be in good condition;
- (c) Paul advised that the recent amendment to Bylaw 3-1 had now been filed and a copy will be attached to these Minutes. Owners should file this amendment with their copy of the Bylaws.
- (d) Council had a discussion with respect to Christmas gift certificates for our gardeners, cleaner, garbage container removal service and it was agreed that a \$50.00 gift certificate should also be given to our handyman, Morgan in appreciation for the work he does on our behalf.

REMINDER TO OWNERS:

If you have any questions, comments or concerns, please put a note into the mail slot of the office so that they can be discussed at our next Council Meeting.

Owners are reminded to please refrain from putting unwanted household items on the floor in or around the garden room or garage area. Your unwanted items should be taken to one of the many Thrift Shops in our area, or arrangements can be made with Big Brothers to have them picked up.

Please also refrain from putting regular plastic bags into the organic waste bin.

Please put only refundable bottles into the small blue bins as they are being taken, on a regular basis, to the recycle depot and the proceeds are now going to be donated to Childhood Cancer Charities.

5. As there was no further business, the Meeting was adjourned,



Dave Bonnett, President, Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

MINUTES OF THE 31st ANNUAL GENERAL MEETING

Wednesday, October 23rd, 2019

Registration of the unit owners and certification of Proxies was completed and voting cards issued with the assistance of Colleen Carrington.

It was confirmed that a quorum of the unit owners was present:- 19 owners in person and 4 by proxy and the Meeting was called to order by the President, Paul Barber.

- 1. A Motion was made by Paul Barber, seconded by Leslie Hurtubise, to accept service of Notice of the Meeting and approve the Agenda. Motion carried.**
- 2. A Motion was made by Dave Bonnett, seconded by Ann Van Elswyk, to accept and approve the Minutes of the 30th Annual General Meeting held on Wednesday, October 24th, 2018. Motion carried.**
- 3. The Treasurer, Rosemary Siemens, asked for questions with regard**

to the Financial Report, as presented, for the fiscal year 2018-2019. After discussion on that report, it was moved by Paul Barber, seconded by Lota Whitford, that the Treasurer's Report be accepted and the motion was carried unanimously.

4. Dinah Zimmerman reported on the gardening, advising that our gardeners had been requested to plant less flowers and plants for the winter season in our on-going effort to save money. Dave Bonnett advised that there were a great many weeds growing in the lower garden and Dinah has undertaken to speak to the gardeners regarding this problem. Dinah also advised owners that we now had two options for snow removal this year; Chris, who does our regular roof top seagull inspection; as well as the men who attend to our annual tree trimming and shaping who are now also doing snow removal.
5. Paul Barber reported on building maintenance issues such as leaks in the boiler room, new heat exchanger and the first floor ceiling pipe leak and the costs to repair those items.
6. Rosemary Siemens also reported on the Strata's insurance coverage with CMW Insurance Services as set out on page 10 of the Notice of Meeting. This report was also discussed and accepted.
7. The Proposed Operating Budget for the 2019-2020 fiscal year was presented to the meeting (reference pages 12 through 16 of the Notice of Meeting). After discussion, it was moved by Paul

Barber and seconded by Dave Bonnett that the Proposed Operating Budget, as presented, be accepted and the Motion was passed unanimously.

- 8. Paul Barber, on behalf of all of the owners, paid tribute to Pauline Martin for her many years of hard work and devotion to “The Capistrano”. Pauline will be moving out of the building after 27 years and we will all miss her terribly.**
- 9. After discussion, Bill Douglas made a Motion, which was seconded by Dave Dunbar, that the following resolution:-**

RESOLUTION 1.

PROPOSED CHANGE TO STRATA BYLAW 3-1 which now reads:-

As it is the desire of the owners of Strata Plan NW 2884 to have a SENIORS ORIENTED environment the following guidelines shall apply:-

The strata lot shall be occupied only as a single family dwelling/residence – with the age of at least one person who may reside in a strata lot being not less than 55 years of age and with immediate family members of not less than 19 years of age.

Part 7 Sec 121 (2) c; 123(2)

To provide instead that Bylaw 3-1 be amended by removing 55 years of age and replacing it with 45 years of age;

And that Bylaw Three be amended by removing the sentence:- “As it is the desire of the owners of Strata Plan NW

2884 to have a Seniors Oriented environment the following guidelines shall apply.”

The Motion to pass Resolution 1 was defeated, with 16 owners approving, 6 owners opposing and 1 owner abstaining.

RESOLUTION 2:

PROPOSED CHANGE TO STRATA BYLAW 3-1 which now provides:

As it is the desire of the owners of Strata Plan NW 2884 to have a SENIORS ORIENTED environment, the following guidelines shall apply:

The strata lot shall be occupied only as a single family dwelling/residence – with the age of at least one person who may reside in a strata lot being not less than 55 years of age and with immediate family members of not less than 19 years of age.

Part 7 Sec 121 (2)c: 123(2)

To provide instead:-

That Bylaw 3-1 be amended by removing 55 years of age and replacing it with 50 years of age.

And that Bylaw Three be amended by removing the sentence: “As it is the desire of the owners of Strata Plan NW2884 to have a Seniors Oriented environment the following guidelines shall apply.”

The Motion to pass Resolution 2 was passed, with 18 owners

approving and 5 owners opposing.

10. After discussion, a Motion was made by Bill Douglas and seconded by Dave Dunbar, that the following resolution:-

RESOLUTION 3 :

PROPOSED CHANGE TO STRATA RULE 2-4 which now provides:-

2-4 The use of Barbeques or Hibachis or any similar cooking convenience is prohibited on patios or limited common property.

To provide instead that Rule 2-4 be amended as follows:-

The use of Barbeques or Hibachis or any similar cooking convenience is prohibited on patios or limited common property unless the device is powered by electricity. Care must be taken to protect the balcony deck membrane from any heat.

11. After discussion, the Motion was passed with 17 owners approving, 4 owners opposing and 2 owners abstaining.

RESOLUTION 4

DEPRECIATION REPORT

Our Depreciation Report was due to be updated during the Fall of 2019, however, we have been advised that the company who

completed our first two Reports is no longer offering this service. The Strata Council will require some time to find a new provider.

RESOLUTION 4

To delay the commissioning of a new Depreciation Report for the period of one (1) year to allow time to research and hire a new company to undertake this Report.

The Motion to pass Resolution 4 was passed unanimously.

12. Existing Council members retired and nominations for members of council for the year 2019-2020 were received. Those nominated and accepting their nominations are: Bill Douglas, Rosemary Siemens, Dinah Zimmerman, Leslie Hurtubise, Dave Dunbar and Dave Bonnett.

13. As there was no further business, the Meeting was adjourned.



Paul Barber, President Strata Plan NW 2884

STRATA PLAN NW 2884
NOTICE OF MEETING

The 31st **ANNUAL GENERAL MEETING** of **STRATA CORPORATION NW 2884** will be held on **Wednesday, October 23, 2019 at 7:00 PM** in the lounge.

Owners are requested to please bring this Notice of Meeting package with them to the meeting. Owners unable to attend are asked to fill out a 'PROXY FORM' in order that a vote may be registered on their behalf. If you require a proxy form, please slip a note into the office with your request.

AGENDA

1. Registration, Certification of Proxies, and Issue of Voting Cards.
2. Confirmation of Quorum and Call to Order.
3. Present Proof of the Notice of Meeting.
4. Approval of the Agenda.
5. Reading and Approval of Minutes from the 30th Annual General Meeting held October 24th, 2018.
6. Presentation of the Treasurer's Report for the Fiscal Year 2018-2019. Discussion and Motion to accept or reject, as presented.
Reference Pages 3 – 9.
7. Reports: Gardening, Housekeeping, Maintenance and discussion, if required.
8. Insurance Coverage Report by Treasurer. Reference Page 10.
9. Presentation of the Operating Budget for the 2019-2020 Fiscal Year by the Treasurer. Discussion and Motion to accept as presented or amended if indicated, for acceptance.
Reference Pages 11 – 16.
10. Correspondence.
11. Report of the President

STRATA PLAN NW 2884
NOTICE OF MEETING

AGENDA

12. New Business:

- RESOLUTION 1

Proposed Change to Strata Bylaw 3-1 - Reference Page 17

Change in age restriction from 55 to 45 years of age

Discussion, Resolution and Vote

Owners are advised that if Resolution 1 passes, Resolution 2 will not be considered.

- RESOLUTION 2

Proposed Change to Strata Bylaw 3-1 – Reference Page 18

Change in age restriction from 55 to 50 years of age

Discussion, Resolution and Vote

- RESOLUTION 3

Proposed Change to Strata Rule 2-4 – Reference Page 19

Discussion, Resolution and Vote

- RESOLUTION 4

Proposal to delay commissioning of our Depreciation Report for 1 year.

13. Retirement of the Current Council and the appointment of a Temporary President, to conduct the election of a new Council for the fiscal year of 2019-2020.
14. Call from the chair for nominations to a new Council.
15. Discussion and Vote on Nominees for a new Council. Naming of the new Council for 2019-2020.
16. Termination of the meeting.



Paul Barber, President

Strata Council

Strata Plan NW 2884

Date: September 25, 2019

**STATEMENT OF RECEIPTS AND DISBURSEMENTS STRATA PLAN NW 2884
FOR THE MONTH OF AUGUST 2019 AND THE 12 MONTHS ENDED AUGUST 31, 2019**

	MONTH OF AUGUST	BUDGET MONTH	ACTUAL TO DATE	BUDGET MONTH TO DATE
RECEIPTS:				
OWNERS MONTHLY ASSESSMENTS	8,694.65	9,530.00	114,360.00	114,360.00
MISCELLANEOUS INCOME	70.00		776.75	
TRANSFER FR CRF	1,535.63		54,345.11	
TRANSFER TO CRF			- 50,000.00	
SPECIAL ASSESSMENTS			50,000.00	
TOTAL RECEIPTS	10,300.28	9,530.00	169,481.86	114,360.00
DISBURSEMENTS				
INSURANCE	450.00	1,660.00	18,710.00	19,920.00
GAS	655.47	1,234.00	14,083.51	14,808.00
HYDRO	550.00	584.00	6,543.11	7,008.00
WATER	600.00	500.00	6,004.25	6,000.00
ELECT/MECH/FIRE CONTRACT	126.00	305.00	3,854.84	3,660.00
ELEVATOR/CONTRACT/CERTIFICATE	278.64	293.00	3,509.32	3,516.00
GARDENING CONTRACT	847.67	848.00	10,172.04	10,176.00
HOUSEKEEPING CONTRACT	350.00	350.00	4,150.00	4,200.00
GARBAGE CONTRACT	545.15	520.00	6,602.23	6,240.00
ELECT/MECH/FIRE EXP	111.08	430.00	5,205.43	5,160.00
GARDENING EXP	62.69	392.00	4,006.56	4,704.00
HOUSEKEEPING EXP	831.18	651.00	9,760.01	7,812.00
OFFICE EXP	1,054.53	100.00	2,825.12	1,200.00
MISC EXP		13.00	87.33	156.00
SPECIAL PROJECTS	1,535.63		54,345.11	
TRANSFER TO CONTINGENCY FUND	1,550.00	1,550.00	18,600.00	18,600.00
TRANSFER TO RESERVE Building Appraisal	100.00	100.00	1,200.00	1,200.00
TOTAL DISBURSEMENTS	9,648.04	9,530.00	169,658.86	114,360.00
EXCESS/SHORTAGE FOR PERIOD	652.24		- 177.00	
TRANSFER TO/FROM RESERVE ACCT	20,740.00		2,030.00	
PREPAID INSURANCE			-	
CASH IN CURRENT ACCT. START PERIOD	3,285.86		22,825.10	
CASH IN CURRENT ACCT. END PERIOD	24,678.10		24,678.10	
CASH IN RESERVE ACCT END PERIOD			3,141.66	
CASH IN CONTINGENCY END PERIOD			43,639.59	
TOTAL CASH ON HAND			71,459.35	



Rosemary Siemens
Treasurer

Notes to the Financial Statement for August 2019:

The amount of \$1,535.63 has been transferred from the Contingency Reserve Fund to the Current Account to cover repairs to the heating systems. This amount has been transferred from the Contingency Reserve Fund in accordance with The Act Part 6, Section 96 (a) and Section 98 (1)(3)(6).

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2018 – AUGUST 31, 2019**

I would like to take this opportunity to express my thanks to the other members of the Council for their hard work this past year, and for their willingness to serve on the Council. My thanks also to those Owners who volunteer for the many tasks that are a part of operating our building; those who sign up for door security, who manage the newspapers, who take time to sweep out the garden room or areas of the garage; those who water the gardens during the summer months; those who take the used lamps to the recycling depot. Your contributions are appreciated.

Attached you will find a copy of the August 2019 Statement of Receipts and Disbursements. Our account balances as of August 31, 2019 are as follows:

Current Account:	\$24,578.10
Contingency Reserve Fund:	43,639.59
Insurance Reserve Fund:	3,141.66
Petty Cash Account:	100.00

Total Cash on Hand at August 31, 2019: \$71,459.35

Our transfers to the Contingency Reserve Fund were set at \$1,550.00 per month this past year, for a total of \$18,600.00 for the year.

Please note the following and keep this information in mind when reviewing the August/2019 Financial Statement:

- the amount of \$21,950.00 has been transferred from the Insurance Reserve Fund to the Current Account to apply to our Insurance bill due September 1, 2019.

We transferred \$54,345.11 from the Contingency Reserve Fund during the year to cover the cost of our Drainage Project and repairs to our heating and plumbing systems.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2018 – AUGUST 31, 2019**

Most accounts are self-explanatory, however I would draw the attention of the Owners to the following items of note regarding the August 2019 Statement of Receipts and Disbursements and the fiscal year in general.

1. ELECTRICAL/MECHANICAL/FIRE EXPENSE:

Our expenses in this area fall into the following categories:

- Annual Fire Alarm Inspection
- Attendance of the elevator technician for fire inspection
- Maintenance to our fire systems including replacement of our fire extinguishers, batteries etc.
- Upgrade to our fire monitoring equipment
- Repairs to our roof fans.
- Service and repairs to the garage gate
- Monthly costs for telephone line to monitor fire alarm system.
- Monthly costs for the elevator telephone line
- Lamps and ballast replacements in the garage area

TOTAL EXPENDITURE FOR THE YEAR: \$5,205.43

2. GARDEN EXPENSE:

Our expenses in this area are as follows:

- Seasonal plantings of our gardens
- Tree pruning and removal of a tree
- Wind storm clean-up costs
- Garden hoses
- Lawn restoration
- Planters at the front entrance

TOTAL EXPENDITURE FOR THE YEAR: \$4,006.56

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2018 – AUGUST 31, 2019**

3. HOUSE EXPENSE:

Our expenses in this area included:

- Monthly Pest Control
- Organic Waste Bags
- Christmas Party Expenses
- Christmas Gifts to contractors
- Snow and Ice Removal
- Salt and sand applications
- Roof Inspection, repairs and maintenance
- Door Repairs
- Garden Room make-over
- Repairs to a fence
- Keys
- Roof Nest Inspections
- Woodwork repair and painting of the elevator doors and panels
- Carpet Cleaning
- Plumbing Repairs
- Building window washing
- Garage power washing

TOTAL EXPENDITURE FOR THE YEAR: \$9,760.01

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2018 – AUGUST 31, 2019**

4. OFFICE EXPENSE:

Our expenses in this area included:

- Bank Service Charges
- Office supplies – stamps, print cartridges, paper, envelopes
- Copies of AGM Reports, minutes, and financial statements.
- Copies of documents for real estate agents
- CHOA membership
- Legal fees; filing of bylaws
- Purchase of new cheques
- New accounting programs; new printer for the office

TOTAL EXPENDITURE FOR THE YEAR: \$2,825.12

5. MISCELLANEOUS EXPENSE:

Our expenses in this area included:

- Gifts, cards and flowers

TOTAL EXPENDITURE FOR THE YEAR: \$87.33

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2018 – AUGUST 31, 2019**

6. SPECIAL PROJECTS:

An analysis of our Special Projects account provides the following information:

- Drainage Project	\$41,771.35
- Building Drain Cleaning	3,620.40
- Outdoor faucet repair	861.00
- Heating and plumbing repairs	8,092.36

TOTAL EXPENDITURE FOR THE YEAR: \$54,345.11

7. INTEREST INCOME:

We have earned the following amounts of interest on our investments and bank accounts this past year:

Reserve Insurance Acct:	\$105.32
Term Deposit:	\$59.47

TOTAL INTEREST EARNED: \$164.79

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2018 – AUGUST 31, 2019**

- 8. MISCELLANEOUS INCOME:**
Real estate forms and documents; Moving in and out fees;
Extra keys and garage door remotes.

TOTAL MISCELLANEOUS INCOME: \$776.75

The Council believes all our accounts to be in good order and trusts the Owners will find the same.

Respectfully Submitted,
Rosemary Siemens, Treasurer
STRATA PLAN NW 2884

**STRATA PLAN NW 2884
INSURANCE COVERAGE REPORT
SEPTEMBER 1, 2019 – AUGUST 31, 2020**

INSURANCE:

Our insurance bill for the 2019-2020 year has been received from CapriCMW Insurance Services in the amount of \$21,950.00 due for payment September 1, 2019.

This reflects an increase of \$3,240.00 or approximately 17.3% over last year. Our building has been valued for replacement purposes at \$7,738,000.00, an increase of \$438,000.00 or approximately 6% over last year.

We have transferred the amount of \$21,950.00 from the Insurance Reserve Account to the Current Account to cover the cost of the insurance premium.

We have increased the monthly transfers for insurance from \$1,760.00 to \$2,000.00 per month.
- \$1,900.00 for insurance and \$100.00 for Appraisal/Depreciation Report Costs

We encourage the Owners to review the Strata insurance policy with their personal insurance agent to make sure they are adequately covered. If you require a copy of the Strata insurance policy, please slip a note into the office.

Respectfully submitted,
Rosemary Siemens, Treasurer
STRATA PLAN NW 2884

STRATA PLAN NW 2884
THE CAPISTRANO

PAGE 11

Strata Plan	Suite	Unit Entitlement	Assessment	Monthly Cont to CRF	Proposed Budget 2019 - 2020		
						Years Total	Monthly
1	101	85	346.30	55.97	Insurance	22,800.00	1,900.00
					Bldg Appraisal/Depreciation	1,200.00	100.00
8	201	92	374.81	60.58	Gas	14,808.00	1,234.00
16	301	92	374.81	60.58			
					Hydro	7,008.00	584.00
2	102	118	480.74	77.70			
9	202	118	480.74	77.70	Water	6,000.00	500.00
17	302	118	480.74	77.70			
					Elect/Mech/Fire Contract	3,960.00	330.00
3	103	115	468.52	75.72			
10	203	115	468.52	75.72	Elevator Contract/Cert	3,660.00	305.00
18	303	115	468.52	75.72			
					Garden Contract	10,404.00	867.00
4	104	106	431.85	69.79			
11	204	106	431.85	69.79	Janitor Contract	4,200.00	350.00
19	304	106	431.85	69.79			
					Garbage/Recycling Contract	6,960.00	580.00
5	105	98	399.26	64.53			
12	205	98	399.26	64.53	Elect/Mech/Fire Expense	5,160.00	430.00
20	305	98	399.26	64.53			
					Garden Expense	4,092.00	341.00
6	106	107	435.93	70.45			
13	206	107	435.93	70.45	House Expense	7,812.00	651.00
21	306	107	435.93	70.45			
					Office Expense	1,380.00	115.00
7	107	101	411.48	66.50			
14	207	101	411.48	66.50	Misc.	156.00	13.00
22	307	101	411.48	66.50			
					Budget-----	99,600.00	
15	208	113	460.37	74.40			
23	308	113	460.37	74.40	Transfer to CRF-----	19,200.00	1,600.00
23	23	2430	9,900.00	1,600.00	TOTAL-----	118,800.00	9,900.00

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2019 – AUGUST 31, 2020**

Our proposed Budget for 2019/2020 has been carefully prepared for your consideration. It reflects approximately a 3.9% increase over last year's budget.

Items of note:

Our opening bank balances as of September 1, 2019 are as follows:

Current Account:	\$24,578.10
Contingency Reserve Fund:	43,639.59
Insurance Reserve Fund:	3,141.66
Petty Cash Account:	100.00

Total Cash on Hand at September 1, 2019: \$71,459.35

The amount in the Current Account includes the \$21,950.00 transferred from the Insurance Reserve Account to pay our insurance bill due September 1, 2019.

1. **INSURANCE:** See separate Report.
2. **CONTINGENCY RESERVE FUND:**
Under the proposed budget, in an on-going effort to build up our Contingency Reserve Fund, we are increasing our transfers to the Contingency Reserve Fund from \$1,550.00 to \$1,600.00 for a total of \$19,200.00 for the year, an increase of 3.2%.
3. **GAS:** Our gas budget remains consistent.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2019 – AUGUST 31, 2020**

4. **HYDRO:** Our budget for electric expense remains consistent.
5. **WATER:** Our budget for water expense remains consistent.
6. **ELECTRICAL/MECHANICAL FIRE CONTRACT:** Our contract with Ashton Service Group has increased slightly. Our contract with Fraser Valley Fire Protection Ltd remains consistent.
7. **ELEVATOR CONTRACT/CERTIFICATE:** Our contract with Kone Inc is expected to increase by approximately 4% during the spring of 2020. We are also required to purchase an elevator permit each year at a cost of approximately \$241.00.
8. **GARDEN CONTRACT:** Our garden contract is in effect to February 28, 2020. We have allowed for an increase beginning March 1, 2020.
9. **JANITOR CONTRACT:** Our janitorial contract remains consistent at \$350.00 per month.
10. **GARBAGE/RECYCLING CONTRACT:** We have increased our budget for garbage/recycling 11.5% over last year's budget. Our costs with Maple Leaf Disposal increased approximately 12% over the past year. Our contract with AllSeasons Home Service remains consistent.
11. **ELECTRICAL/MECHANICAL/FIRE EXPENSE:** Our budget for EMF expense remains consistent.
12. **GARDEN EXPENSE/SPRINKLERS:** Our Garden Expense budget for this year has been reduced slightly. Our underground sprinkler system does require some repairs. We do need to continue re-populating areas of our gardens.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2019 – AUGUST 31, 2020**

13. **HOUSE EXPENSE:** Our budget for House Expense remains consistent. This area of our budget includes our monthly pest control contract that increased 4.5% effective July 2019.
14. **OFFICE EXPENSE:** Our Office Expense budget has been increased by 15%.
15. **MISCELLANEOUS EXPENSE:** Our Miscellaneous Expense budget remains consistent at \$13.00 per month.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2019 – AUGUST 31, 2020**

General information:

As maintenance fees are due October 1st, the Owners are asked to submit their maintenance cheques for October 2019 at the same amount as September 2019.

If the proposed 2019-2020 budget is approved as presented, the Owners will note there will be an increase to the monthly Strata maintenance fees. As the increase is retro-active to September 1st, and as the October 2019 cheques will have already been submitted, please include the increase for September and October 2019 on your November 1st cheque.

If it is convenient, post-dated cheques from November 2019 – August 2020 are appreciated. Please wait until after the budget has been accepted at the Annual General Meeting before submitting your cheques to the office.

* To assist you, a separate sheet has been included listing the amounts due for October 2019, November 2019 and December 2019 through August 2020.
Please refer to Page 16.

Please make your cheques payable to: **Strata Plan NW 2884**

Financial statements will continue to be distributed to all Owners on a monthly basis.

Respectfully submitted,
Rosemary Siemens, Treasurer
STRATA PLAN NW 2884

STRATA MAINTENANCE FEES					PAGE 16
OCTOBER 2019 - SEPTEMBER 2020					
UNIT NO	OCTOBER 2019		NOVEMBER 2019		01-Dec-19 up to and inc Oct 1,2020
101	333.36		372.18		346.30
201	360.81		402.81		374.81
301	360.81		402.81		374.81
102	462.77		516.68		480.74
202	462.77		516.68		480.74
302	462.77		516.68		480.74
103	451.01		503.54		468.52
203	451.01		503.54		468.52
303	451.01		503.54		468.52
104	415.71		464.13		431.85
204	415.71		464.13		431.85
304	415.71		464.13		431.85
105	384.34		429.10		399.26
205	384.34		429.10		399.26
305	384.34		429.10		399.26
106	419.63		468.53		435.93
206	419.63		468.53		435.93
306	419.63		468.53		435.93
107	396.10		442.24		411.48
207	396.10		442.24		411.48
307	396.10		442.24		411.48
208	443.17		494.77		460.37
308	443.17		494.77		460.37

If the budget is approved as presented, the maintenance fees for the 2019 - 2020 year will be as shown.

Please make your cheques payable to Strata Plan NW 2884.

STRATA PLAN NW 2884
PRESENTATION OF RESOLUTION 1

The following resolution is being presented for your consideration.

RESOLUTION 1:
PROPOSED CHANGE TO STRATA BYLAW 3-1 which now provides:

As is it the desire of the owners of Strata Plan NW 2884 to have a ***SENIORS ORIENTED*** environment the following guidelines shall apply:

The strata lot shall be occupied only as a single family dwelling/residence – with the age of at least one person who may reside in a strata lot being ***not less than 55 years of age*** and with immediate family members of ***not less than 19 years of age***.

Part 7 Sec 121 (2) c; 123 (2)

to provide instead that Bylaw 3-1 be amended by removing 55 years of age and replacing it with 45 years of age;

And that Bylaw Three be amended by removing the sentence, “As it is the desire of the owners of Strata Plan NW 2884 to have a Seniors Oriented environment the following guidelines shall apply”.

Owners are advised that if Resolution 1 is passed, Resolution 2 will not be considered.

STRATA PLAN NW 2884
PRESENTATION OF RESOLUTION

RESOLUTION 2:

PROPOSED CHANGE TO STRATA BYLAW 3-1 which now provides:

As is it the desire of the owners of Strata Plan NW 2884 to have a ***SENIORS ORIENTED*** environment the following guidelines shall apply:

The strata lot shall be occupied only as a single family dwelling/residence – with the age of at least one person who may reside in a strata lot being ***not less than 55 years of age*** and with immediate family members of ***not less than 19 years of age***.

Part 7 Sec 121 (2) c; 123 (2)

to provide instead:

That Bylaw 3-1 be amended by removing 55 years of age and replacing it with 50 years of age;

And that Bylaw Three be amended by removing the sentence, “As it is the desire of the owners of Strata Plan NW 2884 to have a Seniors Oriented environment the following guidelines shall apply”.

STRATA PLAN NW 2884
PRESENTATION OF RESOLUTION 3

RESOLUTION 3:

PROPOSED CHANGE TO STRATA RULE 2-4 which now provides:

2-4 The use of Barbecues or Hibachis or any similar cooking convenience is prohibited on patios or limited or common property.

to provide instead that Rule 2-4 be amended as follows:

The use of Barbecues or Hibachis or any similar cooking convenience is prohibited on patios or limited or common property unless the device is powered by electricity.
Care must be taken to protect the balcony deck membrane from any heat.

RESOLUTION 4:
DEPRECIATION REPORT

Our Depreciation Report was due to be updated during the fall of 2019, however we have been advised that the company who completed our first two Reports is no longer offering this service. The Strata Council will require some time to find a new provider.

RESOLUTION 4

To delay the commissioning of a new Depreciation Report for the period of 1 year to allow time to research and hire a new company to undertake this Report.

SCHEDULE 1

THE OWNERS STRATA PLAN NW 2884

Schedule of deposits and withdrawals of Contingency and Reserve Funds

For the year ended August 31, 2019

Contingency Account

<u>Balance beginning of year</u>		<u><u>\$29,325.23</u></u>
Deposits during year	\$68,600.00	
Interest Earned	<u>59.47</u>	
	68,659.47	<u><u>97,984.70</u></u>
<u>Withdrawals</u>	54,345.11	
<u>Balance end of year</u>		<u><u>\$43,639.59</u></u>

Insurance Reserve Account

<u>Balance beginning of year</u>		<u><u>3,866.34</u></u>
Deposits during year	21,120.00	
Interest Earned	<u>105.32</u>	
	21,225.32	
<u>Withdrawals</u>		
Insurance	<u>21,950.00</u>	
	21,950.00	
<u>Balance end of year</u>		<u><u>\$3,141.66</u></u>

SCHEDULE 2

THE OWNERS STRATA PLAN NW 2884

Schedule of opening balances, estimated income from other sources
and estimated balances of operating and contingency accounts
for the year ended August 31, 2020

Operating Fund

<u>Beginning of year</u>	<u>\$24,678.10</u>
<u>Estimated Balance end of year</u>	<u>\$26,500.00</u>

Contingency Reserve Fund

<u>Balance beginning of year</u>	<u>\$43,639.59</u>
<u>Estimated balance end of year</u>	<u>\$52,375.22</u>

Estimated Income from other sources

Bank Interest	<u>\$120.00</u>
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"Capistrano" Strata Council Meeting

Strata Plan NW 2884

Monday, September 16, 2019, 8:30 pm

Attendees: Paul Barber, Rosemary Siemens, Dinah Zimmerman, Dave Dunbar and Bill Douglas

Regrets: Leslie Hurtubise

- 1) Call the meeting to order.
- 2) Approval of the minutes of the last meeting held on August 13, 2019.
- 3) Old Business
 - a. Bylaw 3 (Owner ship and Occupancy) proposed changes. Bylaw 3-1 to change the minimum age restrictions to age 45 (resolution 1) of if resolution 1 fails, then resolution 2 to change the age to 50. Proposed changes were reviewed and approved for AGM.
 - b. Rule 2-4 (BBQ on balcony). Change rule to approve electric cooking devices (electric BBQs, electric griddle, slow cooker). be acceptable but no gas devices are acceptable. Rule was reviewed and approved for AGM.
 - c. Accounting program upgrade is in progress. Complete
 - d. Keys for approved trades personnel. Complete
- 4) New Business
 - a. Proposal for AGM to postpone the purchase of a new Depreciation Report for a period of 1 year. Proposal was reviewed and approved. Background - Our present DP was been prepared by Normac who is no longer preparing them; therefore, we should take the time to research and find a new supplier. Strata Corporations may waive the requirement to obtain a depreciation report if a ¾ vote is passed at the AGM. Although this is not a financial issue as the funds for a new depreciation have been budgeted.
 - b. Unit 303 – Strata lawyer to advise council on legal position.
 - c. Fire Alarm Communications System – Review and discuss.
 - d. Window repairs – contractor to be contacted for quotation
- 5) Comments, announcements and other business.
- 6) Adjournment


Strata President NW2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Tuesday, August 13th, 2019

Attendees: Paul Barber, Rosemary Siemens, Dinah Zimmerman, Dave Dunbar and Leslie Hurtubise

- 1. The Meeting was called to Order by Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of July 9th, 2019, were accepted;**
- 3. Old Business:**

(a) Dave reported on his inspection of the balconies, advising Council that he had found all the balcony membranes to be in good shape. He suggested that new pieces of silicone be applied to be base of the posts which were the only things he found needing some attention. Council agreed that our handyman, Morgan, should be contacted and requested to

undertake this work.

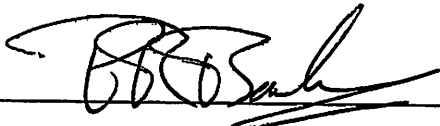
- (b) Rosemary advised Council that she had purchased the Quick Books program and would be purchasing the new Windows program and installing these into the “new” computer which Paul had “gifted” to the Capistrano some time ago.

4. New Business:

- (a) Council had a discussion with respect to the wording to be used when amending By-Law Three, should the proposal to change the age limit pass at the Annual General Meeting;
- (b) Council had a discussion regarding building keys for approved trades personnel and it was agreed that a lock box be installed on the wall by the Mechanical Room where the key would be obtained and returned. It was agreed that a council member would be required to be present to ensure that the tradesman obtain entrance to the building;
- (c) Council discussed changing Rule 2.4 which prohibits gas, propane and coal barbeques and agreed that electrical devices would be acceptable;

(d) Rosemary presented to Council a proposed Budget and after lengthy discussion and having regard to the various increases in costs for the coming fiscal year, particularly with respect to the cost of insurance, Council agreed that these increases had to be reflected in the coming year's Budget and, therefore, approved a 3.9% increase over last year's Budget which will be presented at the Annual General Meeting on Wednesday, October 23rd, 2019 at 7:00 p.m.

5. As there was no further business, the Meeting was adjourned, with the agreement that Council would meet next on Tuesday, September 17th, 2019 at 8:30 p.m.

A handwritten signature in black ink, appearing to read 'P. Barber', is written over a horizontal line.

Paul Barber, President, Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Tuesday, July 9th, 2019

Attendees: Paul Barber, Rosemary Siemens, Dinah Zimmerman, Dave Dunbar, Bill Douglas and Leslie Hurtubise

- 1. The Meeting was called to Order by Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of April 9th, 2019, were accepted;**
- 3. Old Business**
 - a. Paul Barber advised Council that he had contacted Fraser Valley Alarms concerning recent phone calls received by Dinah and Bill during the night or early morning hours regarding our “trouble alarm”. As a result of Paul’s call, Fraser Valley looked into the situation and have remedied what appears to be have been some incompatibility with the**

recently installed hardware. He was advised that there should be no further problem.

- b. A discussion regarding the deck membranes took place and Dave Dunbar has undertaken to do a visual inspection of those decks that were deemed to be needing repair or replacement. Leslie will telephone each of the owners of the suites needing inspection, to ascertain whether it would be convenient for Dave to attend their unit on Saturday, July 13th, 2019 between the hours of 10:00 a.m. and Noon to do a visual inspection. He will report his findings to Council at the next Meeting.
- c. Council discussed putting forward at our Annual General Meeting in October a Resolution to lower our current age limit from 55 to 45 or 50 years.

As there was no further business, the Meeting was adjourned.



Paul Barber, President Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

MINUTES OF A SPECIAL GENERAL MEETING

Monday, May 6th, 2019

Registration of the unit owners and certification of Proxies was completed and voting cards issued with the assistance of Dinah Zimmerman and Colleen Carrington.

It was confirmed that a quorum of the unit owners was present:- 20 owners in person and two by proxy and the Meeting was called to order by the Acting President, Paul Barber.

- 1. A Motion was made by Bill Douglas, seconded by Debra Minhinnick, to accept service of Notice of the Meeting and approve the Agenda. Motion carried.**
- 2. Paul Barber called for discussion regarding Resolution 1 set out in the Notice to Owners of a Special General Meeting. No discussion ensued and he made a Motion, seconded by Leslie Hurtubise, that the following resolution:-**

Resolution 1: That the amount of \$41,771.35 be paid by special levy to the Owners in order to fund the foundation waterproofing and drainage project completed last Fall at the north end of the building. (reference pages 5 through 7 of the Notice of Meeting). The Motion was passed with 20 votes for and two votes against.

3. Paul Barber called for discussion regarding Resolution 2 set out in the Notice to Owners of a Special General Meeting. A short discussion ensued and he made a Motion, seconded by Leslie Hurtubise, that the following resolution:-

RESOLUTION 2


That the amount of \$8,228.65 be paid by special levy to the Owners in order to add funds to the Contingency Reserve fund. (reference pages 5 through 7 of the Notice of Meeting).

The Motion was passed with 18 votes for and four votes against.

NEW BUSINESS:

Bill Douglas requested that the Owners consider amending our By-Laws at our next Annual General Meeting in October, to lower the age restriction in the building from 55 years to 50 years or 45 years, as it appears to be having a negative impact on recent sales in the building.

As there was no further business, the Meeting was adjourned.


Paul Barber, Acting President Strata Plan NW 2884

**STRATA PLAN NW 2884
SPECIAL PROJECT-DRAINAGE**

Unit No	Unit Entitlement	Resolution 1 DRAINAGE PROJECT	Resolution 2 Contribution to Contingency Reserve Fund	Total Contribution
101	85	1461.15	287.83	1,748.98
201	92	1,581.46	311.54	1,893.00
301	92	1,581.46	311.54	1,893.00
102	118	2,028.40	399.58	2,427.98
202	118	2,028.40	399.58	2,427.98
302	118	2,028.40	399.58	2,427.98
103	115	1,976.84	389.42	2,366.26
203	115	1,976.84	389.42	2,366.26
303	115	1,976.84	389.42	2,366.26
104	106	1,822.12	358.94	2,181.06
204	106	1,822.12	358.94	2,181.06
304	106	1,822.12	358.94	2,181.06
105	98	1,684.61	331.86	2,016.47
205	98	1,684.61	331.86	2,016.47
305	98	1,684.61	331.86	2,016.47
106	107	1,839.32	362.33	2,201.65
206	107	1,839.32	362.33	2,201.65
306	107	1,839.32	362.33	2,201.65
107	101	1,736.17	342.01	2,078.18
207	101	1,736.17	342.01	2,078.18
307	101	1,736.17	342.01	2,078.18
208	113	1,942.45	382.66	2,325.11
308	113	1,942.45	382.66	2,325.11
TOTALS		\$41,771.35	\$8,228.65	\$50,000.00

NOTICE

THE OWNERS OF STRATA CORPORATION NW 2884

**A SPECIAL GENERAL MEETING
WILL BE HELD**

**MONDAY, MAY 6, 2019
AT 7:00 PM**

Purpose of the Meeting:

**The following proposals are being presented by the Strata Council for
The Owners' consideration:**

**Resolution 1: Proposal to fund the Foundation Waterproofing and
Drainage Project at the north end of our building completed last fall,
by special levy to The Owners.**


Discussion and decision on funding the proposal.

**Resolution 2: Proposal to add funds to the Contingency Reserve
Fund by special levy to The Owners.**

Discussion and decision on funding the proposal.

**Please read the attached information carefully. If you have any
questions, please contact the President, or a member of the Strata
Council.**

The Council urges you to attend and participate. Owners unable to attend are asked to fill out a Proxy Form in order that a vote may be registered on their behalf. Please place a note in the Strata office if you require a proxy form.

A handwritten signature in black ink, appearing to read 'Paul Barber', is written over a horizontal line.

Paul Barber

President of the Strata Council

STRATA PLAN NW 2884

April 1, 2019

**STRATA PLAN NW 2884
SPECIAL GENERAL MEETING
MONDAY, MAY 6, 2019**

AGENDA

- 1. Registration, Certification of Proxies, and Issue of Voting Cards.**
- 2. Confirmation of Quorum and Call to Order.**
- 3. Present Proof of the Notice of Meeting.**
- 4. Approval of the Agenda.**
- 5. Approval of the minutes from the Special General Meeting held May 17, 2016.**
- 6. Explanation of Purpose of the meeting as stated in the Notice of Meeting.**
- 7. Presentation on Resolution 1.**
- 8. Discussion**
- 9. Resolution and Vote.**
- 10. Presentation on Resolution 2.**
- 11. Discussion**
- 12. Resolution and Vote.**
- 13. New Business.**
- 14. Termination of the meeting.**

During the fall of 2018, at the request of the Strata Council, Pomeroy Construction & Maintenance undertook to determine the cause of and fix the drainage problems at the north end of our building which had been a concern for some time.

The extent of the work that needed to be done was unknown until the area was excavated. This project was considerably more complicated than originally anticipated. A letter from Pomeroy Construction & Maintenance outlining the work that was done has previously been provided to The Owners, and is attached to this notice of meeting.

The work was completed in December 2018 at a total cost of \$41,771.35.

The amount of \$41,771.35 has been paid from the Contingency Reserve Fund which has depleted the funds in this account.

FUNDING THE PROJECT:

The Council is recommending to the Owners:

- that the cost of the Foundation Waterproofing and Drainage Project be paid by special levy to The Owners, and**
- that additional funding to the Contingency Reserve Fund be paid by special levy to The Owners.**

RESOLUTION 1:

That the amount of \$41,771.35 be paid by special levy to the Owners.

Please review Page 7 for the individual unit cost.

Discussion, Resolution and Vote.

RESOLUTION 2:

That the amount of \$8,228.65 be paid by special levy to the Owners.

Please review Page 7 for the individual unit cost.

Discussion, Resolution and Vote.

Payment of the special levy would be due: June 30, 2019

Cheques to be made payable to: Strata Plan NW 2884 and submitted to the office by the due date.

In accordance with The Strata Property Act, Part 6, Division 4, Section 108 (3), the following information is provided for The Owners:

- 1. The purpose of the special levy is to pay for:**
 - Foundation Waterproofing and Drainage Project**
 - the addition of funds to the Contingency Reserve Fund.**
- 2. The amount of the special levy for Resolution 1 is \$41,771.35.
The amount of the special levy for Resolution 2 is \$8,228.65.
The total of the special levy would be \$50,000.00.
Please review Page 7 for Owner's contribution.**
- 3. The method used to determine each strata lot's share of the levy is as follows:**

$$\frac{\text{Unit entitlement of strata lot}}{\text{Total unit entitlement of all strata lots}} \times \text{total levy}$$

- 4. The amount of each strata lot's share of the levy is as per attached Page 7.**
- 5. The date by which the levy is due is: June 30, 2019**

Cheques to be made payable to Strata Plan NW 2884 and submitted to the office by the due date.

**STRATA PLAN NW 2884
SPECIAL PROJECT-DRAINAGE**

PAGE 7

Unit No	Unit Entitlement	Resolution 1 DRAINAGE PROJECT	Resolution 2 Contribution to Contingency Reserve Fund	Total Contribution
101	85	1461.15	287.83	1,748.98
201	92	1,581.46	311.54	1,893.00
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204	106	1,822.12	358.94	2,181.06
304	106	1,822.12	358.94	2,181.06
105	98	1,684.61	331.86	2,016.47
205	98	1,684.61	331.86	2,016.47
305	98	1,684.61	331.86	2,016.47
106	107	1,839.32	362.33	2,201.65
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306	107	1,839.32	362.33	2,201.65
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307	101	1,736.17	342.01	2,078.18
208	113	1,942.45	382.66	2,325.11
308	113	1,942.45	382.66	2,325.11
TOTALS		\$41,771.35	\$8,228.65	\$50,000.00

PCM POMEROY

CONSTRUCTION & MAINTENANCE

December 1, 2018

The Owners, strata plan NW 2864, The Capistrano
1441 Blackwood Street
White Rock, BC

Attention: Rosemary Siemens

Reference: Foundation waterproofing and drainage issues, 1441 Blackwood Street, White Rock

Dear Rosemary,

We are writing to summarize the increased scope of work and costs to complete your repair project.

Increase scope of work and costs

1. General conditions (29-002 & 29-003)

General conditions describe project costs that generally cover the entire project and not just one cost code. This includes temporary services, rentals, toilet, cell phone, vehicles, supervision, deliveries, disposal, insurance, etc. General conditions costs are typically fairly close to a percentage of the overall construction / repair cost (proportionally related).

29-002 Temp services, admin, ins. = $5\% \times \$40,000 = \$2,000$. Actual = \$1,977

29-003 Del. rubbish, disposal & misc. = $4\% \times \$40,000 = \$1,600$. Actual = \$1,242

These increases fall about where expected for the increased scope of work.

2. North elevation drainage (29-020 & 29-023)

Excavation and backfill increased due to the increased area of work, material and quantity. PCM encountered clay which was removed and disposed of off site. New gravel drainage rock was trucked in to replace the clay and provide a drainage bed. Top soil was delivered and installed over the gravel. All of this work was labour intensive and completed by hand and wheelbarrow.

Utility plywood was installed, moved around and removed to protect the grass.

Cost increases are attributable to our sub-contractor costs, delivery and site labour.

Cost increase over original estimate = \$6,014

**3. Waterproof concrete ventilation box & Concrete patio at unit 106
(29-030, 29-031, 29-032, 29-033, 29-040, 29-041 & 29-042)**

Scope of work changed significantly due to a secondary suspended concrete slab discovered under the existing concrete patio and against the ventilation box. A portion of the hidden suspended slab had to be removed in order to access the ventilation box and complete the waterproof membrane work. The demolition phase included saw cutting, jackhammering and disposal.

Additionally, backfilled soil under the hidden slab, had to be removed and the excavation retained to complete the work. The excavation area was approximately 5 feet x 5 feet in size and 4 feet deep. This area was very difficult to work in and took a labourer approximately 1 week to excavate.

An 'L' angle ledger was installed against the ventilation box to support the hidden slab repair. The slab area had to be backfilled, formed, and a new concrete slab patch was poured. We also installed reinforcing steel and tied the repaired portion into the existing, remaining portion of the hidden slab.

The area of waterproofing increased once more of the ventilation box was exposed. Additionally, a new waterproof membrane was applied to the base wall perimeter at the patio, between the hidden suspended slab and the exterior wall.

The new ventilation box cover was more involved with louvers and custom sheet metal flashing work and cost more than originally estimated.

One fence panel was replaced, one was repaired and three new fence posts were installed with concrete bases.

Revised scope of work and proportional cost increases were necessary to address the hidden slab and properly waterproof the ventilation box.

Cost increase over original estimate = \$16,411

Project close-out

It is unfortunate that the project budget funding must be increased, but such is the nature of renovation work. As the project proceeded various changes and needs for additional work arose and were addressed. Costs were greater than originally projected, but we believe that the repair work was completed at a reasonable cost once the reasons for the increase scope of work are considered. The Owners received good value for money spent, the water leaking into the parkade and the ponding water has been stopped.

Please do not hesitate to call and discuss any aspect of the above.

Yours truly,

PCM Pomeroy Construction & Maintenance Ltd.

Bruce Pomeroy
President

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Tuesday, April 9th, 2019

Attendees: Paul Barber, Rosemary Siemens, Dinah Zimmerman and Leslie Hurtubise

- 1. The Meeting was called to Order by Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of March 4th, 2019, were accepted;**
- 3. Old Business**
 - a. Council had a discussion regarding the upcoming Special General Meeting, which will be held on Monday, May 6th, 2019 at 7:00 p.m. More detailed information will be provided to all owners within the next week.**

4. New Business

- a. Council had a discussion with respect to reviewing the mechanical maintenance schedule for the Capistrano, with a view to possibly reducing our costs;
- b. Rosemary will be getting a quote on the cost of cleaning the dryer vents as this has not been done for three years;
- c. Council will also be looking into whether a date has been scheduled for outside window cleaning, which is normally done in May and again in the Fall.

REMINDER TO OWNERS:

The timing of the closing of our garage gate has been extended and owners are asked to please wait to ensure that the gate closes before moving forward.

Owners are also requested to ensure that they are placing their recycling items in the appropriate containers.

5. As there was no further business, the Meeting was adjourned.



Paul Barber, President Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Monday, March 4th, 2019

**Attendees: Paul Barber, Rosemary Siemens, Dave Dunbar, Bill Douglas
and Leslie Hurtubise**

- 1. The Meeting was called to Order by Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of January 28th, 2019,
were accepted;**
- 3. Old Business**
 - a. Council discussed, at length, the need to start looking into the
cost of a number of projects which will need to be undertaken
in the foreseeable future such as exterior painting, balcony
railings and decking repairs or replacements, as well as
building up the Contingency Reserve Fund;**

4. New Business

After lengthy discussion, it was agreed:-

a. Council will be calling a Special General Meeting for Monday, May 6th, 2019 at 7:00 p.m., at which time two Resolutions will be presented to the owners:-

- (i) To cover the costs of the extensive drainage excavation work which was done on the north side of the building at a cost of \$41,771.35; and**
- (ii) To pay an additional sum of \$8,228.65 in order to bring our Contingency Reserve Fund to an even \$50,000.00.**

5. As there was no further business, the Meeting was adjourned.



Paul Barber, President Strata Plan NW 2884

STRATA PLAN NW 2884

1441 Blackwood Street

White Rock, B.C.

Minutes of Council Meeting

Monday, January 28th, 2019

Attendees: Paul Barber, Rosemary Siemens, Dave Dunbar, Dinah Zimmerman and Leslie Hurtubise

- 1. The Meeting was called to Order by Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of November 27th, 2018, were accepted;**

3. Old Business

- a. Council had a lengthy discussion regarding the north side drainage excavation work done by Pomeroy which is now complete. The total cost of this work was \$41,771.35, of which \$37,594.21 has been paid. The remaining holdback of \$4,177.14 must still be paid. The work done was far more extensive than anticipated, however, Council is very pleased with the end result and feel the owners received good value**

for the money spent. The water, which was leaking into the parkade and the ponding water, has been stopped. Attached to these Minutes is a copy of the letter received from Pomeroy, summarizing the scope of the work done.

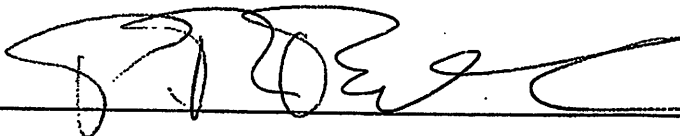
- b. Council will be calling a Special General Meeting in the Spring, in order to have an open discussion regarding a special assessment to cover the cost of this expenditure.

4. New Business:

Pauline Martin specifically requested that Council extend her thanks to all owners who have been placing their refundable bottles in the small blue boxes she provided. The money derived from the return of these bottles is given to her church and funds a special project for women in Africa.

Council would like to remind those who are placing bottles in these small blue boxes, that only containers that are refundable should be put in those boxes. If the containers are not refundable, they should be placed in the large blue bins for recycling.

- 5. As there was no further business, the Meeting was adjourned.

A handwritten signature in black ink, appearing to read 'Paul Barber', written over a horizontal line.

Paul Barber, President Strata Plan NW 2884



December 1, 2018

The Owners, strata plan NW 2884, The Capistrano
1441 Blackwood Street
White Rock, BC

Attention: Rosemary Siemens

Reference: Foundation waterproofing and drainage issues, 1441 Blackwood Street, White Rock

Dear Rosemary:

We are writing to summarize the increased scope of work and costs to complete your repair project.

Increase scope of work and costs

1. General conditions (29-002 & 29-003)

General conditions describe project costs that generally cover the entire project and not just one cost code. This includes temporary services, rentals, toilet, cell phone, vehicles, supervision, deliveries, disposal, insurance, etc.. General conditions costs are typically fairly close to a percentage of the overall construction / repair cost (proportionally related).

29-002 Temp services, admin, ins. = $5\% \times \$40,000 = \$2,000$. Actual = \$1,977

29-003 Del, rubbish, disposal & misc. = $4\% \times \$40,000 = \$1,600$. Actual = \$1,242

These increases fall about where expected for the increased scope of work.

2. North elevation drainage (29-020 & 29-023)

Excavation and backfill increased due to the increased area of work, material and quantity. PCM encountered clay which was removed and disposed of off site. New gravel drainage rock was trucked in to replace the clay and provide a drainage bed. Top soil was delivered and installed over the gravel. All of this work was labour intensive and completed by hand and wheelbarrow.

Utility plywood was installed, moved around and removed to protect the grass.

Cost increases are attributable to our sub-contractor costs, delivery and site labour.

Cost increase over original estimate = \$6,014

**3. Waterproof concrete ventilation box & Concrete patio at unit 106
(29-030, 29-031, 29-032, 29-033, 29-040, 29-041 & 29-042)**

Scope of work changed significantly due to a secondary suspended concrete slab discovered under the existing concrete patio and against the ventilation box. A portion of the hidden suspended slab had to be removed in order to access the ventilation box and complete the waterproof membrane work. The demolition phase included saw cutting, jackhammering and disposal.

Additionally, backfilled soil under the hidden slab, had to be removed and the excavation retained to complete the work. The excavation area was approximately 5 feet x 5 feet in size and 4 feet deep. This area was very difficult to work in and took a labourer approximately 1 week to excavate.

An 'L' angle ledger was installed against the ventilation box to support the hidden slab repair. The slab area had to be backfilled, formed, and a new concrete slab patch was poured. We also installed reinforcing steel and tied the repaired portion into the existing, remaining portion of the hidden slab.

The area of waterproofing increased once more of the ventilation box was exposed. Additionally, a new waterproof membrane was applied to the base wall perimeter at the patio, between the hidden suspended slab and the exterior wall.

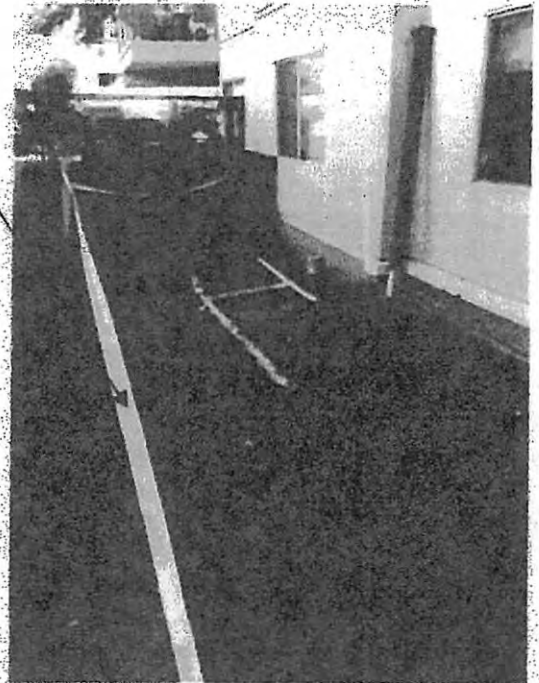
The new ventilation box cover was more involved with louvers and custom sheet metal flashing work and cost more than originally estimated.

One fence panel was replaced, one was repaired and three new fence posts were installed with concrete bases.

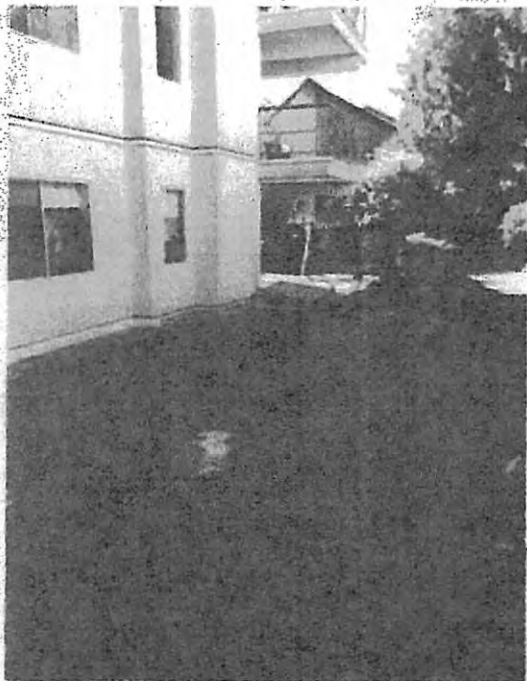
Revised scope of work and proportional cost increases were necessary to address the hidden slab and properly waterproof the ventilation box.

Cost increase over original estimate = \$16,411

Drainage work area



Compact clay fill



Top soil being installed

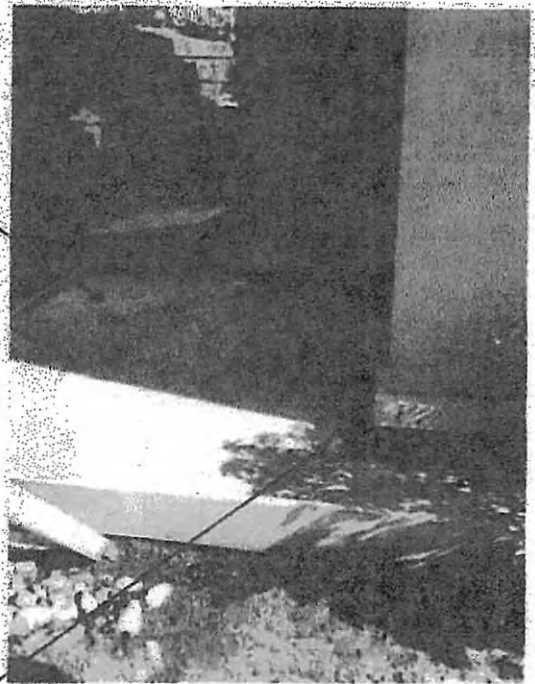
Ventilation box excavation,
note 6 foot ladder



New waterproof membrane



Hidden suspended slab repair area



Waterproof membrane at perimeter of deck

Project close-out

It is unfortunate that the project budget funding must be increased, but such is the nature of renovation work. As the project proceeded various changes and needs for additional work arose and were addressed. Costs were greater than originally projected, but we believe that the repair work was completed at a reasonable cost once the reasons for the increase scope of work are considered. The Owners received good value for money spent, the water leaking into the parkade and the ponding water has been stopped.

Please do not hesitate to call and discuss any aspect of the above.

Yours truly,
PCM Pomeroy Construction & Maintenance Ltd.

Bruce Pomeroy
President

CAPISTRANO

1441 Blackwood Street, White Rock, V4B 3V6

Description: Perimeter drainage issues and stucco repairs

Code	Description	Budget	Total Costs to Date	Oct/18 Costs	Sept/18 Costs
General conditions					
29-001	Mobilize / demobilize (2% of repair budget)	300.00	288.50		288.50
29-002	Temp services, admin, ins., etc. (5% of repair budget)	750.00	1,977.30	532.63	1,444.67
29-003	Del. rubbish, disposal & misc. (4% of repair budget)	600.00	1,241.78	59.00	1,182.78
29-004	Permits and regulator requirements				
North elevation drainage					
29-020	Excavate around catch basin (Hamza)	1,500.00	4,476.09	276.00	4,200.09
29-021	Review / clear blockage	1,000.00	289.00		289.00
29-022	Add drainage pipe to relieve ponding (if required)	850.00	798.21	598.27	199.94
29-023	Backfill and rough grade	500.00	4,302.96	3,431.00	871.96
Waterproof concrete ventilation box					
29-030	Excavate around ventilation box (Hamza)	2,000.00	5,088.10		5,088.10
29-031	Clean concrete	500.00	2,437.67	1,239.50	1,198.17
29-032	Apply CIM memb to sides of box & onto exterior walls	1,500.00	4,148.98	772.00	3,376.98
29-033	Install new sheet metal ventilation box cap	1,500.00	3,236.75	3,236.75	
29-034	Backfill and rough grade	500.00	765.91	765.91	
Concrete patio at unit 106					
29-040	Demo concrete patio (Hamza)	2,000.00	3,280.14		3,280.14
29-041	Formwork for new patio	500.00	2,089.31	663.77	1,405.54
29-042	Install concrete, match existing finish (Peak)	1,500.00	5,385.54	4,193.72	1,191.82
Sub-total estimated base budget		15,500.00	39,782.24	15,766.55	24,015.69
Additional Work					
29-100					
29-101					
29-102					
Sub-total estimated additional work					
Total estimated project budget		15,500.00	39,782.24	15,766.55	24,015.69

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Tuesday, November 27th, 2018

**Attendees: Paul Barber, Rosemary Siemens, Dave Dunbar and Leslie
Hurtubise**

- 1. The Meeting was called to Order by Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of September 19th, 2018,
were accepted;**
- 3. Old Business**
 - a. Paul reported on the north side drainage excavation work
done by Pomeroy which appears to now be complete. Once
we have a final bill for all of the work done, we will present an
accounting of the final costs.**
 - b. Council again discussed the missing planters and decided to
revisit the issue in the Spring.**
 - c. Council had a short discussion regarding the painting of the**

building and will be reviewing this issue once the final cost of the drainage work is known.

4. New Business:

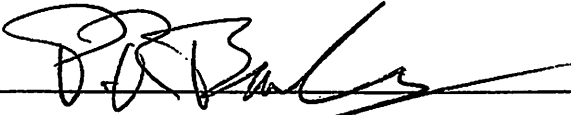
Following the election of officers at the Annual General Meeting held on October 24th, 2018, the following are the officially named Strata Council members:-

Paul Barber	-	President
Dinah Zimmerman	-	Vice-President
Rosemary Siemens	-	Treasurer
Leslie Hurtubise	-	Secretary
Bill Douglas	-	Council Member
Dave Dunbar	-	Council Member

5. The following council members have been designated as the authorized signing authorities at the Bank:- Rosemary Siemens, Dinah Zimmerman and Leslie Hurtubise.

6. Council discussed the workshop which our handyman, Morgan, has now completed. Dave has donated some tools and Paul has some cabinets which he is willing to donate which may provide considerably more useful storage space, all of which will be a welcome addition to our building.

7. As there was no further business, the Meeting was adjourned.

A handwritten signature in black ink, appearing to be 'P. Barber', written over a horizontal line.

Paul Barber, President Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

MINUTES OF THE 30TH ANNUAL GENERAL MEETING

Wednesday, October 24th, 2018

Registration of the unit owners and certification of Proxies was completed and voting cards issued with the assistance of Colleen Carrington.

It was confirmed that a quorum of the unit owners was present:- 20 owners in person and two by proxy and the Meeting was called to order by the Acting President, Paul Barber.

- 1. A Motion was made by Debra Minhinnick, seconded by Linda Ulrich, to accept service of Notice of the Meeting and approve the Agenda. Motion carried.**
- 2. A Motion was made by Phil Robinson, seconded by Cecilie St. Amand, to accept and approve the Minutes of the 29th Annual General Meeting held on Tuesday, October 17th, 2017. Motion carried.**
- 3. The Treasurer, Rosemary Siemens, presented the Financial Report**

for the fiscal year 2017-2018. After discussion on that report, it was moved by Doreen Hoath, seconded by Leslie Hurtubise, that the Treasurer's Report be accepted and the motion was carried unanimously.

- 4. Rosemary Siemens also reported on the Strata's increased expenses for water and housekeeping and Paul Barber reported on maintenance costs and gardening. These reports were discussed and accepted.**
- 5. Rosemary Siemens also reported on the Strata's insurance coverage with CMW Insurance Services as set out on page 10 of the Notice of Meeting. This report was also discussed and accepted.**
- 6. The Proposed Operating Budget for the 2018-2019 fiscal year was presented to the meeting (reference pages 12 through 17 of the Notice of Meeting). After discussion and Pauline Martin's comments, with the enthusiastic approval of all present, of the tireless and continued important work done by our Treasurer, Rosemary Siemens, it was moved by Rob Minhinnick and seconded by Linda Ulrich, that the Proposed Operating Budget, as presented, be accepted and the Motion was passed unanimously.**
- 7. Paul Barber wished to thank past council members such as Pauline Martin, John Gibson and Jim Ablett for the many years of hard work they had devoted to "The Capistrano".**

8. Paul Barber reported on the drainage work being done at the north end of the building which had taken much longer than anticipated, but was close to completion. He acknowledged that Linda and Graeme in unit #106 had lost the use of their patio for the entire summer due to the protracted upheaval this work had necessitated and wished to thank them, as well as Nicol and Juwll in unit #107 for their patience.
9. Paul also acknowledged and thanked the owners for their co-operation and assistance to elderly owners who required some help during the week when our elevator was under extensive repairs this year.
10. Paul gave brief report regarding the new boiler which was installed earlier and which would now be used as the “lead” boiler, leaving our second boiler, which is now 10 to 12 years old, to do the ‘back up’.
11. Paul reported on the various initiatives being considered by council with respect to “auto assist” door openers in the garage, painting of the exterior of the building and reminded those present that 70-80% of the on-going maintenance costs were due to plumbing issues.
12. After discussion, Linda Ulrich made a Motion, which was seconded by Debra Minhinnick, that the following resolution:-
RESOLUTION 1.
To approve the cleaning of the building drains, vertically and

horizontally

Be accepted and approved at a cost of \$3,620.40 (tax included), the cost of which to be taken from the Contingency Reserve Fund. The Motion to pass Resolution 1 was passed: 21 owners approving, with one owner abstaining.

- 13. After discussion, a Motion was made by Dave Bonnett and seconded by Leslie Hurtubise, that the following resolution:-**

RESOLUTION 2

By-Law Six: "Leasing of Strata Lots" be amended as set out on pages 18 and 19 of the Notice of Meeting and attached to these Minutes as Addendum A:

The Motion to pass Resolution 2 was carried with 21 owners approving and one owner objecting.

- 14. After discussion, a Motion was made by Rob Minhinnick and seconded by Colleen Carrington, that the following resolution:-**

RESOLUTION 3

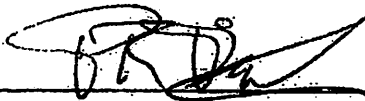
By-Law Twelve, restricting the use of strata lots for short term rentals as set out on page 20 of the Notice of Meeting and attached to these Minutes as Addendum B. The Motion to pass Resolution 3 was passed with 21 owners approving and one owner abstaining.

- 15. After discussion, a Motion was made by Linda Ulrich and seconded by Bill Douglas, that the following resolution:-**

RESOLUTION 4

By-Law Eleven, be added, setting out conditions with respect to work done to a strata lot as set out on pages 21 through 23 of the Notice of Meeting and attached to these Minutes as Addendum C. The Motion to pass Resolution 4 was passed unanimously.

- 16. Existing Council members retired and nominations for members of council for the year 2018-2019 were received. Those nominated and accepting their nominations are: Paul Barber, Bill Douglas, Rosemary Siemens, Dinah Zimmerman, Leslie Hurtubise and Dave Dunbar.**
- 17. Rosemary Siemens reminded the owners that the Annual Fire Inspection was scheduled for Friday, November 2nd, 2018, and that all owners were required to provide access to their units for this inspection. Another notice, in written form, is posted on the board in the Mail Room.**
- 18. As there was no further business, the Meeting was adjourned.**



Paul Barber, Acting President Strata Plan NW 2884

ADDENDUM A

ADDENDUM A

BYLAW SIX: LEASING OF STRATA LOTS

RESOLUTION 2:

WHEREAS:

- A. The bylaws of the strata corporation currently allow for one strata lot to be rented;
- B. the owners wish to reduce the number of strata lots that may be rented to zero (subject to exceptions permitted by the Strata Property Act);
- C. S.141(2) of the Strata Property Act permits the strata corporation to pass a bylaw which prohibits the rental of strata lots;
- D. S.128 of the Strata Property Act allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

1. Bylaw 6 be deleted in its entirety and replaced with the following:
 - 6-1 Subject to the Act the rental and leasing of strata lots (either wholly or partly) is prohibited.
 - 6-2 Should a landlord (including an owner) rent or lease a strata lot;
 - (a) to a family member under the Act;
 - (b) pursuant to permission obtained under the Act to rent on the basis of a hardship; or
 - (c) under any other exemption found in the Act,
- that landlord must submit a signed Notice of Tenant's Responsibility to the strata corporation within the time limit allowed under the Act.

STRATA PLAN NW 2884

BYLAW SIX: Cont'd

- 6-3 An owner who fails to submit a signed Notice of Tenant's Responsibility within the time limit allowed under the Act shall be subject to a fine in the amount of \$100.00 for every month or part thereof that the strata lot is rented and the strata corporation is not in receipt of a signed Notice of Tenant's Responsibility.
- 6-4 An owner who rents or leases a strata lot contrary to this bylaw shall be subject to a fine of \$500.00.
- 6-5 For the purposes of this bylaw, the rental or leasing of a strata lot shall be defined to include occupancy of a strata lot, regardless of whether or not money or other consideration is paid for the right to occupy the strata lot, by a person who is not an owner, without the owner also residing in the strata lot, for a period of greater than sixty (60) days.

ADDENDUM B

ADDENDUM B

BYLAW TWELVE:

WHEREAS:

- A. The owners wish to pass a bylaw which restricts the use of strata lots for short term rental accommodation and provide for the maximum fine allowed;
- 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 $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

1. The following bylaw be enacted as Bylaw 12:

12 -1 An owner, tenant or occupant 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.

2. Amend Bylaw 8.2 by adding the following:

- (c) after November 30, 2018, a fine of up to \$1000 per day for contravention of Bylaw 12-1;

ADDENDUM C

**ADDENDUM C
RESOLUTION 4
BYLAW ELEVEN**

WHEREAS:

- A. The owners wish to pass a bylaw which sets conditions with respect to work done to a strata lot;
- 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 $\frac{3}{4}$ vote;

**THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS
THAT:**

The following bylaw be enacted as Bylaw 11:

Bylaw Eleven

PRIOR TO RENOVATION

- 11-1 An owner must obtain the written approval of the strata corporation before making an alteration, addition, change or improvement to a strata lot or the common property.
- 11-2 When requesting permission pursuant to 11-1, an owner must present design drawings and specifications pertaining to the proposed alteration (including a letter of assurance from a structural engineer regarding any structural changes which form part of the work);
- 11-3 Before work is started the name and phone number of the contact person (person in charge of the renovation work) must be provided to the council.

- 11-4** An owner must provide a \$1,000.00 refundable deposit prior to commencing renovations. The deposit will be refunded within 14 days of completion of the renovation if no damage has occurred to common property. In the event that an owner carrying out renovations causes damage to the common property for reasons including, but not limited to, the transportation or delivery of material to the strata lot, the strata corporation may apply the Deposit toward the costs of repairing the damage. Where the damage occurs during a time which more than one owner is carrying out renovations and it cannot be determined which owner caused the damage, the cost of repairing the same shall be allocated evenly amongst those owners then carrying out renovations.

GENERAL CONSTRUCTION

- 11-5** Renovations must not involve any work which is done outside the boundaries of the strata lot.
- 11-6** When material, tools, etc. are entering and leaving through the front door, the front door must never be left unattended.
- 11-7** Hours of operation/construction are restricted to
- a. Monday to Friday (8 a.m. to 5 p.m.)
 - b. Saturday, Sunday and statutory holidays (no noise related construction)
- 11-8** All construction debris must be contained in suite and removed as soon as possible.
- 11-9** The strata corporation garbage/recycling bins are not to be used for any construction refuse.
- 11-10** The garage is not to be used as a construction work area or a staging area.
- 11-11** Elevator protection blankets must be used when moving any construction material into or debris out of the strata lot.

- 11-12 Hallways must be kept clean at all times. If required, hallway floor protection should be used. Stairs, lobbies and paths through parking areas must be regularly cleaned and/or vacuumed.
- 11-13 No renovations are to be done that involve changing bearing walls or common walls, between suites or between suites and halls.
- 11-14 If using the balcony for assembly or construction, the floor membrane must be protected from sharp objects. Heavy items likely to puncture the surface membrane must not be placed on the balcony.
- 11-15 When installing hardwood or other hard surface flooring, self-leveling material must be used to ensure a level surface. Underlayment with an STC rating of minimum 67db and an IIC rating minimum 68 must be used.
- 11-16 Sound proof padding must be installed and maintained on all furniture placed on hard surface flooring.

PLUMBING GUIDELINES

- 11-17 For any plumbing work where a building water shutoff is required, at least one weeks' notice to all residents is required prior to the shut off. Water system shutdown must be done by a strata council approved plumbing contractor. The maximum length of time for a shutdown is three hours
- 11-18 If any work is done on the bath tub water supply, the owner must install accessible shut-off ball valves if they don't exist.

- 11-19 Replacement supply hoses to washing machines, sinks, toilets and refrigerator must be upgraded to the steel braided types.

PERMITS OR TRADESMAN REQUIREMENTS

- 11-20 An owner must obtain all necessary permits and governmental approvals (including final inspection certificates) and provide copies thereof to the strata corporation;
- 11-21 Only licensed and qualified trades may carry out work on the electrical and plumbing systems.

STRATA PLAN NW 2884
NOTICE OF MEETING

The 30th ANNUAL GENERAL MEETING of STRATA CORPORATION NW 2884 will be held on **Wednesday, October 24th, 2018 at 7:00 PM** in the lounge.

Owners are requested to please bring this Notice of Meeting package with them to the meeting. Owners unable to attend are asked to fill out a 'PROXY FORM' in order that a vote may be registered on their behalf. If you require a proxy form, please slip a note into the office with your request.


AGENDA

1. Registration, Certification of Proxies, and Issue of Voting Cards.
2. Confirmation of Quorum and Call to Order.
3. Present Proof of the Notice of Meeting.
4. Approval of the Agenda.
5. Reading and Approval of Minutes from the 29th Annual General Meeting held October 17th, 2017.
6. Presentation of the Treasurer's Report for the Fiscal Year 2017-2018. Discussion and Motion to accept or reject, as presented.
Reference Pages 3 – 9.
7. Reports: Gardening, Housekeeping, Maintenance and discussion, if required.
8. Insurance Coverage Report by Treasurer. Reference Page 10.
9. Presentation of the Operating Budget for the 2018-2019 Fiscal Year by the Treasurer. Discussion and Motion to accept as presented or amended if indicated, for acceptance.
Reference Pages 11 – 16.
10. Correspondence.
11. Report of the Acting President

STRATA PLAN NW 2884
NOTICE OF MEETING

AGENDA

12. New Business:
 - **RESOLUTION 1**
Presentation of Special Project A - Reference Page 17
Building Drain Cleaning
Discussion, Resolution and Vote
 - **RESOLUTION 2**
Bylaw 6 Leasing of Strata Lots - Reference Page 18-19
Discussion, Resolution and Vote
 - **RESOLUTION 3**
Proposed Bylaw 12
Short Term Rental Accommodation - Reference Page 20
Discussion, Resolution and Vote
 - **RESOLUTION 4**
Proposed Bylaw 11: Renovations/Alterations Bylaw
Reference Pages 21 - 23
Discussion, Resolution and Vote
13. Retirement of the Current Council and the appointment of a Temporary President, to conduct the election of a new Council for the fiscal year of 2018-2019.
14. Call from the chair for nominations to a new Council.
15. Discussion and Vote on Nominees for a new Council. Naming of the new Council for 2018-2019.
16. Termination of the meeting.


Paul Barber, Acting President
Strata Council
Strata Plan NW 2884

Date: September 30, 2018

STATEMENT OF RECEIPTS AND DISBURSEMENTS STRATA PLAN NW 2884
FOR THE MONTH OF AUGUST 2018 AND THE 12 MONTHS ENDED AUGUST 31, 2018

PAGE 3

	MONTH OF AUGUST	BUDGET MONTH	ACTUAL TO DATE	BUDGET MONTH TO DATE
RECEIPTS:				
OWNERS MONTHLY ASSESSMENTS	8,646.63	9,010.00	108,120.00	108,120.00
MISC	84.75		2,147.00	
TRANSFER FR CRF			24,645.36	
TRANSFER FR INSURANCE RESERVE	656.25		656.25	
SPECIAL ASSESSMENTS			24,305.40	
TOTAL RECEIPTS	9,387.63	9,010.00	159,874.01	108,120.00
DISBURSEMENTS				
INSURANCE	1,192.00	1,460.00	17,252.00	17,520.00
GAS	420.77	1,234.00	13,111.98	14,808.00
HYDRO	550.00	630.00	6,821.91	7,560.00
WATER	700.00	425.00	6,120.33	5,100.00
ELECT/MECH/FIRE CONTRACT	126.00	420.00	3,556.76	5,040.00
ELEVATOR/CONTRACT/CERTIFICATE	269.22	284.00	3,393.84	3,408.00
GARDENING CONTRACT	847.67	830.00	9,976.38	9,960.00
HOUSEKEEPING CONTRACT	300.00	300.00	3,600.00	3,600.00
GARBAGE CONTRACT	501.19	485.00	5,947.08	5,820.00
ELECT/MECH/FIRE EXP	1,124.22	430.00	6,036.10	5,160.00
GARDENING EXP		350.00	3,893.20	4,200.00
HOUSEKEEPING EXP	71.52	499.00	8,389.19	5,988.00
OFFICE EXP	262.88	100.00	1,422.45	1,200.00
MISC EXP	22.39	13.00	122.70	156.00
SPECIAL PROJECTS	400.05		50,007.06	
TRANSFER TO CONTINGENCY FUND	1,450.00	1,450.00	17,400.00	17,400.00
TRANSFER TO RESERVE Building Appraisal	100.00	100.00	1,200.00	1,200.00
TOTAL DISBURSEMENTS	8,337.91	9,010.00	158,250.98	108,120.00
EXCESS/SHORTAGE FOR PERIOD	1,049.72		1,623.03	
TRANSFER TO/FROM RESERVE ACCT	18,442.00		1,190.00	
PREPAID INSURANCE	-		-	
CASH IN CURRENT ACCT. START PERIOD	3,333.38		20,012.07	
CASH IN CURRENT ACCT. END PERIOD	22,825.10		22,825.10	
CASH IN RESERVE ACCT END PERIOD			3,866.34	
CASH IN CONTINGENCY END PERIOD			29,325.23	
TOTAL CASH ON HAND			56,016.67	

Rosemary Siemens
Treasurer
Strata Plan NW 2884



**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2017 – AUGUST 31, 2018**

I would like to take this opportunity to express my thanks to the other members of the Council for giving of their time this past year and for their willingness to serve on the Council. I would also like to thank those Owners who volunteer for the many tasks that are a part of operating our building; those who sign up for door security, who manage the newspapers, who take time to sweep out the garden room or areas of the garage; those who water the gardens during the summer months; those who take the used lamps to the recycling depot. Your contributions do not go unnoticed.

Attached you will find a copy of the August 2018 Statement of Receipts and Disbursements. Our account balances as of August 31, 2018 are as follows:

Current Account:	\$22,725.10
Contingency Reserve Fund:	29,325.23
Insurance Reserve Fund:	3,866.34
Petty Cash Account:	100.00

Total Cash on Hand at August 31, 2018: \$56,016.67

The amount of \$12,000.00 in our Contingency Reserve Fund is currently invested in a term deposit. Our transfers to the Contingency Reserve Fund were set at \$1,450.00 per month this past year, for a total of \$17,400.00 for the year.

Please note the following and keep this information in mind when reviewing the August/2018 Financial Statement:

- the amount of \$19,366.25 has been transferred from the Insurance Reserve Fund to the Current Account; the amount of \$18,710.00 to apply to our Insurance bill due September 1, 2018, and \$656.25 to cover the 3-year appraisal report.

We transferred \$24,645.36 from the Contingency Reserve Fund throughout the year to cover several expenses.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2017 – AUGUST 31, 2018**

Most accounts are self-explanatory, however I would draw the attention of the Owners to the following items of note regarding the August 2018 Statement of Receipts and Disbursements and the fiscal year in general.

1. WATER EXPENSE

Our costs for water continue to increase. At the end of the year, we were approximately \$1,000 over budget in this area.

TOTAL EXPENDITURE FOR THE YEAR: \$6,120.33

2. ELECTRICAL/MECHANICAL/FIRE EXPENSE:

Our expenses in this area fall into the following categories:

- Annual Fire Alarm Inspection
- Attendance of the elevator technician for fire inspection
- Maintenance to our fire systems
- General repairs and maintenance of our heating and hot water system, and our roof fans.
- Repairs to the garage gate
- Repairs to our enterphone system
- Monthly costs for telephone line to monitor fire alarm system.
- Monthly costs for the elevator telephone line

TOTAL EXPENDITURE FOR THE YEAR: \$6,036.10

3. GARDEN EXPENSE:

Our expenses in this area are as follows:

- Seasonal plantings of our gardens
- Tree pruning and removal of a tree
- Garden hose

TOTAL EXPENDITURE FOR THE YEAR: \$3,893.20

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2017 – AUGUST 31, 2018**

4. HOUSE EXPENSE:

Our expenses in this area included:

- Monthly Pest Control
- Organic Waste Bags
- Christmas Party Expenses
- Christmas Gifts to contractors
- Snow and Ice Removal
- Salt and sand applications
- Roof Repairs
- Door Repairs
- Key and Lock repairs
- Roof Nest Inspections
- Purchase of lamps
- Painting of the front door and the bench
- New building numbers
- Ceiling Repair on the 1st floor
- Repainting The Capistrano sign
- Plumbing Repairs
- Building window washing
- Garage power washing

TOTAL EXPENDITURE FOR THE YEAR: \$8,389.19

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2017 – AUGUST 31, 2018**

5. OFFICE EXPENSE:

Our expenses in this area included:

- Bank Service Charges
- Office supplies – stamps, print cartridges, paper, envelopes
- Copies of AGM Reports, Depreciation Reports, minutes.
- Copies of documents for real estate agents
- CHOA membership

TOTAL EXPENDITURE FOR THE YEAR: \$1,422.45

6. MISCELLANEOUS EXPENSE:

Our expenses in this area included:

- Gifts, cards and flowers

TOTAL EXPENDITURE FOR THE YEAR: \$122.70

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2017 – AUGUST 31, 2018**

7. SPECIAL PROJECTS:

An analysis of our Special Projects account provides the following information:

- Elevator Upgrade Project: \$24,305.40 *
- Building plumbing issues in several suites: \$3,137.40 **
- Purchase and Installation of new smoke alarms: \$2,261.34 **
- Repairs to pipe in the first floor ceiling: \$3,164.93 **
- Boiler Repairs: \$2,771.24 **
- 3yr Building Appraisal: \$656.25 ***
- Repairs to the fire systems: \$1,270.50 **
- 3yr Flow Test – Fire Systems: \$403.20 **
- Replacement of zone valves in several suites: \$1,512.00 **
- Purchase and installation of new boiler: \$10,124.75 **
- Camera inspection of the north drainage issue: \$400.05

* Paid by special levy to the Owners

** Funds to cover these expenditures were transferred from the Contingency Reserve Fund.

*** Transferred from the Insurance Reserve Fund

TOTAL EXPENDITURE FOR THE YEAR: \$50,007.06

8. INTEREST INCOME:

We have earned the following amounts of interest on our investments and bank accounts this past year:

Reserve Insurance Acct: \$32.26

Term Deposit: \$156.43

TOTAL INTEREST EARNED: \$188.69

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
FISCAL YEAR SEPTEMBER 1, 2017 – AUGUST 31, 2018**

9. MISCELLANEOUS INCOME:

Real estate forms and documents; Moving in and out fees;
Extra keys and garage door remotes.

TOTAL MISCELLANEOUS INCOME: \$2,147.00

The Council believes all our accounts to be in good order and trusts the Owners will find the same.

Respectfully Submitted,
Rosemary Siemens, Treasurer
STRATA PLAN NW 2884

**STRATA PLAN NW 2884
INSURANCE COVERAGE REPORT
SEPTEMBER 1, 2018 – AUGUST 31, 2019**

INSURANCE:

Our insurance bill for the 2018-2019 year has been received from CMW Insurance Services in the amount of \$18,710.00 due for payment September 1, 2018.

This reflects an increase of \$1,458.00 or approximately 8.4% over last year. Our building has been valued for replacement purposes at \$7,300,000.00, an increase of \$350,000.00 or approximately 5% over last year.

We have transferred the amount of \$19,366.25 from the Insurance Reserve Account to the Current Account to cover the cost of the insurance premium \$18,710.00, and the amount of \$656.25, to pay for our three-year appraisal program.

We have increased the monthly transfers for insurance from \$1,660.00 to \$1,760.00 per month.
- \$1,660.00 for insurance and \$100.00 for Appraisal/Depreciation Report Costs

We encourage the Owners to review the Strata insurance policy with their personal insurance agent to make sure they are adequately covered. If you require a copy of the Strata insurance policy, please slip a note into the office.

Respectfully submitted,
Rosemary Siemens, Treasurer
STRATA PLAN NW 2884

**STRATA PLAN NW 2884
THE CAPISTRANO**

PAGE 11

Strata Plan	Suite	Unit Entitlement	Assessment	Monthly Cont to CRF	Proposed Budget 2018 - 2019		
						Years Total	Monthly
1	101	85	333.36	54.22	Insurance	19,920.00	1,660.00
					Bldg Appraisal/Depreciation	1,200.00	100.00
8	201	92	360.81	58.68	Gas	14,808.00	1,234.00
16	301	92	360.81	58.68			
					Hydro	7,008.00	584.00
2	102	118	462.77	75.27			
9	202	118	462.77	75.27	Water	6,000.00	500.00
17	302	118	462.77	75.27			
					Elect/Mech/Fire Contract	3,660.00	305.00
3	103	115	451.01	73.35			
10	203	115	451.01	73.35	Elevator Contract/Cert	3,516.00	293.00
18	303	115	451.01	73.35			
					Garden Contract	10,176.00	848.00
4	104	106	415.71	67.61			
11	204	106	415.71	67.61	Janitor Contract	4,200.00	350.00
19	304	106	415.71	67.61			
					Garbage/Recycling Contract	6,240.00	520.00
5	105	98	384.34	62.51			
12	205	98	384.34	62.51	Elect/Mech/Fire Expense	5,160.00	430.00
20	305	98	384.34	62.51			
					Garden Expense	4,704.00	392.00
6	106	107	419.63	68.25			
13	206	107	419.63	68.25	House Expense	7,812.00	651.00
21	306	107	419.63	68.25			
					Office Expense	1,200.00	100.00
7	107	101	396.10	64.42			
14	207	101	396.10	64.42	Misc.	156.00	13.00
22	307	101	396.10	64.42			
					Budget	95,760.00	
15	208	113	443.17	72.08			
23	308	113	443.17	72.08	Transfer to CRF	18,600.00	1,550.00
23	23	2430	9,530.00	1,550.00	TOTAL	114,360.00	9,530.00

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2018 – AUGUST 31, 2019**

Our proposed Budget for 2018/2019 has been carefully prepared for your consideration. It reflects approximately a 5.8% increase over last year's budget.

Items of note:

Our opening bank balances as of September 1, 2018 are as follows:

Current Account:	\$22,725.10
Contingency Reserve Fund:	29,325.23
Insurance Reserve Fund:	3,866.34
Petty Cash Account:	100.00

Total Cash on Hand at September 1, 2018: \$56,016.67

The amount in the Current Account includes the \$19,366.25 transferred from the Insurance Reserve Account to pay our insurance bill due September 1, 2018 and our appraisal bill.

1. **INSURANCE:** See separate Report.
2. **CONTINGENCY RESERVE FUND:**
Under the proposed budget, in an on-going effort to build up our Contingency Reserve Fund, we are increasing our transfers to the Contingency Reserve Fund from \$1,450.00 to \$1,550.00 for a total of \$18,600.00 for the year, an increase of 6.9%.
3. **GAS:** Our gas budget remains consistent.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2018 – AUGUST 31, 2019**

4. **HYDRO:** The budget for electric expense has been reduced approximately 7.3%.
5. **WATER:** Our budget for water expense has been increased approximately 18% as our costs have increased.
6. **ELECTRICAL/MECHANICAL FIRE CONTRACT:** We have adjusted our quarterly maintenance contract with Ashton Service Group to two times per year. Our contract with Fraser Valley Fire Protection Ltd remain consistent.
7. **ELEVATOR CONTRACT/CERTIFICATE:** Our contract with Eltec Elevator is expected to increase by approximately 4% during the spring of 2019. We are also required to purchase an elevator permit each year at a cost of approximately \$236.00.
8. **GARDEN CONTRACT:** Our garden contract remains consistent and is in effect to February 28, 2020.
9. **JANITOR CONTRACT:** Our janitorial contract has been increased to \$350.00 per month.
10. **GARBAGE/RECYCLING CONTRACT:** We have increased our budget for garbage/recycling 7.2% over last year's budget. Our costs with Maple Leaf Disposal increased approximately 10% over the past year. Our contract with AllSeasons Home Service remains consistent.
11. **ELECTRICAL/MECHANICAL/FIRE EXPENSE:** Our budget for EMF expense remains consistent.
12. **GARDEN EXPENSE/SPRINKLERS:** Our Garden Expense budget for this year has been increased approximately 12%. Our underground sprinkler system requires some repairs. We also have an on-going goal of re-populating areas of our gardens.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2018 – AUGUST 31, 2019**

13. **HOUSE EXPENSE:** Our budget for House Expense has been increased approximately 30% over last year's budget. This area of our budget includes our monthly pest control contract that increased 4.5% effective July 2018.

There continue to be a number of unexpected expenses that arise throughout the year.

14. **OFFICE EXPENSE:** Our Office Expense budget remains consistent at \$100.00 per month..
15. **MISCELLANEOUS EXPENSE:** Our Miscellaneous Expense budget remains consistent at \$13.00 per month.

**STRATA PLAN NW 2884
REPORT OF THE TREASURER
ON THE PROPOSED OPERATING BUDGET
SEPTEMBER 1, 2018 – AUGUST 31, 2019**

General information:

As maintenance fees are due October 1st, the Owners are asked to submit their maintenance cheques for October 2018 at the same amount as September 2018.

If the proposed 2018-2019 budget is approved as presented, the Owners will note there will be an increase to the monthly Strata maintenance fees. As the increase is retro-active to September 1st, and as the October 2018 cheques will have already been submitted, please include the increase for September and October 2018 on your November 1st cheque.

If it is convenient, post-dated cheques from November 2018 – August 2019 are appreciated. Please wait until after the budget has been accepted at the Annual General Meeting before submitting your cheques to the office.

* To assist you, a separate sheet has been included listing the amounts due for October 2018, November 2018 and December 2018 through August 2019.
Please refer to Page 16.

Please make your cheques payable to: **Strata Plan NW 2884**

Financial statements will continue to be distributed to all Owners on a monthly basis.

Respectfully submitted,
Rosemary Siemens, Treasurer
STRATA PLAN NW 2884

STRATA MAINTENANCE FEES					PAGE 16
OCTOBER 2018 - SEPTEMBER 2019					
UNIT NO	OCTOBER 2018		NOVEMBER 2018		01-Dec-18 up to and inc Oct 1,2019
101	315.15		369.78		333.36
201	341.12		400.19		360.81
301	341.12		400.19		360.81
102	437.52		513.27		462.77
202	437.52		513.27		462.77
302	437.52		513.27		462.77
103	426.40		500.23		451.01
203	426.40		500.23		451.01
303	426.40		500.23		451.01
104	393.03		461.07		415.71
204	393.03		461.07		415.71
304	393.03		461.07		415.71
105	363.37		426.28		384.34
205	363.37		426.28		384.34
305	363.37		426.28		384.34
106	396.74		465.41		419.63
206	396.74		465.41		419.63
306	396.74		465.41		419.63
107	374.49		439.32		396.10
207	374.49		439.32		396.10
307	374.49		439.32		396.10
208	418.98		491.55		443.17
308	418.98		491.55		443.17

If the budget is approved as presented, the maintenance fees for the 2018 - 2019 year will be as shown.

Please make your cheques payable to Strata Plan NW 2884.

STRATA PLAN NW 2884
PRESENTATION OF SPECIAL PROJECT

The Council wishes to present the following project for the consideration of the Owners, to be discussed and voted on. Your Council believes strongly and is firmly committed both to maintaining and restoring our building, and to preventative maintenance that we believe in the long run will save us money.

PROJECT A:
CLEANING OF THE BUILDING DRAINS:

Our building drains need to be cleaned out. We last had the building drains cleaned in the fall of 2015. We are noticing problems with slow running drains. The Council has evaluated this situation and is recommending that the drains be cleaned this fall. We have received a quote from Ashton Services Group to clean the building drains both vertically and horizontally.

Cost to be taken from the Contingency Reserve Fund.

Total cost for work: \$3,620.40

RESOLUTION 1: To approve cleaning of the building drains, vertically and horizontally:

Total Cost: \$3,620.40 tax included

Cost to be taken from the Contingency Reserve Fund

Vehicles will need to be removed from the garage for this project. Owners will be advised by notice on the board in the mail room when this work has been scheduled.

STRATA PLAN NW 2884

BYLAW SIX: LEASING OF STRATA LOTS

The Strata Council is proposing the following:

RESOLUTION 2:

WHEREAS:

- A. The bylaws of the strata corporation currently allow for one strata lot to be rented;
- B. the owners wish to reduce the number of strata lots that may be rented to zero (subject to exceptions permitted by the Strata Property Act);
- C. S.141(2) of the Strata Property Act permits the strata corporation to pass a bylaw which prohibits the rental of strata lots;
- D. S.128 of the Strata Property Act allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

- 1. Bylaw 6 be deleted in its entirety and replaced with the following:
 - 6-1 Subject to the Act the rental and leasing of strata lots (either wholly or partly) is prohibited.
 - 6-2 Should a landlord (including an owner) rent or lease a strata lot;
 - (a) to a family member under the Act;
 - (b) pursuant to permission obtained under the Act to rent on the basis of a hardship; or
 - (c) under any other exemption found in the Act,
- that landlord must submit a signed Notice of Tenant's Responsibility to the strata corporation within the time limit allowed under the Act.

STRATA PLAN NW 2884

BYLAW SIX: Cont'd

- 6-3 An owner who fails to submit a signed Notice of Tenant's Responsibility within the time limit allowed under the Act shall be subject to a fine in the amount of \$100.00 for every month or part thereof that the strata lot is rented and the strata corporation is not in receipt of a signed Notice of Tenant's Responsibility.**
- 6-4 An owner who rents or leases a strata lot contrary to this bylaw shall be subject to a fine of \$500.00.**
- 6-5 For the purposes of this bylaw, the rental or leasing of a strata lot shall be defined to include occupancy of a strata lot, regardless of whether or not money or other consideration is paid for the right to occupy the strata lot, by a person who is not an owner, without the owner also residing in the strata lot, for a period of greater than sixty (60) days.**

STRATA PLAN NW 2884

BYLAW TWELVE:

The Strata Council is proposing the following:

WHEREAS:

- A. The owners wish to pass a bylaw which restricts the use of strata lots for short term rental accommodation and provide for the maximum fine allowed;
- 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 $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

1. The following bylaw be enacted as Bylaw 12:

12 -1 An owner, tenant or occupant 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.

2. Amend Bylaw 8.2 by adding the following:

- (c) after November 30, 2018, a fine of up to \$1000 per day for contravention of Bylaw 12-1;

**RESOLUTION 4
BYLAW ELEVEN**

WHEREAS:

- A. The owners wish to pass a bylaw which sets conditions with respect to work done to a strata lot;
- 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 $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

The following bylaw be enacted as Bylaw 11:

Bylaw Eleven

PRIOR TO RENOVATION

- 11-1 An owner must obtain the written approval of the strata corporation before making an alteration, addition, change or improvement to a strata lot or the common property.
- 11-2 When requesting permission pursuant to 11-1, an owner must present design drawings and specifications pertaining to the proposed alteration (including a letter of assurance from a structural engineer regarding any structural changes which form part of the work);
- 11-3 Before work is started the name and phone number of the contact person (person in charge of the renovation work) must be provided to the council.

- 11-4** An owner must provide a \$1,000.00 refundable deposit prior to commencing renovations. The deposit will be refunded within 14 days of completion of the renovation if no damage has occurred to common property. In the event that an owner carrying out renovations causes damage to the common property for reasons including, but not limited to, the transportation or delivery of material to the strata lot, the strata corporation may apply the Deposit toward the costs of repairing the damage. Where the damage occurs during a time which more than one owner is carrying out renovations and it cannot be determined which owner caused the damage, the cost of repairing the same shall be allocated evenly amongst those owners then carrying out renovations.

GENERAL CONSTRUCTION

- 11-5** Renovations must not involve any work which is done outside the boundaries of the strata lot.
- 11-6** When material, tools, etc. are entering and leaving through the front door, the front door must never be left unattended.
- 11-7** Hours of operation/construction are restricted to
- a. Monday to Friday (8 a.m. to 5 p.m.)
 - b. Saturday, Sunday and statutory holidays (no noise related construction)
- 11-8** All construction debris must be contained in suite and removed as soon as possible.
- 11-9** The strata corporation garbage/recycling bins are not to be used for any construction refuse.
- 11-10** The garage is not to be used as a construction work area or a staging area.
- 11-11** Elevator protection blankets must be used when moving any construction material into or debris out of the strata lot.

- 11-12 Hallways must be kept clean at all times. If required, hallway floor protection should be used. Stairs, lobbies and paths through parking areas must be regularly cleaned and/or vacuumed.
- 11-13 No renovations are to be done that involve changing bearing walls or common walls, between suites or between suites and halls.
- 11-14 If using the balcony for assembly or construction, the floor membrane must be protected from sharp objects. Heavy items likely to puncture the surface membrane must not be placed on the balcony.
- 11-15 When installing hardwood or other hard surface flooring, self-leveling material must be used to ensure a level surface. Underlayment with an STC rating of minimum 67db and an IIC rating minimum 68 must be used.
- 11-16 Sound proof padding must be installed and maintained on all furniture placed on hard surface flooring.

PLUMBING GUIDELINES

- 11-17 For any plumbing work where a building water shutoff is required, at least one weeks' notice to all residents is required prior to the shut off. Water system shutdown must be done by a strata council approved plumbing contractor. The maximum length of time for a shutdown is three hours
- 11-18 If any work is done on the bath tub water supply, the owner must install accessible shut-off ball valves if they don't exist.
- 11-19 Replacement supply hoses to washing machines, sinks, toilets and refrigerator must be upgraded to the steel braided types.

PERMITS OR TRADESMAN REQUIREMENTS

- 11-20 An owner must obtain all necessary permits and governmental approvals (including final inspection certificates) and provide copies thereof to the strata corporation;
- 11-21 Only licensed and qualified trades may carry out work on the electrical and plumbing systems.

SCHEDULE 1

THE OWNERS STRATA PLAN NW 2884
 Schedule of deposits and withdrawals of Contingency and Reserve Funds

For the year ended August 31, 2018

Contingency Account

<u>Balance beginning of year</u>		<u><u>\$36,414.16</u></u>
Deposits during year	\$17,400.00	
Interest Earned	<u>156.43</u>	
	17,556.43	<u><u>53,970.59</u></u>
<u>Withdrawals</u>	24,645.36	
<u>Balance end of year</u>		<u><u>\$29,325.23</u></u>

Insurance Reserve Account

<u>Balance beginning of year</u>		<u><u>4,480.33</u></u>
Deposits during year	18,720.00	
Interest Earned	<u>32.26</u>	
	18,752.26	
<u>Withdrawals</u>		
Appraisal Costs	656.25	
Insurance	<u>18,710.00</u>	
	19,366.25	
<u>Balance end of year</u>		<u><u>\$3,866.34</u></u>

SCHEDULE 2

THE OWNERS STRATA PLAN NW 2884

**Schedule of opening balances, estimated income from other sources
and estimated balances of operating and contingency accounts
for the year ended August 31, 2019**

Operating Fund

Beginning of year

\$22,825.10

Estimated Balance end of year

\$26,500.00

Contingency Reserve Fund

Balance beginning of year

\$29,325.23

Estimated balance end of year

\$32,500.00

Estimated Income from other sources

Bank Interest

\$160.00

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

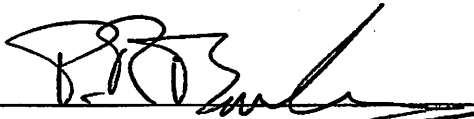
Wednesday, September 19th, 2018

Attendees: Paul Barber, Rosemary Siemens, Dinah Zimmerman and Leslie Hurtubise

- 1. The Meeting was called to Order by acting President, Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of August 14th, 2018, were accepted;**
- 3. Old Business**
 - a. Paul reported on the north side drainage excavation work being done by Pomeroy, which has been going well and is now close to completion.**
 - b. Council discussed again the missing planters and will be watching for good price reductions at the various garden centres so that these planters can be replaced.**
 - c. Council approved the final draft of the revised By-Laws and**

completed. It is estimated that the carpet cleaning will take place early in November.

- c. After discussion, Council approved a 5.8% increase over last year's Budget which will be presented at the Annual General Meeting on Wednesday, October 24th, 2018 at 7:00 p.m.
- 5. As there was no further business, the Meeting was adjourned.

A handwritten signature in black ink, appearing to read 'P. Barber', is written over a horizontal line.

Paul Barber, Acting President Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Tuesday, August 14th, 2018

Attendees: Paul Barber, Rosemary Siemens, Dinah Zimmerman and Leslie Hurtubise

- 1. The Meeting was called to Order by acting President, Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of June 5th, 2018, were accepted;**
- 3. Old Business**
 - a. Paul has been in touch with Bruce Promeroy and the north side drainage excavation is scheduled to begin in approximately two to three weeks. This drainage excavation will necessitate the complete removal and replacement of the patio for unit #106 (Linda Ulrich).**
 - b. Council again discussed the recently purchased and subsequently missing planters, plants and soil and agreed that**

these items will be replaced, when affordable. Consensus was reached that, as this is the time of year when there are substantial reductions in the price of planters, we should investigate whether there are any suitable planters available now which could be purchased at the sale price and filled next Spring.

- c. Council discussed our continued efforts to revise the Rules and By-Laws with the view of designating The Capistrano as a non-rental building with specific provisions for no short term Airbnb rentals.
- d. Council is also continuing to discuss effective renovation guidelines and will seek the advice of our lawyers regarding the proper wording to affect the desired revisions. When this has been done, the proposed Rules and By-Law changes, as well as Renovation Guidelines, will be presented at our next Annual General Meeting.
- e. Council discussed the repair completed by Courtenay on the first floor hallway ceiling. All council members were very pleased with the work that was done.
- f. One of our boilers failed and had to be replaced. Two estimates were obtained and John Sadler Plumbing installed the new boiler at a cost of \$10,124.75 which was paid out of the Contingency Fund.

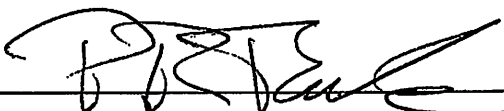
4. New Business:

- a. Council discussed the need to paint the exterior of the building in 2019 and agreed to pursue obtaining estimates of the cost of this project.
- b. Council also discussed pursuing the cost of installing an “auto assist” door opener for the two heavy doors in the garage which lead to the elevator.
- c. A discussion took place regarding the need to have the drains cleaned again and Council will also pursue obtaining estimates for this work.

REMINDER TO OWNERS

Please do not put any household items in the garden room or garage area. Unwanted items should be taken to one of the many Thrift Stores in our area or arrangements can be made with Big Brothers to pick up these items.

5. As there was no further business, the Meeting was adjourned. •



Paul Barber, Acting President Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Tuesday, June 5th, 2018

Attendees: Paul Barber, Rosemary Siemens, Bill Douglas, Dinah Zimmerman and Leslie Hurtubise

- 1. The Meeting was called to Order by acting President, Paul Barber;**
- 2. The Minutes of the Strata Council Meetings of March 27th, 2018, and May 8th, were accepted;**
- 3. Old Business**
 - a. North side drainage excavation has not been undertaken, but several Council members have viewed the area in question which appears to be quite dry. Paul Barber has discussed the issue with Scott and Angeline, our gardeners, who have suggested we hire a company with a drain camera in an attempt to identify the source of the problem and Paul will meet with members of John Sadler Plumbing, as well as**

Ashton Mechanical and obtain quotes for this work.

- b. Bill Douglas has obtained an estimate of \$350.00 from Scott and Angeline for the cost of installing a sprinkler system to water the flower beds at the north end of the building. Council agreed to re-evaluate this purchase in the Fall as there is currently a shortfall in our gardening budget.**
- c. Council discussed the recently purchased and subsequently missing planters, plants and soil and agreed that these items will be replaced, when affordable.**
- d. Rosemary Siemens made a Motion, seconded by Leslie Hurtubise and Council unanimously agreed to present at the next Annual General Meeting that a change be made to our current By-Laws in order to not allow rentals in the future. This decision has been taken after careful consideration and discussions at our last few Council Meetings.**
- e. Council has also been discussing at recent meetings the need to adopt some rules for renovation guidelines. Rosemary and Paul have been working on these “rules” and presented a draft to Council. After discussion, Bill Douglas made a motion, seconded by Dinah Zimmerman, to accept these “Interim Renovation Guidelines”. Council will continue to work on the wording of these Guidelines which will also be presented at our next Annual General Meeting for inclusion in our By-Laws.**
- f. Owners were given notice that Bill Douglas has found a new**

handyman, Morgan Wheller. Morgan can be reached at 604-834-8147.

- g. The painting of the front door has been completed and Morgan will be asked to replace the stripping around the door as it is deteriorating. A new aluminum edge has been installed and Paul is looking into replacing our address numbers, as well as the lockset.
- h. The source of the water leak, which caused the stain on the ceiling on the first floor was found and repaired. Arrangements have been made to have the ceiling repaired by a qualified drywaller in the near future.

4. New Business:

- a. Council discussed recent requests received by owners to attend Council Meetings. It was unanimously agreed that owners could attend meetings, as observers only. If an owner wished to submit an item to Council for consideration, they must advise Council, in writing, at least one week prior to a scheduled Council Meeting.
- b. Council wishes to thank the owners for their co-operation with respect to the recent window washing and garage power washing when all owners' vehicles were removed in good time prior to the work being done.

REMINDER TO OWNERS

Balcony membranes are to be treated with care. All furniture and potted plants need to be "lifted" and not "dragged" and it is suggested that felt pads be placed on the feet of patio furniture.

NOTICE TO OWNERS

Fraser Valley will be testing fire safety equipment in the building on Wednesday, June 13th, 2018 starting at 2:30 p.m. It is expected that this testing will take approximately two (2) hours. A notice will be placed on the bulletin board in the mail room and owners are encouraged to check the board from time to time for various other notices.

5. As there was no further business, the Meeting was adjourned.

A handwritten signature in black ink, appearing to read 'Paul Barber', written over a horizontal line.

Paul Barber, Acting President Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Tuesday, May 8th, 2018

Attendees: Paul Barber, Rosemary Siemens and Leslie Hurtubise

- 1. The Meeting was called to Order by acting President, Paul Barber;**
- 2. The Minutes of the Strata Council Meeting of March 27th, 2018,
were tabled until the next meeting of Council;**
- 3. Old Business**
 - a. North side drainage excavation has yet to be undertaken,
despite contacts with Pomeroy;**
 - b. Our current By-Laws and Rules are continuing to be reviewed;**
 - c. Council agreed that consideration must be given to adopting
some guidelines for renovations which would be voted on,
along with any proposed changes to our By-Laws and Rules at
the next Annual General Meeting;**

4. New Business:

- a. A water stain was noticed on the ceiling of the first floor and our handyman, Dean, was first called in to attempt to find the source of that leak, but was not successful. Ashton Mechanical was then called, attended and determined that five fittings need replacing in the heating drains. A quote for these repairs was requested, but has not yet been received. After discussion, Paul Barber undertook to get a second quote from John Sadler Plumbing and Heating for this work, as well as for several other repairs needed in the mechanical room for which we already have received quotes from Ashton Mechanical;**
- b. A lengthy discussion took place regarding our current By-Laws and specifically the provisions for rentals. As there are several units for sale in our building, Strata Council has recently received inquiries regarding rentals. Prior to the Meeting, Paul Barber spoke with our Strata's lawyer for clarification and was advised that under our current By-Laws, one rental is permitted in our building.**

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[illegible]

1. The first step in the process of creating a new product is to identify a market need. This involves conducting market research to determine what consumers want and what problems they are trying to solve.

1. What is the purpose of the study?

[illegible]

10. The following are the names of the persons who have been appointed to the various committees of the Board of Directors:

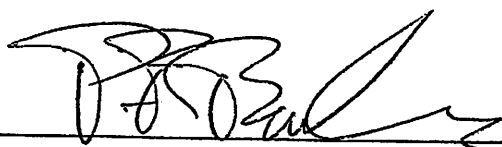
Suppose that \mathcal{A} is a \mathcal{C}^* -algebra and \mathcal{B} is a \mathcal{C}^* -subalgebra of \mathcal{A} . Then \mathcal{A} is a \mathcal{C}^* -module over \mathcal{B} with the multiplication \cdot and the involution $*$ defined by

Journal of Management Inquiry 20(6)p. 789-804

1. *Chlorophyll a* and *Chlorophyll b* were determined by the method of Lichtenthaler and Whistler (1973).

of the *Journal of Interpersonal Violence* and the *Journal of Family Violence*.

5. As there was no further business, the Meeting was adjourned.



Paul Barber, Acting President Strata Plan NW 2884

STRATA PLAN NW 2884

1441 Blackwood Street

White Rock, B.C.

Minutes of Council Meeting

Tuesday, March 27, 2018

Attendees: Bill Douglas, Paul Barber, Dinah Zimmerman and Leslie Hurtubise

- 1. The Minutes of the Strata Council Meeting of March 15th, 2018, were accepted.**

- 2. Council discussed their ongoing pursuit of ways to economize on the current services to our building and wish to inform owners of the substantial savings recently negotiated for these services:-**

a) Ashton Mechanical	\$1,700.00
b) Refund from Ashton Mechanical (approximate)	450.00
c) Tree Brothers (Arborists)	280.00
d) Tyler Snow Removal	105.00
e) Pest control (seagulls) – seasonal savings	500.00
f) PVM Inspections – annual savings	980.00
TOTAL SAVINGS TO DATE	\$4,015.00

Council will continue to evaluate services such as Pomeroy Construction; garbage disposal, carpet cleaning services, etc. and agreed to continue to look for ways to obtain the best value for our owners, without sacrificing the quality of service and will also continue to look for ways to beautify our building, always with the intention of obtaining the very best, as economically as possible.

- 3. Council has obtained three quotes for the refinishing of the front door and the park bench and has agreed to proceed with this refurbishing with Ducette Painting for the price of \$650.00, plus GST. Council has also agreed on the colour which was chosen from a palette of Benjamin Moore paint products specifically designed for outdoor use.**
- 4. Council agreed that the restoration of the "Capistrano" sign will be undertaken by our handyman, Dean Wheller, at a cost of \$40.00 per hour.**
- 5. After discussion, Council agreed to purchase two large planters to 'anchor' the front door. This purchase will be made when planters, suitable to our needs, can be found at the right price.**
- 6. A discussion took place regarding the landscaping repairs that will**

be necessary once the excavation work has been completed at the north side of the building. Council agreed that flower beds would greatly enhance the appearance of the north side of our building and would contribute to the 'beautification' process.

- 7. As there was no further business, the Meeting was adjourned.**

A handwritten signature in black ink, appearing to read 'Bill Douglas', is written over a horizontal line.

**Bill Douglas, President, Strata Council
Strata Plan NW 2884**

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Thursday, March 15, 2018

Attendees: Bill Douglas, Rosemary Siemens, Paul Barber, Dinah Zimmerman and Leslie Hurtubise

- 1. The Minutes of the Strata Council Meeting of February 6th, 2018, were accepted.**
- 2. The replacement of the smoke alarms in all suites of the building was completed on Monday, March 12th, 2018. The alarms are now good until 2027. This work was done much faster than anticipated and Council wishes to thank the owners for their co-operation as well as Floor Monitors, John Gibson and Pauline Martin.**
- 3. Jim Ablett has recently moved into a care home. Jim was an original owner, one of the first to move into The Capistrano upon completion. He served as President of the Strata Council numerous times throughout the years. All the owners, past and present, wish**

to thank Jim for his many years of service and wish him the very best in his new home.

- 4. Council had a lengthy discussion regarding various items which need attention in and around our building and it was agreed that at least two quotes would be obtained regarding the cost of having the carpets cleaned, as well as quotes to have the park bench, the front door and the Capistrano sign refurbished. It was also agreed that this work should be completed in the Spring or early Summer.**
- 5. A Notice will be posted on the bulletin board in the mail room to advise owners of the date scheduled for carpet cleaning.**
- 6. Owners are advised that window cleaning for the entire building has been arranged to take place twice each year in May and October. The first scheduled window cleaning is set for May 22nd, 2018. A reminder Notice will be posted on the bulletin board in the mail room closer to that date.**
- 7. Owners are requested to check the bulletin board in the mail room on a regular basis in order to be kept up to date on the work to be done in and around the building.**

8. As there was no further business, the Meeting was adjourned.

A handwritten signature in black ink, appearing to read 'Bill Douglas', is written over a horizontal line.

Bill Douglas, President, Strata Council

Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

**Minutes of Council Meeting conducted via E-mail
Tuesday, February 6th, 2018**

**Between: Bill Douglas, Rosemary Siemens, Dinah Zimmerman, Paul Barber
and Leslie Hurtubise**

- 1. Strata Council has been advised that the smoke alarms in our individual suites are approaching the end of their life cycle and need to be replaced.**
- 2. Council has received a quote from our service provider, Fraser Valley Fire Protection Ltd., to replace our current alarms with a new type of unit on the market which has a Lithium Ion back-up battery with a ten year life cycle.**
- 3. The cost to replace the units in all suites is \$2,288.00 (including tax).**
- 4. Council has agreed to accept this quote and to approve payment out of the Contingency Reserve Fund. This amount will be transferred from the Contingency Reserve Fund in accordance with The Act Part 6, Section 96(a) and Section 98(1)(3)(6).**
- 5. The replacement of the smoke alarms has been scheduled for**

Page 2.

Monday, March 12th, 2018, beginning at approximately 8:45 a.m., commencing on the third floor. It should take approximately 15 – 20 minutes to replace each unit.

PLEASE NOTE: Access will be required to all suites. Council members and/or monitors will be assigned to each floor to facilitate entry. Further information will be provided on this as we approach the installation date of March 12th, 2018.

If you are unable to be home on that day, please make arrangements with the appropriate council member or monitor to allow access to your suite and advise the office who will have that access.

A handwritten signature in black ink, appearing to read 'Bill Douglas', is written over a horizontal line.

Bill Douglas, President

Strata Council

Strata Plan NW 2884

**STRATA PLAN NW 2884
1441 Blackwood Street
White Rock, B.C.**

Minutes of Council Meeting

Monday, January 22, 2018

Attendees: Bill Douglas, Rosemary Siemens and Leslie Hurtubise

- 1. The Minutes of Strata Council Meeting on September 14th, 2017, were accepted.**
- 2. Following the election of officers at the Annual General Meeting held on October 17th, 2017, the following are the officially named Strata Council members:-**

Bill Douglas	-	President
Dinah Zimmerman	-	Vice-President
Rosemary Siemens	-	Treasurer
Leslie Hurtubise	-	Secretary
Paul Barber	-	Council Member

3. The following Council Members have been designated as the authorized signing authorities at the Bank:- Bill Douglas, Dinah Zimmerman and Rosemary Siemens,
4. A discussion regarding the written request received from Fraser Valley Alarm Services to provide them with three names as emergency contacts took place and it was agreed that Bill Douglas, Dinah Zimmerman and John Gibson would be the names given to Fraser Valley Alarm Services for their records.
5. A lengthy discussion regarding the garbage and recycling took place and it was agreed that a separate notice would accompany these Minutes.
6. As there was no further business, the Meeting was adjourned.



Bill Douglas, President
Strata Council
Strata Plan NW 2884