

MINUTES OF THE ANNUAL GENERAL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held February 12th, 2020 at St. Mark's Church, 12953 – 20th Avenue, Surrey, BC.

Strata Council President, Mr. Jamie Grantham, called the meeting to order at 1:34pm and welcomed Owners to the Annual General Meeting.

At this time Owner, Kathy Morris, advised of residents who have moved from Ocean Park Grove over the past year, as well as Owners who have passed on during the past year. New residents were introduced and welcomed to the community.

Mr. Grantham requested John Lehman of Leonis Management and Consultants Ltd., Strata Property Agent, to Chair the meeting. Mr. Lehman introduced himself and advised that he had been asked to Chair the meeting as long as the meeting did not object. The meeting did not object and Mr. Lehman continued with the Agenda.

A quorum of 44 Owners present, either in person or by proxy, was confirmed.

Proof of Notice of Meeting was filed. It was noted for the record that the meeting was originally called for January 15th, 2020 but was postponed, due to severe weather conditions, to February 12th, 2020. Both notices circulated were filed.

APPROVAL OF THE AGENDA:

It was moved by Olga Duncan, seconded by Nola Carson, that the Owners approve the meeting agenda for the Annual General Meeting as circulated, carried.

MINUTES:

It was moved by Bill Lehman, seconded by Jamie Grantham, that the minutes of the Annual General Meeting held January 17th, 2019 be accepted as circulated, carried.

COMMITTEE REPORTS:

Gardening Maintenance Committee Report:

On behalf of the Landscape Maintenance Committee, Council Member Ruth Heise submitted the report of the Committee as attached to these minutes.

Buildings Maintenance Committee Report:

On behalf of the Buildings Maintenance Committee, Strata Council Member Brian White submitted the report of the Committee as attached to these minutes.

Grounds Maintenance Committee Report:

On behalf of the Grounds Maintenance Committee, Council Member Roy McKinlay submitted the report of the Committee as attached to these minutes. Mr. Lehman reviewed with the Owners and there was discussion regarding current matters around the retaining wall at the west side of

the property. Copy of the report is also attached to these minutes. Following discussion of the summary report, Owners agreed that the repairs/replacement proceed as deemed necessary and as outlined in the report.

Upon conclusion of the delivery of reports, it was moved by Ann Colman, seconded by Olga Duncan that the reports of Committees be accepted for inclusion with the minutes.

RATIFYING ANY NEW RULES – SECTION 125 OF THE STRATA PROPERTY ACT:

Mr. Lehman confirmed that there were no new rules to be ratified at this time.

REPORT CURRENT INSURANCE COVERAGES:

Mr. Lehman confirmed that a copy of the current Summary of Insurance Coverage was included with Notice of Meeting for Owner's information. The Summary of Coverage is also attached to these minutes for Owners information.

Owners were advised that the Strata Corporation Insurance, which the Owners contribute to through their monthly strata fees, is placed on a replacement value basis in accordance with the *Strata Property Act*. The coverage itself is placed on an "all-risk" replacement value basis with no deduction for depreciation. If any of the buildings were to be damaged or destroyed, partially or completely, they would be repaired or replaced with "like, kind and quality" to that which was original. Mr. Lehman confirmed that the "all property" portion of the coverage covers such occurrences as fire, theft, vandalism, impact by cars or trucks, impact by trees, impact by aircraft, etc. Other coverage's also carried by the Strata Corporation include earthquake coverage, water damage, sewer backup coverage and flooding from natural sources.

It was confirmed that the Insurance Coverage is placed based on replacement value of the buildings and improvements on the land, and this is based on third party independent appraisal for insurance purposes.

Other coverage's that the Strata Corporation carries include general liability coverage, directors and officers errors and omissions insurance, blanket glass coverage, pollution and remediation legal liability, volunteer accident plan and boiler and machinery coverage.

Owners were advised that the Insurance carried by the Strata Corporation essentially covers the buildings inside and out, including all original fixtures and fittings that were included by the builder, at time of original construction and offering for sale. Owners were reminded that they should carry personal insurance for their personal belongings that they bring into their strata lot i.e. furnishings, clothing, artwork, jewellery, etc.

Owners were also advised that they should consider carrying insurance for any betterments or improvements that have been made to the strata lot, either inside or out, and over and above original construction. Improvements typically include upgrading of floor coverings, the addition of feature walls, etc.

Owners were advised that they should carry additional coverage on their personal insurance should they be responsible to reimburse the Strata Corporation costs including the reimbursement

of insurance deductibles in the event of claim and in accordance with the Strata Corporation Bylaws.

Finally, Owners were advised they should make a copy of the Strata Corporation Summary of Insurance Coverage's and take it with them when discussing their insurance needs with their personal insurance carriers, in order to ensure that their personal insurance agent is aware of the coverage's of the Strata Corporation.

Copies of the Insurance Policy are on file with the Strata Council, Leonis Management as well as the insuring agents, Hub International Coastal Insurance Services Ltd.

Mr. Lehman also discussed with Owners the current conditions of the insurance Market as it relates to Strata Property. The Owners were provided with information as to the factors causing the current ' hard market 'that is severely affecting insurance costs , policy terms and deductibles in case of claim in a severe way. Copy of information circulated is attached here for Owners information and records.

FINANCIAL REPORT:

Copy of the November 2019 Financial Report was circulated with the Notice of Meeting. Copy of the December 2019 Financial Report was provided to Owners at the meeting. Mr. Lehman reviewed the December Financial Report, which represented the final report for the fiscal year ended December 31st, 2019.

It was moved by Mary-Ellen Gillan, seconded by John Carson, that the Financial Report to December 31st, 2019 be accepted as circulated and reviewed, carried.

Copy of the December 2019 financial report is attached to these Minutes for Owner's information.

PROPOSED OPERATING AND CONTINGENCY BUDGET:

Mr. Lehman reviewed with the Owners the proposed Operating and Contingency Budget circulated with the Notice of Meeting.

Supporting documents to the budget including; Summary of Budgeted Funding required; Estimated Status of the Reserve Fund and the Schedule of Owners Monthly Strata Fees were also reviewed as circulated.

During discussion of the budget Owners entered in to discussion of Shaw Cable bulk services to which the Strata Corporation subscribes for basic (classic) tv cable services. It was confirmed that a new 5 year agreement for the same services was entered into with Shaw following the expiration of the previous 5 year agreement. Council confirmed that, upon inquiry, Telus does not offer Strata bulk cable services. Owners were reminded that outside of Shaw basic (classic) cable services provided via the Strata Corporation, Owners are free to enhance services directly with Shaw Cable or any other provider of their choosing.

Following review, it was moved by John Bedford, seconded by Bonnie Fuller , that the proposed Operating and Contingency Budget for 2020 be accepted as circulated and reviewed, carried.

Copy of the approved Budget document is attached to these Minutes for Owner's information and reference.

It was confirmed that with the approval of the Operating and Contingency Budget the Strata Fees will change as set out in the Strata Fee schedule attached to the budget document. Owners paying by way of preauthorized payment will not have to make any changes as this will be done for you at the office of Leonis Management. Owners paying their monthly strata fee by postdated cheque are asked to please make the cheques payable to "Ocean Park Grove, NW 2502" and forward them to the office of Leonis Management on or before due date. Postdated cheques through to and including December 2020 are appreciated.

ALL OTHER STRATA CORPORATION BUSINESS:

Defer Requirement to Update Depreciation Report for 1 Year:

Whereas; the last Depreciation Report update was 2016 and the next update is due in 2020;

The various Committees, Buildings, Grounds and Gardens have issues well in hand and are completing maintenance on a pro-active basis;

The financial position of Ocean Park Grove is enviable and our Contingency Reserve Fund continues to grow with annual contributions as it must. Ocean Park Grove an aging complex, nevertheless, Council believes the Strata Corporation has identified items well in hand.

Therefore be It Resolved;

By way of a three-quarter (3/4) vote of the Owners of Strata Plan NW 2502, that pursuant to section 94(3) (a) of the Strata Property Act, the requirement to obtain a Depreciation Report is now waived until the next Annual General Meeting.

It was moved by Ann Colman, seconded by Olga Duncan, that the Owners approve waiving the depreciation requirement to the next annual general meeting. On a show of hands vote, the results were; 44 in favor, 0 opposed, resolution carried.

Bylaw Addition- Installation and Use of Private Camera System:

It was moved by Daniel Egan, seconded by Bonnie Fuller, that the Owners approve a new bylaw " Installation and Use of Private Camera System " as circulated with notice of meeting.

Following discussion of the bylaw, on a show of voting cards the results were; 41 in favor, 0 opposed, resolution carried.

Copy of the approved bylaw is attached to these minutes for Owners reference and records. The bylaw will be registered at the Land Title Office against the Strata Plan and will form part of the Strata Corporation bylaws.

ELECTION OF A COUNCIL:

Mr. Lehman confirmed that as of the adjournment of the Annual General Meeting, the current Strata Council is deemed to resign or retire. Members of the current Strata Council can let their name stand for nomination and election to the incoming Council.

All current Council members; Judith Gray, Roy McKinlay, Ruth Heise, Brian White, Jamie Grantham, Bob Gillan, Julie Brinded and Nick Joblin- alternate Council Member advised they were prepared to let their name stand for nomination and election to the incoming Council.

Mr. Lehman then called for nominations from the floor of the meeting. Following three times of asking, as there were no further nominations, it was duly moved and seconded that nominations be declared closed.

It was then agreed by show of voting cards, that those Owners nominated be elected to the Strata Council for the 2020 annual term, carried.

The Strata Council for the next term will consist of the following member Owners:

Brian White	#3-12957
Judith Gray	#3-12923
Ruth Heise	#1-12905
Julie Brinded	#2- 12937
Bob Gillan	#2-12945
Jamie Grantham	#4-12963
Roy McKinlay	#1-12945
Nick Joblin	#1-12925- Alternate

The Strata Council will meet shortly to elect, from amongst themselves, the officers of the Strata Council and to designate bank signing officers of the Strata Corporation.

There being no further business, Darlene Scott moved the meeting terminated at 3:05pm

AGM January 2020

Garden Report for the Year 2019

We started the year by having Mc Conkey Arborist Services in to do some Tree pruning on our Magnolia, Birch, Maples, Oak, Spruce, and Hemlock. This consisted of pruning/crown clean, and re-polarding. We will look at our trees early in the next year to do some more of the maintenance to our tall trees and bushes.

Morgan and Rock have worked hard through the year. They have removed a number of bushes that have outgrown there spot, like junipers, catoneaster, cedar hedges. They have moved a couple of Maple trees, and cleaned the ground for new planting. They planted a cedar hedge and also three pink dogwood trees and one red dogwood tree. The pruning of all our hedges and trees is very time consuming. We also have a lot of smaller shrubs that are constantly in need of a good prune job, like our different heathers. They have tried to keep ahead of the weeding in the gardens, this can be quite a challenge. The lawns have had all the usual work done like edging, air raking, top dressing, weed killer, and lime.

Lynwood Stump Services was called in, a couple of times to do some root grinding for us. Some of this was done at the following strata lots: #13, #29, #33, #46, #47, & #54 and by the sump area.

Dale from Curb Appeal has done a number of jobs this year for us. Dale build a walk way by the side of strata lot #46 and #47, this consisted of a Stacking Stone Wall because of the different grade level. He brought in some soil that was needed and did the planting. We also needed Dale to build an edge with wood ties, to keep the dirt in by strata lot #12 and the end of the road way. This was along the east side fence. He had to use Stacking Stones to build an edge around the soil by strata lot #11, as this was constantly washed on to the roadway. Dale worked very hard taking out our 5 older Hydrangeas at the east side of strata lot #33 and replanted them by strata lot #29. Dale has done both sides of our two entrance ways with landscape cloth and larger river rock to give it a new look. He had to do some planting here as well. Dale has done a number of planting our plants for us in different places. He picked up a *Cercis Canadensis* in Langley for us and planted it in the roundabout at the north end of our property.

I would like to thank Nola Carson who is always at my side helping me to do the work that we would like to see done. We have worked and planted a variety of different plants at the following strata lots this year. Strata Lot #2, #3, #9, #13, #29, #33, #35, #36, #44, #46, #47, #48, #51, #58, also at the roundabout, sump area, end of roadways and front entrances.

Bartlett Tree Experts, the company that was responsible for cutting down a thirty five year old Alaska weeping cedar in error, by strata lot #6, has done the planting of a *Picea Glauca Pendula* weeping white spruce. This was quite a job, completed November 22, 2019.

We will look into getting our Lawns sprayed against the grubs that the raccoons and skunk are always looking for. We also hope to clean up some of the area by our north end of the property. We will probably have to replace some more of our cedar hedges in the coming year.

Ruth Heise, Garden Committee

2020 Annual General Meeting – Ocean Park Grove

2019 Building Maintenance Overview / 2020 Proposed Building Initiatives

Building maintenance activities continued throughout the 2019 calendar year. As in the past we have been proactive in ensuring that all buildings are carefully managed and maintained. This approach ensures that we are not confronted with unexpected building expenses in future years.

As outlined below it is proposed that the current program of building maintenance continue throughout the 2020 calendar year. This involves a series of projects that will address the review and replacement of building trim components, some limited exterior building painting, the ongoing maintenance of roof drainage systems and roof inspection including moss removal. All of these initiatives are considered to be essential and therefore comprise the 2020 Budget.

1. **Building Maintenance and Repair:** This annual project is an important one and insures that all buildings are maintained to the highest standard. The condition of all buildings is critical not only in terms of structural integrity but general appearance. Both aspects will be reviewed with improvements made where required.
2. **Roof Maintenance:** The roofing throughout the complex is generally in excellent condition. Once again this year it will be treated for moss removal which is often necessary on the north sloping side of a number of buildings. Due to unusual climatic conditions during the fall of 2019 additional moss removal work is anticipated and will be conducted in early spring.
3. **Roof Gutters and Downspout Cleaning:** This ongoing task presents a challenge every year. The cleaning of both gutters and downpipes is critical to not only the roof but the condition of the buildings and grounds below. This process is frequently a function of weather conditions that have been somewhat erratic in recent months. It is also determined by the state and condition of surrounding foliage which is maturing and is continuing to grow to heights that today plague many of our roofs. Areas that require constant management include the perimeter of the property on both the west and east sides.
4. **Crawl Space Moisture Control:** Positive results continue to be received for those units that have been recently treated for elevated humidity levels in the crawl space. The treatment process has involved the application of an epoxy sealant to the entire crawl space floor effectively blocking the entry of moisture into this area. This remedy plus the management of airflow within this part of every building is critical to maintaining a healthy environment. Additional units that have detected either moisture or elevated humidity levels in a crawl space will be investigated and treated as necessary under the 2020 budget.
5. **Pest Control:** Regular inspections for the presence of pests will continue throughout 2020. Over the past few years Ocean Park Grove has not been impacted by pests as several bait stations reside within the grounds of the property. They are monitored by Care Pest & Wildlife Control on a monthly basis and appear to be working very effectively.

Brian White

Building Committee

January 15, 2019

From: Roy McKinlay
Sent:
To:
Cc:
Subject: Grounds report for AGM

As we wind down the year of 2019, the grounds budget has and will come in comfortably under the numbers originally forecast. Other than a changeover of our landscape lighting to LED, and a new installation of sprinklers just inside our front brick wall, expenditures were quite small, including our snow and ice removal. For 2020, we again are looking at minimal costs excepting another sprinkler head renovation in the upper portion of our property. Therefore, our budget for the next year will come in slightly lower than what was forecasted for 2019.

One ongoing project-to-be is our retaining wall on the west side of the property, and at the moment I would say it is currently stalled. We, however, should be able to give owners who attend the AGM an update and hopefully a schedule for a progression of work.

Regards,
Roy McKinlay
Grounds

OCEAN PARK GROVE, STRATA PLAN NW 2502

SUMMARY OF STATUS OF THE RETAINING WALL AT THE WEST SIDE OF PROPERTY

As Owners are aware a significant portion, approximately 150 ft. of the wood landscape tie retaining wall on the west side of the property has failed and will require replacement. This wall retains the Ocean Park Grove property which is higher than the neighboring property to the west. The wall section varies in height and in some areas is as high as 6-7 ft. The original wall was built concurrent with the construction of Ocean Park Grove. This wall was repaired and portions replaced in the mid-nineties in a joint effort by Ocean Park Grove and the neighbors to the west, Palisades. A 5 ft. fence is built on top of the wall and provides a visual barrier and separation from the neighboring property.

The wall failed due to factors including; age, dimension of material used, lack of independent bracing and fence construction integrated into the wall. Pressure on the fence, primarily from wind had, over time, been transmitted into the wall and the lateral movement weakened the wall section until it ultimately failed.

The section of the wall that has failed will need to be removed and replaced. Because of the height and placement of the wall, the replacement will need to be engineered, required building permits taken out with the City of Surrey and the work inspected for compliance with building plans required to be submitted to the City for such installations. Detailed drawings necessary for City permit will need to be produced for this project and cost details of the project to completion, in compliance with City requirements, will need to be finalized.

The failure of the wall also caused approximately 50 feet of fencing to fail. To prevent any possible sloughing of Ocean Park Grove land and the possible undermining of concrete patios in this area, a preliminary repair was carried in this 50 ft. area to re-establish the fence between the properties and to shore the earth in the area of the patios to prevent the possibility of undermining the patios. The work consisted of placing long fence posts in concrete and lining the inside of the fence posts with horizontal timbers to retain the earth in this area. New fence panels were then added to replace those that failed. This preliminary repair cost was approx. \$11,000.00 and has been paid for from existing strata corporation funds on hand. It is important to note that although the fence in this area has been repaired and some retaining added, and is now independent of the retaining wall, the retaining wall itself will still need to be replaced along the approx. 150ft. length.

Since the failure of the wall and during the course of 2019 there has been correspondence with the neighboring Strata Corporation, Palisades, with regard to the responsibility for carrying out this work and the associated costs. From the onset, despite several approaches, the Strata Council of Palisades has denied taking any responsibility for the wall, either work or cost. Despite a shared effort in the mid-

nineties, the current position of the Palisades Strata Corporation is that the wall was originally built by the developer for Ocean Park Grove for its benefit and accordingly they will not take any responsibility. Further, there is no registered property easement or covenant regarding the wall and also there is no indication of any non-registered agreements governing the retaining wall. The only evidence of cooperation as neighbors was communication in the mid-nineties that resulted in a shared effort between the groups to repair and improvements to the wall at that time. They have gone so far as to contact the developing company and although the original site superintendent has moved on it was stated by the developer that the original retaining wall was constructed with the construction of Ocean Park Grove. The Palisades to the west has taken the position, based on this information, they will not participate in the work or the cost of repair.

The Strata Council of Ocean Park Grove will now move forward to secure repair design consulting and are working with a contractor to quantify the work and cost and then move forward with repairs. Given the length and height of the wall as well as limited access to the repair area, based on contractor estimates it is anticipated that the cost of the repair/replacement will exceed \$100,000.00.

Council will proceed to secure consulting and quantify the repairs required and then proceed to permit and the repairs. Owners will be kept updated as to progress and cost as the project proceeds. At this time the corporation will utilize reserve funds in order to complete necessary repairs and then the financial implications of funds used will be considered by the Owners at a future general meeting as deemed necessary.

Ocean Park Grove , Strata Plan NW 2502

February 2020

Policy No. CNW 2502

Summary of Coverage

Named Insured: The Owners of Strata Plan NW 2502 Ocean Park Grove
 Additional Insured(s): Leonis Management & Consultants Ltd.
 Mailing Address: c/o Leonis Management & Consultants Ltd., 108 - 5455 152nd Street, Surrey, BC V3S 5A5
 Location Address(es): 12901 - 12981 17th Avenue, Surrey, BC V4A 1T5
 Policy Period: **May 30, 2019 to May 30, 2020** 12:01 a.m. Standard Time
 Loss Payable to: The Insured or Order in Accordance with the Strata Property Act of British Columbia
 Insurers: As Per List of Participating Insurers Attached.

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Unlimited Guaranteed Replacement Cost	\$5,000	\$20,589,000
Unlimited Additional Living Expenses	Included	Included
Water Damage	\$5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$5,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$25,000	Included
Key and Lock Replacement	Nil	\$50,000
EARTHQUAKE DEDUCTIBLE BUY DOWN		
10% to 5% deductible buy down	\$1,029,450	\$2,058,900
BLANKET EXTERIOR GLASS INSURANCE		
Residential	\$ 100	Blanket
Commercial	\$ 250	Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$ 500	\$5,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Products & Completed Operations - <i>Aggregate</i>		\$5,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>		\$5,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
Primary Policy	Nil	\$3,000,000
Cyber Security and Privacy Liability		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability - Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability - Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)		
Personal Accident Limit - Maximum Benefit - Lesser of \$500,000 or 7.5x Annual Salary		\$500,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$30,000
Broad Form Money & Securities	Nil	\$30,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$20,589,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll - 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES		
	Nil	\$50,000
TERRORISM		
	\$ 500	\$500,000

Copy To
Strata Council

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details.
Limits: 1,000,000/Legal Proceeding 1,500,000 Aggregate
Fee: 100% Retained

Retained

April 25, 2019 - E&OE

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2019 - December 2019

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	23,620.76	283,449.12	283,448.00	283,448.00
Cable Water/Sewer & Waste	5,765.20	69,187.62	69,182.00	69,182.00
Transfer from Retained Surplus	0.00	8,000.00	8,000.00	8,000.00
Interest Income - Operating	35.38	888.62	400.00	400.00
Total Operating Revenue	29,421.34	361,525.36	361,030.00	361,030.00
TOTAL REVENUE	29,421.34	361,525.36	361,030.00	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	445.00	2,866.31	3,688.00	3,688.00
Water/Sewer	0.00	21,866.76	24,300.00	24,300.00
Refuse Pick-up	1,191.75	14,301.00	13,008.00	13,008.00
Cablevision	3,079.84	34,415.88	31,874.00	31,874.00
Total Utilities	4,716.59	73,449.95	72,870.00	72,870.00
Repairs & Maintenance				
Repairs & Maintenance - General	3,371.55	34,873.35	14,250.00	14,250.00
Gutter Cleaning	693.00	2,976.75	6,000.00	6,000.00
Drain Cleaning	643.02	3,365.99	10,000.00	10,000.00
Dryer Vent Cleaning	0.00	0.00	1,000.00	1,000.00
Deck Maintenance	0.00	2,826.60	7,000.00	7,000.00
Fire Protection	0.00	411.29	600.00	600.00
Total Repairs and Maintenance	4,707.57	44,453.98	38,850.00	38,850.00
Grounds				
Snow and Ice Removal	0.00	6,415.50	8,000.00	8,000.00
Street Lights	0.00	2,755.98	2,000.00	2,000.00
Landscape Maintenance	5,488.35	64,842.21	64,100.00	64,100.00
Landscape Improvements	2,960.95	24,960.71	25,000.00	25,000.00
Irrigation System	588.00	8,498.81	12,000.00	12,000.00
Pest Control	238.88	1,329.26	1,500.00	1,500.00
Fence Maintenance	0.00	0.00	3,000.00	3,000.00
Total Grounds	9,276.18	108,802.47	115,600.00	115,600.00
Payroll Expenses				
Worksafe BC	0.00	0.00	100.00	100.00
Total Payroll Expenses	0.00	0.00	100.00	100.00
Administration				
Insurance	4,986.42	54,428.69	48,263.00	48,263.00
Insurance Valuation	0.00	0.00	600.00	600.00
Strata Management - Fees	1,405.99	16,871.88	16,872.00	16,872.00
Legal	0.00	3,808.08	4,000.00	4,000.00
Sundry Items	322.26	2,901.35	2,500.00	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	60,000.00	60,000.00	60,000.00
Total Administration	11,714.67	138,010.00	132,235.00	132,235.00
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	175.00	175.00
Gas	40.00	464.26	500.00	500.00
Janitorial	50.00	600.00	400.00	400.00
Supplies	0.00	26.85	300.00	300.00
Total Amenity Facilities	90.00	1,091.11	1,375.00	1,375.00
TOTAL DISBURSEMENTS	30,505.01	365,807.51	361,030.00	361,030.00
SURPLUS DEFICIT	-1,083.67	-4,282.15	0.00	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,
Balance Sheet

Period= December 2019
Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	6,352.19
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	385,264.32
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	435,264.32
Total Cash	442,016.51
Prepaid Insurance	24,932.06
Accounts Receivable	300.00
Total Current Assets	467,248.57
TOTAL ASSETS	467,248.57
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	60,000.00
CRF Current Year Interest	7,305.97
Total Contingency Reserve Fund	435,264.32
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	-4,282.15
Total Retained Earnings	31,984.25
TOTAL EQUITY AND FUND BALANCES	467,248.57
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	467,248.57

OCEAN PARK GROVE, STRATA PLAN NW 2502
ESTIMATED ANNUAL OPERATING AND CONTINGENCY BUDGET
FOR THE PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020

Individual monthly strata fees are based on the estimated costs listed below:

	APPROVED Budget 2020
REVENUES:	
Owner's Monthly Strata Fees	\$ 300,561.00
Cable, Water/Sewer & Waste & Recycling Removal	75,564.00
Rec. Centre Rental	
Recovery of Fines/Interest Penalties	
TRF Retained Surplus	8,000.00
Interest Income - Operating	600.00
TOTAL RECEIPTS:	\$ 384,725.00
EXPENSES:	
GENERAL:	
Insurance	\$ 59,337.00
Insurance Appraisal (year 2 of 3)	900.00
Sundry Items (Incl. General Meetings and CHOA Dues)	2,500.00
Strata Corporation Administration-Agents Fees	17,539.00
WCB Coverage	100.00
Legal Fees/Depreciation Report Fees (year 2 of 3)	5,500.00
Cablevision	36,960.00
Water & Sewer	24,300.00
Waste and Recycling Removal	14,304.00
BUILDINGS:	
General Repairs & Maintenance	16,750.00
Pest Control	1,500.00
Gutter Cleaning	6,000.00
Crawl Space/Drainage & Improvements	10,000.00
Dryer Vent Cleaning (2020)	1,500.00
GROUNDS:	
Landscaping Maintenance (Contract)	65,060.00
Landscape Improvements	25,000.00
Hydro	3,000.00
Irrigation & Catch Basin Maintenance (add irrigation zone) sump pumps	12,000.00
Street Lighting	500.00
Patio Repairs & Pressure Wash Entry Walls	3,500.00
Roadways/Curbs/Line Painting	5,000.00
Fire Hydrants	1,000.00
Fence Repairs & Replacement	2,000.00
Snow Clearing	8,000.00
RECREATION FACILITY:	
Heating Fuel/Gas	500.00
Cleaning	500.00
Fire Safety Equipment	175.00
Supplies/Social	1,300.00
Transfer to Contingency Reserve Fund	\$ 60,000.00
TOTAL DISBURSEMENTS:	\$ 384,725.00
SURPLUS/SHORTAGE FOR PERIOD	\$0.00

OCEAN PARK GROVE, STRATA PLAN NW 2502

**SUMMARY OF BUDGETED FUNDING REQUIRED BY THE OWNERS
FOR THE PERIOD JANUARY 1, 2020 - DECEMBER 31, 2020**

	BUDGET 2020	BUDGET 2019	INCREASE/ (DECREASE)
Total Estimated Operating Budget	\$ 316,725.00	\$ 293,030.00	\$ 8,060.00
Retained Surplus	8,000.00	8,000.00	(8,000.00)
OPERATING FUND TOTAL:	\$ 324,725.00	\$ 301,030.00	\$ 60.00
Contingency Reserve Fund	60,000.00	60,000.00	Nil
TOTAL BUDGET:	\$ 384,725.00	\$ 361,030.00	\$ 60.00

ESTIMATED STATUS OF THE CONTINGENCY RESERVE FUND:

Contingency Reserve Fund on Hand as at January 1, 2020	\$ 435,250.00
Add: Owners Strata Fees	60,000.00
Interest Income	4,000.00
	<hr/>
Estimated Contingency Reserve Fund on Hand as at December 31, 2020	\$ 499,250.00

REVISED

OCEAN PARK GROVE, STRATA PLAN NW 2502
SCHEDULE OF STRATA FEES FOR 2020

UNIT NUMBER	STRATA LOT	UNIT ENTITLED	JAN/20 - FEB/20 TOTAL	CABLE & TAX	WATER & SEWER	WASTE REMOVAL	MONTHLY OPERATING	MONTHLY CRF	MAR/20 - DEC/20 TOTAL
12901-1	33	201	\$ 534.26	\$ 54.56	\$ 34.91	\$ 20.92	\$ 374.31	\$ 92.05	\$ 576.75
12901-2	34	162	449.88	54.56	34.91	20.92	301.68	74.19	486.26
12901-3	35	162	449.88	54.56	34.91	20.92	301.68	74.19	486.26
12901-4	36	201	534.26	54.56	34.91	20.92	374.31	92.05	576.75
12903-1	37	172	471.52	54.56	34.91	20.92	320.31	78.77	509.47
12903-2	38	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12905-1	39	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12905-2	40	172	471.52	54.56	34.91	20.92	320.31	78.77	509.47
12909-1	41	172	471.52	54.56	34.91	20.92	320.31	78.77	509.47
12909-2	42	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12911-1	43	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12911-2	44	172	471.52	54.56	34.91	20.92	320.31	78.77	509.47
12917-1	45	172	471.52	54.56	34.91	20.92	320.31	78.77	509.47
12917-2	46	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12919-1	47	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12919-2	48	172	471.52	54.56	34.91	20.92	320.31	78.77	509.47
12923-1	49	201	534.26	54.56	34.91	20.92	374.31	92.05	576.75
12923-2	50	162	449.88	54.56	34.91	20.92	301.68	74.19	486.26
12923-3	51	163	452.05	54.56	34.91	20.92	303.55	74.65	488.59
12925-1	52	163	452.05	54.56	34.91	20.92	303.55	74.65	488.59
12925-2	53	162	449.88	54.56	34.91	20.92	301.68	74.19	486.26
12925-3	54	201	534.26	54.56	34.91	20.92	374.31	92.05	576.75
12927-1	55	201	534.26	54.56	34.91	20.92	374.31	92.05	576.75
12927-2	56	163	452.05	54.56	34.91	20.92	303.55	74.65	488.59
12937-1	1	154	432.58	54.56	34.91	20.92	286.79	70.53	467.71
12937-2	2	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12937-3	3	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12937-4	4	154	432.58	54.56	34.91	20.92	286.79	70.53	467.71
12941-1	57	201	534.26	54.56	34.91	20.92	374.31	92.05	576.75
12941-2	58	163	452.05	54.56	34.91	20.92	303.55	74.65	488.59
12945-1	5	175	478.00	54.56	34.91	20.92	325.89	80.14	516.42
12945-2	6	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12945-3	7	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12945-4	8	175	478.00	54.56	34.91	20.92	325.89	80.14	516.42
12951-1	9	171	469.35	54.56	34.91	20.92	318.44	78.31	507.14
12951-2	10	224	584.01	54.56	34.91	20.92	417.14	102.58	630.11
12951-3	11	224	584.01	54.56	34.91	20.92	417.14	102.58	630.11
12951-4	12	171	469.35	54.56	34.91	20.92	318.44	78.31	507.14
12957-1	13	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12957-2	14	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12957-3	15	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12957-4	16	177	482.33	54.56	34.91	20.92	329.62	81.06	521.07
12963-1	17	175	478.00	54.56	34.91	20.92	325.89	80.14	516.42
12963-2	18	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12963-3	19	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12963-4	20	175	478.00	54.56	34.91	20.92	325.89	80.14	516.42
12969-1	21	171	469.35	54.56	34.91	20.92	318.44	78.31	507.14
12969-2	22	224	584.01	54.56	34.91	20.92	417.14	102.58	630.11
12969-3	23	224	584.01	54.56	34.91	20.92	417.14	102.58	630.11
12969-4	24	171	469.35	54.56	34.91	20.92	318.44	78.31	507.14
12975-1	25	154	432.58	54.56	34.91	20.92	286.79	70.53	467.71
12975-2	26	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12975-3	27	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12975-4	28	154	432.58	54.56	34.91	20.92	286.79	70.53	467.71
12981-1	29	154	432.58	54.56	34.91	20.92	286.79	70.53	467.71
12981-2	30	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12981-3	31	230	597.00	54.56	34.91	20.92	428.32	105.33	644.04
12981-4	32	154	432.58	54.56	34.91	20.92	286.79	70.53	467.71
		10918	\$ 29,385.96	\$ 3,164.48	\$ 2,024.78	\$ 1,213.36	\$ 20,332.06	\$ 5,000.02	\$ 31,734.70
				x 10	x 10	x 10	x 10	x 10	x 10
			\$31,644.80	\$20,247.80	\$12,133.60	\$ 203,320.60	\$50,000.20	\$ 317,347.00	
			5,312.80	4,049.56	2,168.04	37,241.48	10,000.04	58,771.92	
			\$36,957.60	\$24,297.36	\$14,301.64	\$ 240,562.08	\$60,000.24	\$ 376,118.92	

Ocean Park Grove – NW 2502

Installation and Use of Private Camera System

- (1) An Owner, tenant or occupant must not operate a video surveillance system or security camera which captures activities outside of their strata lot unless:
 - (a) they can establish, to the satisfaction of Council, that:
 - (c) there is a need for such a system or a camera;
 - (i) the system or camera does not and cannot (due to its location) capture activities on the common property outside of a 10 ft. radius from the camera(s) location.
 - (b) they received the written permission of the Council to operate the system or camera (which permission may be revoked at any time).
- (2) Where permission is given under (1) above:
 - (a) the Council shall, on notice given pursuant to these bylaws, have the right to inspect the system or camera and all images captured by it to ensure compliance with (1)(a) above;
 - (b) the Owner, tenant or occupant shall indemnify and save harmless the Strata Corporation from all claims, demands, charges, expenses, damages and costs arising from the existence and operation of the system or camera;
 - (c) the surveillance system or camera must not have audio listening or recording capability;
 - (d) the Council shall, on notice given pursuant to these bylaws, have the right to inspect the system or camera and all images captured by it to ensure compliance with (1)(a) above;
 - (e) the Owner, tenant or occupant shall indemnify and save harmless the Strata Corporation from all claims, demands, charges, expenses, damages and costs arising from the existence and operation of the surveillance system or security camera.

October 2019



Strata insurance rates are rising.

Here's why and what strata councils and unit owners can do.

Answers to frequently asked questions.

What has changed?

Over the course of 2019, strata corporations across Canada either received notice of a premium and/or deductible increase on renewal of their building insurance policies, or were advised that they should budget for increases on their next renewal.

In B.C.'s Lower Mainland region, where an estimated half of its total 2.7 million residents live in strata-titled property, these increases are having a widespread impact. One real estate insurance brokerage advised its Vancouver strata corporation clients that they should budget for a 25%+ increase in insurance costs for 2019, possibly higher if the property had suffered losses. Some renewals have reportedly increased anywhere from 50% to 300% and the deductibles to cover claims have also increased substantially, from \$25,000 per claim to as high as \$250,000 and \$500,000; at least one building has had its deductible increased to \$750,000.

What do strata insurance policies typically cover?

The owners of individual units in the strata building all own a proportionate share of the common property. To help ensure that all owners' equity is protected, the *Strata Property Act* requires strata buildings to be insured for full replacement value of all common property, common assets, and fixtures. This includes the original construction, including finishing attached to the building. The insurance valuations must be based on recent appraisals.

Because of the ownership structure of stratas and their commercial-grade systems (plumbing, boilers, electrical, heating and ventilation), strata buildings are insured with a commercial property insurance policy, which is typically used for businesses but modified for strata property.

Strata unit owners insure their contents, plus upgrades made to the unit, under a "condo" homeowners' policy. These policies include two crucial coverages: 1) liability insurance to cover damages from losses that originate in the unit and extend to the common area or other units, and 2) coverage for a portion of the strata building's deductible in the event of a major claim.

Why are strata building insurance premiums increasing, and why is the increase so high?

For any business, when cost increases threaten to cause deficits, remedial action is needed. That is especially true for insurance: insurance companies must maintain reserves to meet the demands of future claims, and they must disclose financial information to the federal regulator, the Office of the Superintendent of Financial Institutions, to demonstrate that they are meeting its requirements.

Like other financial instruments – interest rates, for example – insurance rates are constantly being revised in reaction to market forces and emerging trends. Such is the case now with

commercial insurance in general and strata building insurance in particular. The past years of growth in B.C.'s strata-housing market created a protracted and highly competitive market where normal-level premiums were unduly suppressed. Along with housing prices and financial products, insurance rates tend to follow market cycles.

Other factors leading to strata insurance premium increases include:

The number of claims has increased. When a water failure or fire occurs in multi-unit buildings, multiple units are often affected. The result is a higher likelihood that the cost of repair will be substantial. The increasing growth in the number of strata developments, the aging of strata buildings (many date back to the 1970s and '80s) and the natural reluctance of strata owners to undertake major system upgrades until problems occur with more frequency all add up to increased insurance claims and repair costs.

If your building has a history of claims relating to water escape from system failures and/or resident activities, or it has an aging building system with a poor record of maintenance, its increased risk profile will also add pressure to the costs and levels of deductibles.

The cost of rebuilding has increased. B.C. saw real estate property values increase a few years ago. Even though government has imposed measures to cool the market down, property values remain high and construction costs in the Metro Vancouver region have risen between 7 and 15% in the past year.

The local market is affected by global losses, which are increasing. The increase in frequency and severity of fires, floods, severe storms, and earthquakes elsewhere in the world reminds us that we face a similar escalation of risks here at home.

Recent advances in technology and computer modelling are making more information available about areas that may be at higher risk of fire, flood and earthquake. This modelling technology, plus the actual insured costs of recent major Canadian losses, has allowed insurance companies (also referred to as insurers) to make more accurate evaluations of how much insurance should cost in a given area.

To keep the cost of insurance as low as possible, insurers are allowed to transfer the need to maintain reserves for catastrophic losses (those over \$25 million) to other insurance companies known as reinsurance companies. While this has the benefit of keeping premiums lower, it also makes local insurance rates vulnerable to losses that occur elsewhere in the world.

Catastrophic losses from weather-related incidents are a leading reason for current premium increases. As reported by the world's largest reinsurance company, Munich Re, 2018 was the fourth-costliest year since 1980 for insured losses. And 2017, with hurricanes Harvey, Irma and Maria, was the costliest. With major weather-related payouts occurring annually, companies are incorporating that risk into pricing because it's now the new norm.

Increasingly, smaller, regional insurers are leaving the strata-building market to the larger, national insurers, which is reducing the competitive options for strata corporations.

How does this impact owners of strata units in B.C.?

Strata unit owners should be aware of impact on the building policy and their unit policy:

If your strata corporation is faced with a substantial increase in insurance rates, the cost will

be reflected in your annual budget that determines your annual strata fees. If the deductible is dramatically increased to \$100,000, for example, it means any claims under \$100,000 are not covered by insurance and, subject to your bylaws, each owner is likely responsible for damages to their strata lot with the strata corporation responsible for the cost to repair common property.

The result is many of the repair and replacement costs that have been covered by the policy of insurance taken out by the strata corporation will now be downloaded onto the affected owners in the event of a claim.

Coverage for owner liability more important than ever. The *Strata Property Act* establishes building insurance deductibles as a common expense, but also allows the strata to sue an owner to recover the cost of repair or the deductible portion of a claim if the owner was responsible for the loss.

To save the potential legal costs of suing an owner to prove their negligence caused the loss, many stratas have passed bylaws making owners “strictly liable” for any losses that originated from their units. Review your strata bylaws: How does your strata approach this issue?

Condo policies can include coverage for this transfer of the deductible costs to owners.

If an owner is responsible for a claim (for example, their washing machine hose fails, and escaping water causes damage to other units and common areas), the owner could be responsible for the \$100,000 deductible or the full cost of repair if it is less than the deductible. *Now, more than ever, unit owners will want condo homeowner insurance that covers their liability in the event of a claim for damages to their unit, as well as the cost of a deductible or the risk of being sued by other owners if they cause a claim.*

What can your strata do to limit the risk?

Strata councils:

1. Be aware that being able to demonstrate long-term stability and a proactive approach to building maintenance will put your building in the best light and the best position for risk assessment. In these current market conditions, switching insurance brokerages or insurers may not be in your strata’s long-term best interests.
2. Review your strata’s depreciation report to ensure your strata is meeting regulatory requirements, and that the report’s recommendations are reflected in the building’s maintenance and repair plan for items that pose a risk such as roofing, water lines, and drainage systems.
3. If the strata corporation is faced with a change in insurance, dramatic increases in cost and deductibles, or the possibility of no coverage, *immediately give notice to all owners regarding the changes.* Early disclosure will help owners understand the situation, work together toward a solution. Provide the new summary of insurance as soon as it has been renewed so that owners can amend their unit coverage accordingly in a timely manner.
4. If your building fails to obtain insurance, contact a lawyer to identify determine the potential liabilities and risks for owners and council members and what next steps you should consider.
5. Repair access or building issues that may risk an injury. Address broken sidewalks, or security issues.
6. Work with owners to manage risks:

- a) Ensure that all owners have access to the water shut-off to their units so they can quickly shut the water off themselves in the event of a leak.
 - b) Verify that all units with washing machines have upgraded their hoses to braided steel. Failed rubber hoses in cramped closets and spaces are a chronic cause of water damages.
 - c) Remind owners that thanks to the soft water in the Lower Mainland they can reduce the amount of soap they use in dishwashers or washers. For later model appliances, use the high-efficiency soap that is recommended. Excess soap suds can build up and temporarily block pipes.
 - d) Owner activities, such as smoking, barbeques on balconies, balcony gas heaters, in-suite hot water tanks, and storage of flammable materials increase the risk of a fire or flood.
7. Update your bylaws: Bylaws that present a risk of human rights complaints also increase your risk. Comply with the *Strata Property Act* and enforce your bylaws. Failure to properly enforce bylaws or comply with any enactments of law can result in claims with the Civil Resolution Tribunal, the B.C. Supreme Court, or the B.C. Human Rights Tribunal. All of these increase your risk and ultimately the cost. Past decisions relating to stratas are available online (see links below.)

All owners:

- 1. The strata council and all owners should work closely with your insurance broker. Brokers are working tirelessly to place coverage for all strata corporations, but in some circumstances because of values and claims history, there may also be a limit to coverage. Invite your insurance broker to attend your annual general meeting to explain the changes to the building's insurance.
- 2. *It is imperative that you as a unit owner have proper condo insurance for your unit.* Your strata corporation is required to provide all owners with details of all building insurance policies and warranties in effect. Be sure you understand your strata building's coverage, limits, and deductibles, and how the strata council and/or your strata bylaws may apportion or assign responsibility for deductible or under-the-deductible losses. Relay those conditions to your insurance broker, who will explain your coverages and options.

Further resources

Condominium Home Owners Association of BC

<https://www.choa.bc.ca/>

Click on "Search CHOA's 1000+ Resources and use keyword "insurance"

B.C. Housing Policy Branch Guide to Strata Housing

<https://www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing>

Click on "Operating a Strata", "Finances and Insurance"

Civil Resolution Tribunal

<https://civilresolutionbc.ca/>

Click on Resources > Decisions

B.C. Human Rights Tribunal

<http://www.bchrt.bc.ca/>

Rebound

<https://www.bcbroker.ca/rebound/>

Click on "Strata"

Insurance Bureau of Canada

Industry Facts Book 2019

<http://assets.ibc.ca/Documents/Facts%20Book/Facts Book/2019/IBC-2019-Facts.pdf>

Condominium or Strata Coverage

<http://www.ibc.ca/bc/home/types-of-coverage/condominium-or-strata-coverage/>

The Insurance Brokers Association of B.C. serves as the voice of the general insurance brokerage industry in the province of British Columbia. IBABC is the primary provider of pre-licensing and continuing professional education for general insurance intermediaries in B.C. IBABC represents the interests of the public and its member brokers to government and to industry stakeholders. IBABC represents more than 900 brokerage locations employing more than 15,000 licensed brokers in approximately 140 B.C. communities, providing choice, advice and advocacy in insuring the homes, vehicles, businesses and other assets of British Columbians. For further information contact Sarah Polson, communications director, IBABC, spolson@ibabc.org, www.bcbroker.ca

LEONIS MANAGEMENT & CONSULTANTS LTD.

MEMORANDUM

TO: Ocean Park Grove/CM File

FROM: Courtney Backus

DATE: January 16th, 2020

RE: Council Meeting Minutes

Please be advised that to the best of our knowledge, there was **no Council Meeting in December 2019.**

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, November 13th, 2019 in the Clubhouse.

PRESENT:

Jamie Grantham	–	President
Bob Gillan	–	Vice President
Julie Brinded	--	Secretary
Judith Gray	–	Treasurer
Brian White	–	Buildings Committee
Ruth Heise	–	Gardening Committee

GUEST:

John Lehman	–	Leonis Management and Consultants Ltd.
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ABSENT WITH REGRETS:

Roy McKinlay	–	Grounds Committee
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The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Bob Gillan, seconded by Brian White, that the Council Meeting Minutes of September 3rd, October 9th and October 16th, 2019 be accepted as circulated, carried 6–0.

PRESIDENTS COMMENTS:

Council President Jamie Grantham noted that everyone has turned their attention to the upcoming Christmas season. December 7th has been set for the annual Ocean Park Grove Owners Christmas Party. Notice will be posted confirming details. This time of year the Strata Council is busy preparing for the Annual General Meeting to be held in January.

VICE PRESIDENTS COMMENTS:

Council Vice President Bob Gillan spoke regarding consideration of a proposed security camera /surveillance bylaw. This bylaw will govern the installation by Owners of private security cameras that gather information outside the strata lot on common property. This bylaw proposal will be on the agenda for the AGM for Owners consideration.

TREASURER'S REPORT:

Council Treasurer Judith Gray presented the Treasurer's Report advising that the October 2019 accounts are in order. It was moved by Judith Gray, seconded by Bob Gillan, that the October 2019 Financial Report be accepted as circulated, carried, 6-0.

A copy of the October 2019 financial report is attached to these Minutes for Owners' information.

COUNCIL SECRETARIES REPORT:

Reminder to Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council Members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata

Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

Council Secretary Julie Brinded reviewed correspondence received since the last Council meeting;

A letter was received from SL # 9 reporting moisture in the crawl space. This matter was referred to the Buildings Committee and will be monitored.

A letter was received from SL # 11 reporting water pooling outside the unit. This matter was referred to the Buildings Committee and drains in that area will be checked and cleared as necessary.

A letter was received from SL #12 re a gutter matter and this has since been resolved.

A second letter was received from SL # 12 thanking Council for resolving the gutter matter.

A letter was received from SL# 18 reporting a loose rattling vent cap. The venting was checked and it was discovered that the problem was not at the vent, but is at the exhaust fan itself.

A letter was received from SL # 52 re moisture on a 'B ' vent. This matter will be reviewed by the Buildings Committee.

A letter was received from SL # 53 commenting on liability in relation to the retaining wall matter. The Owner is thanked for their comments

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Ice Melt is now available for all owners for their walkways/patios/driveways, as it is every year, either in the plastic storage bin beside the tool shed or inside the clubhouse door.

There are no other expenses due for the remainder of the year in "grounds" other than potential early winter snowfall invoices, which we hope will not be the case.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Smoke Detector Testing:

Under Section 2.5 of our Strata by-laws it is required that all smoke detectors within the complex be tested and inspected. This task will be conducted on Wednesday, November 20th by Active Fire &

Safety Services between 9:00 AM and 12:00 Noon. All residents are to ensure that their units can be accessed on this date in order that the testing can be done in a timely and efficient manner.

Gutter and Downpipe Maintenance /Roof Condition:

This task is continuing although many trees are now in the final stages of losing their leaves. Until this maintenance activity is complete we will continue to monitor the state and condition of our gutters and roofs.

It has been noted recently that there is a number of roofs with an unusual build-up of moss. This has not been the case in previous years and is believed to be due to the higher amount of precipitation during September. Although much of October has been dry the cool damp evenings have encouraged growth which will be addressed in the early New Year.

Brian White
Buildings Committee

GARDENING MAINTENANCE COMMITTEE:

Morgan and Rock have been doing their normal fall garden work like, weeding, leaf clean up and light cedar pruning. We have had another one of our extra days on November the 4th. At this time we have moved one Japanese Maple from Strata Lot 43 to the north end of our road way on the right side. We hope that the Maple will survive this move as it is over thirty years old. This had to be done because it was planted right in front of the entrance to the unit, therefore interfering with any person using the main entrance. The other Maple that Morgan and Rock moved on this day was from the front entrance, to Strata Lot 24 to the opposite side of the roadway, against the east Fence by Strata Lot 29. This was a very young tree but again the wrong tree planted by an entrance to a Unit. We also had some Cotoneaster removed because they were too old for the spot.

Dale from Curb Appeal Enterprises did some work for us in October. We planted a *Cercis Canadensis* 'Hearts of Gold' at the round-about, at the North end of our Strata Property. This tree was bought in the summer from Green Acres Tree, in Langley, it is a deciduous golden leaf. We also planted a small *Sambuca* and a few *Kraemer's Red* heather in this round-about. Now we will have to see how our garden will look in the coming year. Dale removed a number of Hydrangeas from the east side of Strata Lot #33 and replanted sections of them at the south end of Strata Lot #29. Nola and Ruth helped to get this job done. We also planted a *Spruce Nest*, *Ever Fragrant Daphne*, and *Kraemer's Red Heather*, at the south side of Strata Lot #29 by the road way. We planted a number of *Dwarf English Boxwood* and Tet-a-tet daffodils on the east side of Strata Lot #33, this should finish that garden border. On the east side of Strata Lot # 45 we planted a Very dwarf *Pine*, two summer *Heather*, and *Wolly Thyme*. We planted two *Rhodos*, and three *Kalmias* at the north side of Strata Lot #28. This should finish our work in the garden for this year.

Thank you Nola for always helping me, to get the job done. Thank you to owners that are helping us in watering the New Plantings around their property; and for taking an interest in your garden area around your Unit the whole year. All this gives us a Great Looking Strata.

Please remember to turn your water supply off, to your taps for the winter.

You may put up Christmas lights in your garden from the last weekend in November till January 31, 2020.

Ruth Heise
Garden Committee

OTHER STRATA CORPORATION BUSINESS:

Replacement of Cedar Tree:

The tree replacement is tentatively scheduled for November 22nd.

Retaining Wall West Side:

This matter is ongoing at this time. Cost submission has been requested and the matter will be considered further by Council once information is received.

REMINDER RE VISITOR PARKING:

Owners are reminded to please ensure your visitors, including any trades or service vehicles, are parked only in designated visitor parking areas. Residents are ultimately responsible for the parking of their visitor's vehicles. Your attention and cooperation is appreciated.

The next meeting of Council will be held at the call of the President or otherwise will be held following the AGM which is scheduled for January 15th, 2020 at 1:30pm at St Marks Church, written notice will be sent to all Owners in due course.

There being no further business the meeting terminated at 10:30 am.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting:

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and

visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

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Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

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Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2019 - October 2019
 Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	23,620.76	236,207.60	236,207.60	283,448.00
Cable Water/Sewer & Waste	5,765.20	57,657.22	57,651.70	69,182.00
Transfer from Retained Surplus	0.00	8,000.00	6,666.70	8,000.00
Interest Income - Operating	35.58	807.12	333.30	400.00
Total Operating Revenue	<u>29,421.54</u>	<u>302,671.94</u>	<u>300,859.30</u>	<u>361,030.00</u>
TOTAL REVENUE	29,421.54	302,671.94	300,859.30	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	205.00	2,216.31	3,073.30	3,688.00
Water/Sewer	0.00	9,764.30	20,250.00	24,300.00
Refuse Pick-up	1,191.75	11,917.50	10,840.00	13,008.00
Cablevision	3,079.84	28,256.20	26,561.70	31,874.00
Total Utilities	<u>4,476.59</u>	<u>52,154.31</u>	<u>60,725.00</u>	<u>72,870.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	11,732.45	31,006.80	11,875.00	14,250.00
Gutter Cleaning	630.00	1,564.50	5,000.00	6,000.00
Drain Cleaning	0.00	2,722.97	8,333.30	10,000.00
Dryer Vent Cleaning	0.00	0.00	833.30	1,000.00
Deck Maintenance	945.00	2,826.60	5,833.30	7,000.00
Fire Protection	0.00	411.29	500.00	600.00
Total Repairs and Maintenance	<u>13,307.45</u>	<u>38,532.16</u>	<u>32,374.90</u>	<u>38,850.00</u>
Grounds				
Roadways/Walkways	-24.95	0.00	0.00	0.00
Snow and Ice Removal	0.00	6,415.50	6,666.70	8,000.00
Street Lights	0.00	2,739.08	1,666.70	2,000.00
Landscape Maintenance	5,488.35	53,708.01	53,416.70	64,100.00
Landscape Improvements	0.00	20,537.88	20,833.30	25,000.00
Irrigation System	476.70	7,910.81	10,000.00	12,000.00
Pest Control	97.13	993.25	1,250.00	1,500.00
Fence Maintenance	0.00	0.00	2,500.00	3,000.00
Total Grounds	<u>6,037.23</u>	<u>92,304.53</u>	<u>96,333.40</u>	<u>115,600.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	83.30	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>83.30</u>	<u>100.00</u>
Administration				
Insurance	4,986.42	44,455.85	40,219.20	48,263.00
Insurance Valuation	0.00	0.00	500.00	600.00
Strata Management - Fees	1,405.99	14,059.90	14,060.00	16,872.00
Legal	0.00	2,583.98	3,333.30	4,000.00
Sundry Items	85.22	2,414.04	2,083.30	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	50,000.00	50,000.00	60,000.00
Total Administration	<u>11,477.63</u>	<u>113,513.77</u>	<u>110,195.80</u>	<u>132,235.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	145.80	175.00
Gas	40.00	384.26	416.70	500.00
Janitorial	0.00	400.00	333.30	400.00
Supplies	0.00	26.85	250.00	300.00
Total Amenity Facilities	<u>40.00</u>	<u>811.11</u>	<u>1,145.80</u>	<u>1,375.00</u>
TOTAL DISBURSEMENTS	35,338.90	297,315.88	300,858.20	361,030.00
SURPLUS DEFICIT	-5,917.36	5,356.06	1.10	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,
Balance Sheet

Period= October 2019
 Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	6,017.56
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	374,138.36
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	424,138.36
Total Cash	430,555.92
Prepaid Insurance	34,904.90
Accounts Receivable	300.00
Total Current Assets	465,760.82
TOTAL ASSETS	465,760.82
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	50,000.00
CRF Current Year Interest	6,180.01
Total Contingency Reserve Fund	424,138.36
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	5,356.06
Total Retained Earnings	41,622.46
TOTAL EQUITY AND FUND BALANCES	465,760.82
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	465,760.82

OCEAN PARK GROVE DIRECTORY

- November 2019 -

12901	V4A 8T5		12941	V4A 8T6	
1	GOSLING, Phil & Sharon	604-560-0460	1	ASHDOWN, Gwen & Jim	604-531-8968
2	PENNANT, Kay	604-531-0687	2	COLMAN, Ann	604-541-8353
3	HARDING, Jean	604-531-8996	12945	V4A 8T7	
4	PALMER, Jim & Dianne	604-535-1450	1	McKINLAY, Roy & Arlene	604-538-3767
12903	V4A 8T5		2	GILLAN, MaryEllen & Bob	604-541-0488
1	ANDERS, Gary & Josie	604-542-3039	3	CRAGG, Tom & Wendy	604-538-5882
2	INTILE, Marilyn	604-531-2128	4	CRANE, Wendy & Michael	604-535-0962
12905	V4A 8T5		12951	V4A 8T7	
1	HEISE, Ruth	778-865-0600	1	ERICKSON, Ron & Maria	604-531-5993
2	BENDIKSEN, Peter & Margaret	604-535-3662	2	POSTON, Gail	604-535-3260
12909	V4A 8T7		3	GLAVIN, Helen & David	604-542-3634
1	EDMUNDS, Peter & Monika	604-560-9194	4	HAWKINS, Robert & Sandra	604-574-3498
2	BARNARD, George & Audrey	604-531-3026	12957	V4A 8T7	
12911	V4A 8T6		1	LEHMAN, Bill	604-385-1156
1	HARRIS, Winnifred	604-538-1726	2	FULLER, Richard & Eileen	604-541-1870
2	BEDFORD, John & Gabrielle	604-536-0673	3	WHITE, Brian & Kathie	604-908-4630
12917	V4A 8T2		4	MOORE, Kathleen	604-538-6731
1	SAUNDERS, Thomas & Virginia	604-535-3144	12963	V4A 8S7	
2	LEIGHTON, Frank	604-538-9192	1	ANDREWS, Gordon & Judy	604-535-3198
12919	V4A 8T2		2	GRADY-CURELL, Lori	604-961-3635
1	MELSKI, Thomas & BEAMAN, Karen	604-885-9761	3	FULLER, David & Bonnie	604-536-3937
2	DAY, George	604-817-5776	4	GRANTHAM, Jamie & Barb	604-531-3726
12923	V4A 8T2		12969	V4A 8T3	
1	FRENCH, Doug & Joy	604-538-8169	1	ZARGE, Barbara	604-531-9702
2	FRITZ, Josephien	604-535-5492	2	CARSON, John & Nola	604-542-1935
3	GRAY, Robert & Judith	604-536-6600	3	DAVISON, John & Helen	604-531-6920
12925	V4A 8S7		4	WILKINSON, Ray & Kathy	604-541-2844
1	JOBLIN, Nicholas & Jacqueline	604-551-7656	12975	V4A 8T3	
2	HOLM, Barbara & David	604-538-4778	1	RICHARDSON, Jillian	604-536-8194
3	DUNCAN, Ken & Olga	604-535-3561	2	SALT, Barry	604-536-8178
12927	V4A 8S7		3	MORRIS, Dennis & Kathy	604-531-5260
1	LIM, Beng	604-536-8766	4	ERICKSON, David & Susan	604-535-3316
2	HARRISON, Marilyn	604-560-1278	12981	V4A 8T3	
12937	V4A 8T6		1	WILLIAMS, Graham & Sharon	604-542-2444
1	HEIN, Delford & Doris	778-995-7137	2	BREUKELS, Cor & Riet	604-538-8029
2	HUBBICK, Graeme & BRINDED, Julie	604-560-0917	3	EGAN, Daniel & Dorothy	604-535-5893
3	LLOYD, Thomas & Lesley	604-541-0688	4	BRIDGEFOOT, Linda & Keith	604-538-9430
4	SCOTT, Darleen & Robert	604-385-3146			

Strata Plan NW 2502
John Lehman – Leonis Management - 604-575-5474

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, October 16th, 2019 in the Clubhouse.

PRESENT:

Bob Gillan	–	Vice President
Julie Brinded	--	Secretary
Judith Gray	–	Treasurer
Brian White	–	Buildings Committee
Ruth Heise	–	Gardening Committee

GUEST:

John Lehman	–	Leonis Management and Consultants Ltd.
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ABSENT WITH REGRETS:

Jamie Grantham	–	President
Roy McKinlay	–	Grounds Committee

The meeting was called to order at 9:30 am by Council Vice President, Bob Gillan.

MINUTES:

It was moved by Julie Brinded, seconded by Judith Gray, that the Council Meeting Minutes of September 18th, 2019 be accepted as circulated, carried 5-0.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan, advised that he had nothing to report at this time as discussion items for Council are as set out in the agenda.

TREASURER'S REPORT:

Council Treasurer Judith Gray presented the Treasurer's Report advising that the September 2019 accounts are in order. It was moved by Judith Gray, seconded by Ruth Heise, that the September 2019 Financial Report be accepted as circulated, carried, 5-0.

A copy of the September 2019 financial report is attached to these Minutes for Owners' information.

COUNCIL SECRETARIES REPORT:

Reminder to Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council Members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

A letter was received from SL #4 reporting a crack in the crawl space skim coat. The matter was referred to the Buildings Committee and the crack will be filled.

Completed assumption of liability forms regarding alterations were received from SL # 9, #39 and #50. Owners are thanked for attending to this.

A letter was received from SL #17 regarding gardening matters and was referred to the Gardening Committee for their action as necessary.

A letter was received from SL #19 regarding crawl space moisture. This was checked by the Buildings Committee and it was confirmed there is no required air circulation in the crawl space. The Owner has been advised.

A letter was received from SL #32 regarding a gardening matter. The letter was referred to the Gardening Committee for their attention and action as necessary.

A letter was received from SL#43 advising of a new mailing address. The Owner is thanked for ensuring this information is current.

A letter was received from SL #39 requesting permission to replace a back door set with a set with a window that has blinds installed within the glass panels themselves. As the request is compliant with the bylaws, it was approved by Council. The Owner will be notified.

A letter was received from SL #50 advising of lawn damage in that area from raccoons as well as a hedge issue. This matter was directed to the Gardening Committee to assess and take required action.

A letter was received from SL #52 advising of replacement of the hot water tank. The Owners are thanked for providing this information.

A letter was received from SL #53 advising of some moss on the north side roof area. The Buildings Committee advised that this area will be treated in the spring of 2020.

A letter was received from SL #54 requesting further information regarding the agreement with Shaw Cable. The Council president has provided the information.

A letter was received from SL #56 thanking Council for undertaking recent fence and ground repairs in the area of that strata lot.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Late last month, we had two sump pumps beside SL #49 and #58 serviced to ready us for the rainy season ahead. Other than having our sprinklers winterized in the coming weeks, and the cost of potential snow and ice removal in December, there are no further expenses to be paid out on behalf of the grounds budget.

To give a quick update on our west side retaining wall, as mentioned previously, work was started, and completed on a new wall and fence covering approximately 45 lineal feet. This job effectively did away with any threat of further soil erosion at the back of SL #56. We are now in the stages of making

decisions as to how we move forward on the remainder of wall that had collapsed, and hopefully working with Palisades to finalize the necessary cooperation required to complete the job. Further information will be forwarded as is appropriate.

Roy McKinlay
Grounds

BUILDINGS MAINTENANCE COMMITTEE:

Building Maintenance:

Minor building projects will be continuing over the next few months, weather permitting. Still to be completed are a few projects involving lower wood trim replacement.

Gutter and Downpipe Maintenance:

This task will be ongoing over the Fall/Winter months. As in previous years, the units requiring attention are those on the perimeter of the property in close proximity to cedar, fir and a number of deciduous trees that enjoy sharing their leaves and branches with our roofs. We are attempting to keep the downspouts clear, however, if there are any areas requiring immediate attention please advise the Building Committee.

Crawl Space Air Quality:

As suggested in the past all Owners are encouraged to keep the air within their crawl space circulating. This can be achieved by ensuring the heating ducts within this area are open at all times and the furnaces summer fan runs continuously. With cooler days now upon us the addition of warm dry air will assist in keeping humidity levels lower and the air below refreshed.

Brian S. White, Building Committee

GARDENING MAINTENANCE COMMITTEE:

As some of you have noticed, our animal friends in our neighbourhood like to play around with our lawns to their delight. Maybe next year we can apply nematodes to our lawns. We will look into this.

Morgan and Rock have been doing weeding, leaf clean up and pruning. They plan to apply lime in October. This is also the time where they mow the lawn every second week. Some of the pruning that they have done: light pruning on some of the Maples and Cedar Hedges. They have pruned some Escalonia, Nandina, Varigated Dogwood and Portugese Laurels. As our cedars are under some stress, Judd is only giving them a light pruning right now.

We are still hoping to do some landscape work in the month of October if the weather co-operates. Some of this will be done with Curb Appeal – Dale and some of it may get done with Morgan & Rock in the early part of November.

Remember this is the time that we want to clean out our annuals that we planted and enjoyed throughout the summer. I would like to thank Nola Carson for helping me in all aspects of garden work for Ocean Park Grove.

Ruth Heise, Garden Chair

OTHER STRATA CORPORATION BUSINESS:

Replacement of Cedar Tree:

A follow up will be made with Bartlett Tree Service as to when the tree will be replaced this fall.

Retaining Wall West Side:

This matter is ongoing at this time. Currently cost submission has been requested and the matter will be considered further by Council once information is received.

REMINDER RE VISITOR PARKING:

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The next meeting of Council will be held November 13th, 2019 at 9:30 am.

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Operating Revenue				
Strata Fees	23,620.76	212,586.84	212,586.84	283,448.00
Cable Water/Sewer & Waste	5,765.20	51,892.02	51,886.53	69,182.00
Transfer from Retained Surplus	0.00	8,000.00	6,000.03	8,000.00
Interest Income - Operating	45.66	771.54	299.97	400.00
Total Operating Revenue	<u>29,431.62</u>	<u>273,250.40</u>	<u>270,773.37</u>	<u>361,030.00</u>
TOTAL REVENUE	29,431.62	273,250.40	270,773.37	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	206.00	2,011.31	2,765.97	3,688.00
Water/Sewer	0.00	9,764.30	18,225.00	24,300.00
Refuse Pick-up	1,191.75	10,725.75	9,756.00	13,008.00
Cablevision	3,079.84	25,176.36	23,905.53	31,874.00
Total Utilities	<u>4,477.59</u>	<u>47,677.72</u>	<u>54,652.50</u>	<u>72,870.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	4,305.00	19,274.35	10,687.50	14,250.00
Gutter Cleaning	0.00	934.50	4,500.00	6,000.00
Drain Cleaning	0.00	2,722.97	7,499.97	10,000.00
Dryer Vent Cleaning	0.00	0.00	749.97	1,000.00
Deck Maintenance	0.00	1,881.60	5,249.97	7,000.00
Fire Protection	411.29	411.29	450.00	600.00
Total Repairs and Maintenance	<u>4,716.29</u>	<u>25,224.71</u>	<u>29,137.41</u>	<u>38,850.00</u>
Grounds				
Roadways/Walkways	24.95	24.95	0.00	0.00
Snow and Ice Removal	0.00	6,415.50	6,000.03	8,000.00
Street Lights	0.00	2,739.08	1,500.03	2,000.00
Landscape Maintenance	5,488.36	48,219.66	48,075.03	64,100.00
Landscape Improvements	261.15	20,537.88	18,749.97	25,000.00
Irrigation System	34.50	7,434.11	9,000.00	12,000.00
Pest Control	108.88	896.12	1,125.00	1,500.00
Fence Maintenance	0.00	0.00	2,250.00	3,000.00
Total Grounds	<u>5,917.84</u>	<u>86,267.30</u>	<u>86,700.06</u>	<u>115,600.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	74.97	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>74.97</u>	<u>100.00</u>
Administration				
Insurance	4,986.42	39,469.43	36,197.28	48,263.00
Insurance Valuation	0.00	0.00	450.00	600.00
Strata Management - Fees	1,405.99	12,653.91	12,654.00	16,872.00
Legal	1,046.60	2,583.98	2,999.97	4,000.00
Sundry Items	139.96	2,328.82	1,874.97	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	45,000.00	45,000.00	60,000.00
Total Administration	<u>12,578.97</u>	<u>102,036.14</u>	<u>99,176.22</u>	<u>132,235.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	131.22	175.00
Gas	40.00	344.26	375.03	500.00
Janitorial	100.00	400.00	299.97	400.00
Supplies	0.00	26.85	225.00	300.00
Total Amenity Facilities	<u>140.00</u>	<u>771.11</u>	<u>1,031.22</u>	<u>1,375.00</u>
TOTAL DISBURSEMENTS	27,830.69	261,976.98	270,772.38	361,030.00
SURPLUS DEFICIT	1,600.93	11,273.42	0.99	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,
Balance Sheet

Period= September 2019
 Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	6,948.50
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	368,568.63
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	418,568.63
Total Cash	425,917.13
Prepaid Insurance	39,891.32
Accounts Receivable	300.00
Total Current Assets	466,108.45
TOTAL ASSETS	466,108.45
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	45,000.00
CRF Current Year Interest	5,610.28
Total Contingency Reserve Fund	418,568.63
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	11,273.42
Total Retained Earnings	47,539.82
TOTAL EQUITY AND FUND BALANCES	466,108.45
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	466,108.45

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Tuesday, September 3rd, 2019 in the Clubhouse.

PRESENT:

Jamie Grantham	–	President
Bob Gillan	–	Vice President
Julie Brinded	--	Secretary
Judith Gray	–	Treasurer
Roy McKinlay	–	Grounds Committee
Brian White	–	Buildings Committee
Ruth Heise	–	Gardening Committee

GUESTS:

John Lehman	–	Leonis Management and Consultants Ltd.
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The meeting was called to order at 4:00pm by Council President, Jamie Grantham.

WAIVING NOTICE OF MEETING;

Council agreed that notice of meeting be waived. The meeting was called on short notice to discuss a scope of work and cost submission received for work along the West property line required to stabilize the earth in an area and prevent erosion, and to establish new fence posts and repair sections of fence damaged last year due to age and soil erosion.

MINUTES:

It was agreed that the consideration and disposing of meeting minutes be waived to the next regular meeting of Council..

CONSIDERATION OF SCOPE OF WORK TO STABILIZE CRITICAL AREA OF EARTH ALONG WEST PROPERTY LINE AND REPAIR FENCE IN THAT AREA;

It was moved by Bob Gillan, seconded by Ruth Heise that Council agree to proceed with a scope of work to stabilize the earth at a critical area of the west property line and repair and replace sections of fencing in order to re-establish the continuous perimeter fencing in that area and prevent any erosion, at an estimated cost of \$11,000.00, carried 7-0.

Direction will be given to the contractor accordingly and the work carried out as soon as possible.

There being no further business, the meeting adjourned at 4:45pm.

The next meeting of Council will be held September 18th at 9:30am.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting:

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

LEONIS MANAGEMENT & CONSULTANTS LTD.

M E M O R A N D U M

TO: Ocean Park Grove/CM File

FROM: Courtney Backus

DATE: September 19, 2019

RE: Council Meeting Minutes

Please be advised that to the best of our knowledge, there was **no Council Meeting in August 2019.**

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, July 31st, 2019 in the Clubhouse.

<u>PRESENT:</u>	Jamie Grantham	–	President
	Bob Gillan	–	Vice President
	Julie Brinded	--	Secretary
	Roy McKinlay	–	Grounds Committee
	Brian White	–	Buildings Committee
	Ruth Heise	–	Gardening Committee
<u>GUESTS:</u>	John Lehman	–	Leonis Management and Consultants Ltd.
	One Owner as an Observer		
<u>ABSENT WITH REGRETS:</u>	Judith Gray	–	Treasurer

The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

A correction was noted to the previous council minutes. The date of the meeting was June 12th, 2019. It was then moved by Brian White, seconded by Jamie Grantham , that the Council Meeting minutes of June 12th, 2019 be accepted as circulated and corrected, carried 6–0.

PRESIDENTS COMMENTS:

Jamie Grantham expressed his thanks to Council Members for their continued hard work on behalf of the Owners. He expressed his best wishes for a nice summer for Residents of the Ocean Park Grove Community.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan commented that he has experienced a growing number of wasps in the area as a result of the consistently warm and dry weather. A product called ‘ Get Lost Wasp’ is available in local stores and is a simulated wasp nest that can be hung in a tree or from an eave. As wasps are territorial, they avoid the area thinking that another wasp nest is present.

TREASURER’S REPORT:

As Council Treasurer, Judith Gray, was absent from the meeting, on her behalf Roy McKinlay presented the treasurers report advising that the June 2019 accounts are in order. It was moved by Roy McKinlay, seconded by Jamie Grantham that the June 2019 financial report be accepted as circulated, carried, 6-0.

Copy of the June 2019 financial report is attached to these minutes for Owners information.

COUNCIL SECRETARIES REPORT:

Reminder to Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

A letter was received fr. SL #22 re a landscape request, this matter has been resolved.

A letter was received fr. SL #31 re drainage issues experienced. This matter is in progress and will be resolved.

A letter was received fr. SL #53 re various maintenance items. These issues are being administered to completion by the Committees.

A completed emergency contact form was received fr. SL #9. The Owner is thanked for keeping this information current with the Strata Corporation.

A letter was received fr. SL#27 re various landscape maintenance related items. The Gardening Committee advised these matters are in progress.

A letter was received fr. SL #9 requesting permission re alterations in the strata lot. As the request is compliant with the bylaws, permission is granted and the Owner will be notified.

A letter was received fr. SL #47 advising of a change of address and that the strata lot is listed for sale. The Owners are thanked for this information.

A letter was received fr. SL #57 thanking te Gardening Committee and in particular Nola Carson and Ruth Heise for their continued efforts on behalf of Owners. The Owners also thank Jim Palmer for his efforts in distribution of Block Watch news. The Owners reported a trim board requiring attention and this has been dealt with. The Owners also expressed concern for a maple tree growing on a neighboring property and roots growing onto Ocean Park Grove property. The tree in question has been reviewed and the roots are not considered to be a problem.

A letter was received fr. SL #11 re the trimming of a hedge. This matter will be attended to by the Gardening Committee.

A letter was received fr. SL #34 re pruning a shrub and this has been done.

A letter was received fr. SL #54 re the clearing of the rear patio following gardening work. This matter has been dealt with.

A letter was received fr. SL #50 advising of a paint repair carried out within the strata lot adjacent to an outside wall. The Owner provided this information for reference for the strata corporation for future and is thanked for doing so.

A letter was received fr. SL #14 requesting a sprinkler adjustment and this has been done.

A letter was received fr. SL #33 re various items. A wasp nest has been treated. The Owner has been directed to treat ants as required. A sprinkler adjustment has been carried out. A question re hydro consumption has been answered.

A letter was received from an Owner in response to a letter sent re the use of a leaf blower. The Owner apologized for the disturbance and advised why the use of the blower is necessary in their circumstances. The Owners asked Council for their input into the matter. Council suggests that if the Owner requires using the blower, that they use it at the same time the gardeners are on site and using their power equipment during the same time period. Council will also speak to the gardeners to ensure the area in question is also kept clear of gardening debris.

A letter was received from SL #16 re two matters. First, council will review the attic space as it deems necessary in the repair and maintenance of common property and will do so under advisement to the Owner. Second, small gaps between a door and the frame leading into a garages is common and the Owner is welcome to add any insulation to the inside of the door or frame as they see fit. As well, a reported flange attached to the door is not an integral part of the door itself and is also subject to wear and tear by residents from use. The Owner is directed to replace the insulating flange as they see fit and as required to meet their needs.

A letter was received fr. SL #1 reporting they have replaced the hot water tank in the strata lot. The Owner is thanked for this information.

A letter was received fr. SL #1 requesting tree trimming and the request was turned over to the Gardening Committee for their attention as they see fit.

A letter was received fr. SL #34 re a hedge that requires attention. This item is in progress and will form part of other remedial work being carried out.

A letter was received from SL #31 re crawl space humidity. The letter was turned over to the Buildings Committee and investigated. This unit is on the list for crawl space remediation and this will be carried out in due course.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Fraser Valley Fire will be in the complex on August 6 to do our annual servicing of fire hydrants and clubhouse fire safety equipment. Other than this work, there is no other news to report for ongoing grounds projects. However, we do still have our retaining wall situation on the west side in a stalled position as we continue to wait for our neighbours (Palisades) to come to the table to hopefully cost share on the rebuild with us. The wall has now been down close to nine months, but at the moment

none of our owners except one (MarilynHarrison) are affected in either a physical or visual way. I would like to, on behalf of the strata council, thank Marilyn for her patience and willingness to put up with the temporary fencing at the back of her property as, at this moment we await the next move from Palisades. Because a number of Palisades property owners are affected by the visuals of this fallen wall, we are hoping for something positive from them so we can initiate the reconstruction.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Building Maintenance

A number of building maintenance projects as outlined in the previous Strata Council Meeting minutes are now in progress and will be continuing over the next two months. This includes a number of trim component replacements in addition to the relocation of select roof downpipes that have been the cause for flooding in garage areas.

Archway stucco cleaning has been completed for three units on a trial basis. Due to the success of this project, which includes some minor paint touch-up, it is being proposed that a number of units have the arch ways cleaned and painted where necessary throughout the Summer. The completion of this task will enable us to defer the painting of the main buildings for a number of years as most of the existing paint is still in excellent condition.

Crawl Space Remediation – 2019

The one unit to be treated this year was recently inspected by the contractor, Roaron Construction. It was found to have extensive damp areas in the southwest corner of the crawl space making it unsuitable for epoxy sealing at this time. Further investigation was required and included a complete inspection of both the front and rear perimeter drains of the unit building (4 units) to ensure there were no blockages. On the east side of the building the perimeter drain was found to be completely blocked preventing any water from draining away from the foundation of the subject unit. The perimeter drain pipe was cleared, flushed and tested and is now working as intended. In mid-August the unit will be re-inspected including a moisture test to ensure the crawl space floor is suitable for the planned epoxy sealing.

Brian S. White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

Our Gardens look lovely. Morgan and Rock Crew keep looking after our lawns in keeping them trimmed and cut, as well as applying fertilizer. They have been doing a lot of pruning of our bushes which is always ongoing. Judd has started to do selective pruning of our Rhodos. We are trying to keep up to the requests of our owners, where they want bushes and hedges cut back, this should happen when it is the right time to do.

Between Strata Lot # 46 and 47 we are finished with planting of Rhodos and Cedars as a divider between the two Units. Dale from Curb Appeal built the small retaining wall that was needed here, as well as a walk way on both sides, so owners have easy access to the back of their Unit. It looks very nice.

In the gardens at Ocean Park Grove we have a number of plants that should not be there as they VERY INVASIVE. Any flower that is left to go into seeds will give us hundreds of little ones when they germinate. These flowers and ground covers have created a large MESS in the garden. They creep right in with the root system of our bushes and hedges and are impossible to get out. This has been left to thrive this way for a number of years. We need to get rid of these. Here is a list of some of them. We would like to make sure that Owners do not plant them in the garden, if you really want them then please plant them into a pot or container. Do not let them go to seed, where the wind can blow them into the garden.

California Poppy, Creeping Jenny, Goutweed also known as Bishop's weed, Lamb's Ears, Columbine, False Chamomile, Lamium, Ladies Mantel, Blue Bells, Grape Hyacinth, Lily of the Valley, Digitalis-Foxglove, Nettle family.

Please make sure that you or a friend will give water to the bushes or hedges that are around your Unit. We do lose plants due to lack of water. Our sprinklers do not supply water to a number of bushes. I will include a picture as to what happens when plants do not get water. The photo is attached to the end of these minutes.

Thank you to owners that so faithfully work around your Unit and some other areas. Thank you to Nola Carson for helping me, work around a number of different areas at Ocean Park Grove.

Submitted by: Ruth Heise, Garden Chair

OTHER STRATA CORPORATION BUSINESS:

Replacement of Cedar Tree:

A follow up will be made with Bartlett Tree Service as to when the tree will be replaced in the fall of 2019.

Retaining Wall West Side:

Correspondence has been sent to the Palisades Strata Corporation by Legal Counsel for Ocean Park Grove insisting that Palisades share responsibility for replacement of the collapsed portion of the wall. Once reply is received, it will be forwarded to Council for consideration.

REMINDER RE VISITOR PARKING:

Owners are reminded to please ensure your visitors, including any trades or service vehicles, are parked only in designated visitor parking areas. Residents are ultimately responsible for the parking of their visitor's vehicles. Your attention and cooperation is appreciated.

The next meeting of Council will be held September 18th, 2019 at 9:30am

There being no further business the meeting terminated at 10:30am

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Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2019 - June 2019

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	23,620.76	141,724.56	141,724.56	283,448.00
Cable Water/Sewer & Waste	5,765.20	34,596.42	34,591.02	69,182.00
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Interest Income - Operating	114.75	571.53	199.98	400.00
Total Operating Revenue	<u>29,500.71</u>	<u>184,892.51</u>	<u>180,515.58</u>	<u>361,030.00</u>
TOTAL REVENUE	29,500.71	184,892.51	180,515.58	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	427.31	1,363.31	1,843.98	3,688.00
Water/Sewer	0.00	5,355.70	12,150.00	24,300.00
Refuse Pick-up	1,191.75	7,150.50	6,504.00	13,008.00
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Repairs & Maintenance				
Repairs & Maintenance - General	23.50	12,606.85	7,125.00	14,250.00
Gutter Cleaning	0.00	934.50	3,000.00	6,000.00
Drain Cleaning	0.00	2,105.25	4,999.98	10,000.00
Dryer Vent Cleaning	0.00	0.00	499.98	1,000.00
Deck Maintenance	1,881.60	1,881.60	3,499.98	7,000.00
Fire Protection	0.00	0.00	300.00	600.00
Total Repairs and Maintenance	<u>1,905.10</u>	<u>17,528.20</u>	<u>19,424.94</u>	<u>38,850.00</u>
Grounds				
Snow and Ice Removal	0.00	6,415.50	4,000.02	8,000.00
Street Lights	0.00	2,739.08	1,000.02	2,000.00
Landscape Maintenance	5,341.42	32,048.52	32,050.02	64,100.00
Landscape Improvements	4,034.93	13,466.56	12,499.98	25,000.00
Irrigation System	0.00	1,741.16	6,000.00	12,000.00
Pest Control	107.33	592.98	750.00	1,500.00
Fence Maintenance	0.00	0.00	1,500.00	3,000.00
Total Grounds	<u>9,483.68</u>	<u>57,003.80</u>	<u>57,800.04</u>	<u>115,600.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	49.98	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>49.98</u>	<u>100.00</u>
Administration				
Insurance	4,986.42	24,510.17	24,131.52	48,263.00
Insurance Valuation	0.00	0.00	300.00	600.00
Strata Management - Fees	1,405.99	8,435.94	8,436.00	16,872.00
Legal	0.00	1,055.11	1,999.98	4,000.00
Sundry Items	223.76	1,630.10	1,249.98	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	30,000.00	30,000.00	60,000.00
Total Administration	<u>11,616.17</u>	<u>65,631.32</u>	<u>66,117.48</u>	<u>132,235.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	87.48	175.00
Gas	40.00	224.26	250.02	500.00
Janitorial	100.00	250.00	199.98	400.00
Supplies	0.00	0.00	150.00	300.00
Total Amenity Facilities	<u>140.00</u>	<u>474.26</u>	<u>687.48</u>	<u>1,375.00</u>
TOTAL DISBURSEMENTS	27,420.15	170,443.93	180,514.92	361,030.00
SURPLUS DEFICIT	2,080.56	14,448.58	0.66	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= June 2019

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	35,525.08
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	351,408.00
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>401,408.00</u>
Total Cash	437,333.08
Prepaid Insurance	54,850.58
Accounts Receivable	300.00
Total Current Assets	<u>492,483.66</u>
TOTAL ASSETS	<u>492,483.66</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
LIABILITIES	
Current Liabilities	
Strata Fees Received in Advance	469.35
Accounts Payable	39,891.33
Total Current Liabilities	<u>40,360.68</u>
TOTAL LIABILITIES	<u>40,360.68</u>
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	30,000.00
CRF Current Year Interest	3,449.65
Total Contingency Reserve Fund	<u>401,408.00</u>
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	14,448.58
Total Retained Earnings	<u>50,714.98</u>
TOTAL EQUITY AND FUND BALANCES	<u>452,122.98</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>492,483.66</u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, June 11th, 2019 in the Clubhouse.

PRESENT:

Jamie Grantham	–	President
Bob Gillan	–	Vice President
Julie Brinded	--	Secretary
Judith Gray	–	Treasurer
Brian White	–	Buildings Committee
Ruth Heise	–	Gardening Committee

GUESTS:

John Lehman	–	Leonis Management and Consultants Ltd.
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ABSENT WITH REGRETS:

Roy McKinlay	–	Grounds Committee
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The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Brian White, seconded by Judith Gray, that the Council Meeting minutes of May 9th, 2019 be accepted as circulated, carried 6–0.

PRESIDENTS COMMENTS:

Jamie Grantham expressed his thanks to Council Members for their continued hard work on behalf of the Owners. He expressed his best wishes for a nice summer for Residents of the Ocean Park Grove Community.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan advised he no comments at this time.

TREASURER'S REPORT:

Council Treasurer, Judith Gray advised that the May 2019 accounts were in order.

During discussion of the report it was noted that there are still at this time tree deposits on file with the City of Surrey that will eventually have to be recovered, these will be confirmed.

It was moved by Judith Gray, seconded by Brian White, that the May 2019 financial report be accepted as presented, carried 6-0.

Copy of the May 2019 financial report is attached to these minutes for Owners information.

COUNCIL SECRETARIES REPORT:

Reminder to Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

A letter was received fr. SL #14 re a sprinkler system adjustment and this has been completed.

A letter was received fr. SL #52 re some soft wood observed on the outside of the building. The Buildings Committee will view this and make necessary repair.

A letter was received fr. SL #18 advising of vacation dates. The Owner is thanked for this information.

A letter was received fr. SL #27 regarding a hole noticed in a trim board on the outside of the unit. The Buildings Committee will inspect and make necessary repairs.

A letter was received fr. SL# 27 re pruning of a tree and this has been done.

A letter was received fr. SL #45 regarding drainage and this will be looked into and any necessary repairs undertaken.

A letter was received fr. SL #20 requesting permission for alteration in the form of adding an awning at the rear patio area. The request is compliant with the bylaws and was approved. The Owner will be notified.

A letter was received fr. SL #16 requesting a photinia shrub be removed. The shrub has been reviewed and will not be removed.

A letter was received fr. SL #23 advising of a dead bush. The bush has been removed.

A letter was received fr. SL #50 regarding pruning some rhododendron shrubs. The Gardening Committee will review this matter and take any necessary action.

A letter was received fr. SL #54 re three matters; 1. The Owner wished to thank the gardeners and Ruth Heise and Nola Carson for their efforts. The Owner also advised of an area where they feel the gardens are in need of a little more attention and this will be reviewed by the committee. 2. The Owner enquired re a window washing company and Judith Gray will pass along information in this regard. 3. The Owners asked if the Strata Corporation will be carrying out a large item pick up this year. Council confirmed that the Strata Corporation will not be carrying out a large item pick up as there is no budget to do so.

A letter was received fr. SL #4 reporting a crack in the skim coat of the crawl space. This matter will be reviewed by the Buildings Committee.

Assumption of liability forms were submitted by Owners of strata lots #17 and #30, with thanks to the the Owners.

A letter was received fr. SL #42 and also signed by four other Owners requesting Council discontinue the cable TV service agreement with Shaw Cable and reduce strata fees accordingly. The letter went onto say that TV coverage is available in many formats and Owners could then choose to stay with Shaw individually or use one of many alternatives. Council discussed the matter and confirmed that the Strata Corporation will remain in a service agreement with Shaw Cable Systems going forward. Enquiries were made and it was confirmed that Telus does not offer a bulk agreement option. Council also heard from other Owners that they were satisfied with the service and price Shaw offers and would like to see the service remain as currently offered.

A letter was received from an Owner regarding the use of a leaf blower for an extended period of time recently to the disturbance of neighbors. It was confirmed by Council that such instances are a contravention of bylaw 3.0 in that the use of the blower for such a lengthy time created a nuisance, unreasonable noise and unreasonably interferes with the rights of other persons to use and enjoy the common property. A bylaw complaint letter will be sent to the Owner concerned.

Reminder to Owners and Residents :

Please be aware of the use of leaf blowers and other noise producing equipment when on the common property for extended periods is considered nuisance under the bylaws. Please be conscious of noise this equipment produces when in use. Your cooperation is appreciated.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Serious cracks in either patios or sidewalks of Owners have now been rectified during the last week. We will continue to observe for any areas of concern, especially safety issues, and these will be dealt with in 2020. The front west side of the property has now had 3 zones of sprinkler heads installed which hopefully means that this area will not burn up from the upcoming summer dryness. Also, new heads were installed on the sprinklers along the whole front boulevard, with a boost in water pressure, which should help in keeping this area greener than in the past. The above should be the end of any large expenses for grounds for the remainder of the year, except of course, any major snowfalls in the months of November and December.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Building Maintenance

A number of building maintenance projects will be commencing during the latter part of June. All projects will be undertaken by Dale from Curb Appeal and will include the following:

- Replacement of lower trim boards for a number of units,
- Rear divider wall repair and general maintenance,
- Gutter drain relocation on select units to prevent driveway/garage flooding,
- Fence and border replacement between two units,
- Roof downpipe inspection and reconnection where required.
- Archway stucco cleaning including paint touch up if necessary for select units.

Crawl Space Remediation – 2019

The one crawl space to be remediated this year will be initially inspected by the contractor (Roaron Construction) in mid-June. This initial task will ensure the unit is fully accessible and thereby capable of being completely sealed using the prescribed epoxy material. Subject to suitability this project will be scheduled for completion during the month of July.

At the time of the above initial inspection all other units recently remediated will also be inspected. The intent is to ensure the sealing process has been effective in lowering crawl space humidity to acceptable levels.

Brian S. White
Building Committee

June 7, 2019

GARDENING MAINTENANCE COMMITTEE:

I hope you are all enjoying this lovely sunshine that we are getting these days. Your Garden is in GREAT NEED OF WATER FROM YOU. We have a great number of Areas where it is up to OWNERS to give the plants water, the Sprinkler often only waters the Grass Areas. If you can water your Garden once a week that would be great and the plants will love you for it.

Morgan and Rock have been working hard to get more pruning done and weeding. We had our third extra day this last Monday, June 11. This was mostly just to remove dead plants. They removed some Rhodos, and Azaleas that were just struggling. In some cases these plants had nearly half of the root ball sitting above ground level, which is too bad because they dry out in no time and can't get any nourishment to grow. We had some old heathers removed and junipers.

In May we had Lynnwood Stump Services do some stump grinding for us two times. Nola and I have been working in planting new bushes in a number of different areas. Everyone has really noticed the pink dogwood near the road way by Strata Lot 13. In a couple of years we shall be able to enjoy a few more of these trees on the grounds. As we have four planted this year. We added a number of different Rhodos, Azaleas, Pieris, Kalmia, Ever Fragrant Daphne, and Ferns. Plus a few plants for Rock Gardens.

The New Look for our Two Entrances has added a New Flair to Ocean Park Grove. Thank You to Nola for working beside me at all times. Thank You to ALL owners that help to look after their gardens around their Unit. Thank you to Morgan and Rock Crew and Lynnwood Stump Services as well as Curb Appeal who have all contributed to make Ocean Park Grove look good.

Submitted by: Ruth Heise, Garden Chair

OTHER STRATA CORPORATION BUSINESS:

Replacement of Cedar Tree:

A follow up will be made with Bartlett Tree Service as to when the tree will be replaced, likely fall 2019.

Retaining Wall West Side:

Correspondence has been sent to the Palisades Strata Corporation by Legal Counsel for Ocean Park Grove insisting that Palisades share responsibility for replacement of the collapsed portion of the wall. Once reply is received, it will be forwarded to Council for consideration.

REMINDER RE VISITOR PARKING:

Owners are reminded to please ensure your visitors, including any trades or service vehicles, are parked only in designated visitor parking areas. Residents are ultimately responsible for the parking of their visitor's vehicles. Your attention and cooperation is appreciated.

The next meeting of Council will be held July 24th, 2019 at 9:30am

There being no further business the meeting terminated at 10:30am

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting:

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and

visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC**

Budget Comparison

Period From January 2019 - May 2019

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	23,620.76	118,103.80	118,103.80	283,448.00
Cable Water/Sewer & Waste	5,765.20	28,831.22	28,825.85	69,182.00
Transfer from Retained Surplus	0.00	8,000.00	3,333.35	8,000.00
Interest Income - Operating	119.39	456.78	166.65	400.00
Total Operating Revenue	<u>29,505.35</u>	<u>155,391.80</u>	<u>150,429.65</u>	<u>361,030.00</u>
TOTAL REVENUE	29,505.35	155,391.80	150,429.65	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	0.00	936.00	1,536.65	3,688.00
Water/Sewer	0.00	5,355.70	10,125.00	24,300.00
Refuse Pick-up	1,191.75	5,958.75	5,420.00	13,008.00
Cablevision	2,656.14	13,280.70	13,280.85	31,874.00
Total Utilities	<u>3,847.89</u>	<u>25,531.15</u>	<u>30,362.50</u>	<u>72,870.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	3,412.50	12,583.35	5,937.50	14,250.00
Gutter Cleaning	0.00	934.50	2,500.00	6,000.00
Drain Cleaning	0.00	2,105.25	4,166.65	10,000.00
Dryer Vent Cleaning	0.00	0.00	416.65	1,000.00
Deck Maintenance	0.00	0.00	2,916.65	7,000.00
Fire Protection	0.00	0.00	250.00	600.00
Total Repairs and Maintenance	<u>3,412.50</u>	<u>15,623.10</u>	<u>16,187.45</u>	<u>38,850.00</u>
Grounds				
Snow and Ice Removal	0.00	6,415.50	3,333.35	8,000.00
Street Lights	0.00	2,739.08	833.35	2,000.00
Landscape Maintenance	5,341.42	26,707.10	26,708.35	64,100.00
Landscape Improvements	6,291.29	9,431.63	10,416.65	25,000.00
Irrigation System	1,741.16	1,741.16	5,000.00	12,000.00
Pest Control	97.13	485.65	625.00	1,500.00
Fence Maintenance	0.00	0.00	1,250.00	3,000.00
Total Grounds	<u>13,471.00</u>	<u>47,520.12</u>	<u>48,166.70</u>	<u>115,600.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	41.65	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>41.65</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	19,523.75	20,109.60	48,263.00
Insurance Valuation	0.00	0.00	250.00	600.00
Strata Management - Fees	1,405.99	7,029.95	7,030.00	16,872.00
Legal	1,055.11	1,055.11	1,666.65	4,000.00
Sundry Items	87.19	1,406.34	1,041.65	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	25,000.00	25,000.00	60,000.00
Total Administration	<u>11,453.04</u>	<u>54,015.15</u>	<u>55,097.90</u>	<u>132,235.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	72.90	175.00
Gas	40.00	184.26	208.35	500.00
Janitorial	0.00	150.00	166.65	400.00
Supplies	0.00	0.00	125.00	300.00
Total Amenity Facilities	<u>40.00</u>	<u>334.26</u>	<u>572.90</u>	<u>1,375.00</u>
TOTAL DISBURSEMENTS	32,224.43	143,023.78	150,429.10	361,030.00
SURPLUS DEFICIT	<u>-2,719.08</u>	<u>12,368.02</u>	<u>0.55</u>	<u>0.00</u>

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= May 2019

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	47,934.42
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	345,874.69
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>395,874.69</u>
Total Cash	<u>444,209.11</u>
Accounts Receivable	300.00
Total Current Assets	<u>444,509.11</u>
TOTAL ASSETS	<u>444,509.11</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	25,000.00
CRF Current Year Interest	2,916.34
Total Contingency Reserve Fund	<u>395,874.69</u>
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	12,368.02
Total Retained Earnings	<u>48,634.42</u>
TOTAL EQUITY AND FUND BALANCES	<u>444,509.11</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>444,509.11</u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Thursday, May 9th, 2019 in the Clubhouse.

PRESENT:

Jamie Grantham	–	President
Bob Gillan	–	Vice President
Julie Brinded	–	Secretary
Judith Gray	–	Treasurer
Brian White	–	Buildings Committee
Roy McKinlay	–	Grounds Committee
Ruth Heise	–	Gardening Committee

GUESTS:

John Lehman	–	Leonis Management and Consultants Ltd.
Two Owners	–	Observers

The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Brian White, seconded by Judith Gray, that the Council Meeting minutes of April 11th, 2019 be accepted as circulated, carried 7–0.

PRESIDENTS COMMENTS:

Jamie Grantham expressed his thanks on behalf of Council and the Owners to the members of Gardening Committee and the Social Committee for their continued efforts on behalf of the Ocean Park Grove Community. Mr Grantham also wished to remind Owners to please take the time to read the Council Meeting minutes when they are received so that everyone is up to date with the administration of Ocean Park Grove .

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan wished to remind Owners that they are free to choose their own service provider for cable television service other than Shaw Cable, however, Owners must also understand that they cannot abate strata fees that include basic bulk cable services provided to the strata corporation by Shaw Cable.

TREASURER’S REPORT:

Council Treasurer, Judith Gray advised that the April 2019 accounts were in order. It was moved by Judith Gray, seconded by Bob Gillan that the April 2019 financial report be accepted as presented, carried 7-0.

Copy of the April 2019 financial report is attached to these minutes for Owners information.

COUNCIL SECRETARIES REPORT:

Reminder to Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

A letter was received fr. SL # 2 requesting permission to have extended visitor parking privileges for guests for 1 week commencing June 15th. Permission is granted.

A letter was received fr. SL# 2 requesting permission to plant 3 spirea. Permission was granted.

A letter was received fr. SL#17 requesting permission for minor landscape alterations. Permission was granted. The Owners also requested permission for alteration in the form of removing an existing light at the rear of the strata lot and replacing it with up to 4 recessed pot lights in the soffit. Permission was granted.

A letter was received fr. SL#33 requesting permission for minor electrical updates to the interior of the strata lot consisting of adding recessed lighting, ceiling fans and timers. Permission was granted.

An assumption of liability form was received from SL #28 for alterations approved previously. The Owner is thanked for returning this form.

A letter was received fr. SL #12 requesting access to a utilities room for a Telus technician. Access arrangements were completed.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Roy McKinlay advised Sprinklers were being installed in the next two weeks. Two ump pumps will be serviced in the next 4 to 5 weeks to ensure they are ready for the fall.

BUILDINGS MAINTENANCE COMMITTEE:

Crawl Spaces - Lowering Humidity Levels – May Update

Three units have now been checked for elevated humidity levels within the crawl space. This process has been conducted over the past few months with results indicating that only one unit has higher than normal humidity levels. It has been determined that the unit in question requires remediation and therefore it will be treated over the next few months.

Owners are reminded that crawl spaces within the complex are not vented externally. Air circulation in this part of the building is a function of the forced air heating system which includes air ducts and cold air returns. To ensure the air within the crawl space is refreshed continuously owners are encouraged to keep the furnace fan running at all times. In the warmer months of the year when the heat is off and this

fan is not operating the air below will become cool and damp. The result may be musty smelling air that might enter into the unit.

Roof Maintenance – Moss Removal

A number of roofs have now been treated for the removal of moss and other algae type growth. As reported last month the occurrence of moss this year appears to be minimal although there were some areas that required treatment. Of particular note this year was the presence of a dark discoloration on the north side of some roofs which we have not seen in past. Whether it was an algae type growth or the presence of new type of moss is uncertain but it has been removed and will be monitored over the next few years.

Building Maintenance

The stucco on our buildings was last painted several years ago. Although the trim was repainted in 2015, the stucco surfaces, like the trim today, continues to be in excellent condition. Despite the stuccos general good appearance there are a few areas requiring some attention. These areas are primarily on the north side of buildings and involve the arches above the main entries of some units. In cases where the arches are discolored, due to the lack of sun, we will be attempting to clean them using a power washing process. If necessary we have an adequate supply of the original stucco paint to repaint these surfaces. It is now projected that the current paint, for both the trim and buildings, will last for several more years.

Brian S. White
Building Committee

May 9, 2019

GARDENING MAINTENANCE COMMITTEE:

Stage 1 water restrictions are in effect.

May 1 to October 15.

During Stage 1, any lawn watering, either by sprinkler or by handheld hose, is permitted only two times per week. All hoses must have an automatic shut-off device (spray nozzle).

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

Apartments and townhouses follow the complex address, not the individual unit numbers.

Please follow Surrey's Sprinkling Regulations for 2019 as given above (taken from the web)

Remember any New plantings of bushes and trees need to be watered regularly to keep the soil damp and not let the soil dry out completely. Any help we can get from the Owners will be greatly appreciated.

I would like to thank Nola Carson for her willingness to work with me; planning how to improve things in the Gardens, the shopping of plants etc., and then in the end in the planting. Our garden is full of rocks, little ones and big ones, as well as some large roots from previous shrubs and trees left in the ground to rot, this can be quite a challenge for the two of us.

We transplanted two old Azaleas from the garden at SL # 56 (where the wall and fence collapsed into the neighbour's yard). One was planted at the right side of the clubhouse door, and the other in the area of the sump. We moved a couple of Rhododendrons from an open end of the garden close to SL # 51, to the East Fence by SL # 12.

Curb Appeal Enterprises started work in mid-April to remove six Mugo Pines and two large Skimmias that were beside the parking lot of the East Gate Entrance. Three Dwarf Mugo Pines (2 - 4 H' and W in ten years) were planted for us, in the same area. Nola and I added some Rhododendron (Dwarf) and Ever Fragrant Daphne shrubs. We are now waiting for Morgan & Rock to deliver Dogwood trees. One will be planted in this area to complete the new border.

Today May 6, 2019, Dale started work on the East and West Gate entrance beds. Weed suppressant cloth and River Rock will cover the exposed ground. All the roots that are still under the earth are like a compressed coconut mat, making it very difficult to plant and to keep cultivated. This should enhance the entrance appeal to OPG.

Morgan and Rock have used their first extra day on April 29, 2019; to clean out all the old growth between strata lot # 46 and 47. This left a couple of large stumps where the Ceanothus and Cedar had been, as well as all the roots to clean up from the Cotoneaster ground cover. We will have the stumps ground out during the next week. After it is cleaned up we will be planting some new cedars and a red dogwood.

There is still some hard work left to do in the sump area. We have done some planting but it is not completed yet. A Pink Dogwood will be planted here close to the road way, for everyone to enjoy.

Morgan & Rock are working to their schedule of getting the weeding and other spring work done. Thank you to them for all their hard work. Our gardens can require strong muscles at times. We hope to get a few more changes done in the coming weeks. HAPPY GARDENING.

We REALLY NEED THE CO-OPERATION OF ALL THE OWNERS - please do NOT ask the Morgan & Rock garden Crew when they are working in an area, to specifically work in your yard. That will affect their daily work routine and throw things off. They are here on Wednesdays to maintain the gardens for us, this means cutting the lawns and weeding the flower beds and keeping our bushes trimmed at the right time.

Any Resident who planted within their own area in the past and finds they cannot care for it anymore will need to get their garden back into a way suited for Morgan & Rock to maintain it for them again. Owners will need to arrange for this themselves or hire someone to do the work for them. This clean-up is not for Morgan & Rock to do on a Wednesday. The garden needs to be cleared of all the weeds and perennials that have been planted in the past. This also applies to a NEW Owner who has bought their property from a former resident who used to do the garden. These Gardens need to get cleaned up first by the Owner before Morgan & Rock can look after them again. If you need to communicate with your OPG Council fill out a request form and drop it in the mail box, I will do my best to talk with you about your garden just as soon as I can. Thank you in helping me make this work for ALL of us.

Submitted by: Ruth Heise, Garden Chair

REMINDER RE VISITOR PARKING;

Owners are reminded to please ensure your visitors, including any trades or service vehicles, are parked only in designated visitor parking areas. Residents are ultimately responsible for the parking of their visitor's vehicles. Your attention and cooperation is appreciated.

SOCIAL EVENT REMINDER:

Annual Spring Tea – Thursday June 13th time - 1:00pm to 3:00pm

RSVP by May 30th to Judith at 604-536-6600 or Marilyn at 604-560-1278

Please bring your own tea cup and share a story of its journey.

The next meeting of Council will be held June 12th, 2019 at 9:30am

There being no further business the meeting terminated at 10:30am

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2019 - April 2019

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	23,620.76	94,483.04	94,483.04	283,448.00
Cable Water/Sewer & Waste	5,765.20	23,066.02	23,060.68	69,182.00
Transfer from Retained Surplus	0.00	8,000.00	2,666.68	8,000.00
Interest Income - Operating	103.05	337.39	133.32	400.00
Total Operating Revenue	<u>29,489.01</u>	<u>125,886.45</u>	<u>120,343.72</u>	<u>361,030.00</u>
TOTAL REVENUE	29,489.01	125,886.45	120,343.72	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	0.00	936.00	1,229.32	3,688.00
Water/Sewer	0.00	5,355.70	8,100.00	24,300.00
Refuse Pick-up	1,191.75	4,767.00	4,336.00	13,008.00
Cablevision	2,656.14	10,624.56	10,624.68	31,874.00
Total Utilities	<u>3,847.89</u>	<u>21,683.26</u>	<u>24,290.00</u>	<u>72,870.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	8,755.85	9,170.85	4,750.00	14,250.00
Gutter Cleaning	934.50	934.50	2,000.00	6,000.00
Drain Cleaning	0.00	2,105.25	3,333.32	10,000.00
Dryer Vent Cleaning	0.00	0.00	333.32	1,000.00
Deck Maintenance	0.00	0.00	2,333.32	7,000.00
Fire Protection	0.00	0.00	200.00	600.00
Total Repairs and Maintenance	<u>9,690.35</u>	<u>12,210.60</u>	<u>12,949.96</u>	<u>38,850.00</u>
Grounds				
Snow and Ice Removal	4,541.25	6,415.50	2,666.68	8,000.00
Street Lights	2,654.73	2,739.08	666.68	2,000.00
Landscape Maintenance	5,341.42	21,365.68	21,366.68	64,100.00
Landscape Improvements	893.34	3,140.34	8,333.32	25,000.00
Irrigation System	0.00	0.00	4,000.00	12,000.00
Pest Control	97.13	388.52	500.00	1,500.00
Fence Maintenance	0.00	0.00	1,000.00	3,000.00
Total Grounds	<u>13,527.87</u>	<u>34,049.12</u>	<u>38,533.36</u>	<u>115,600.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	33.32	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>33.32</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	15,619.00	16,087.68	48,263.00
Insurance Valuation	0.00	0.00	200.00	600.00
Strata Management - Fees	1,405.99	5,623.96	5,624.00	16,872.00
Legal	0.00	0.00	1,333.32	4,000.00
Sundry Items	383.16	1,319.15	833.32	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	20,000.00	20,000.00	60,000.00
Total Administration	<u>10,693.90</u>	<u>42,562.11</u>	<u>44,078.32</u>	<u>132,235.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	58.32	175.00
Gas	30.26	144.26	166.68	500.00
Janitorial	100.00	150.00	133.32	400.00
Supplies	0.00	0.00	100.00	300.00
Total Amenity Facilities	<u>130.26</u>	<u>294.26</u>	<u>458.32</u>	<u>1,375.00</u>
TOTAL DISBURSEMENTS	37,890.27	110,799.35	120,343.28	361,030.00
SURPLUS DEFICIT	-8,401.26	15,087.10	0.44	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= April 2019

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	46,748.75
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	340,333.59
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>390,333.59</u>
Total Cash	437,482.34
Prepaid Insurance	3,904.75
Accounts Receivable	300.00
Total Current Assets	<u>441,687.09</u>
TOTAL ASSETS	<u>441,687.09</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	20,000.00
CRF Current Year Interest	2,375.24
Total Contingency Reserve Fund	<u>390,333.59</u>
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	15,087.10
Total Retained Earnings	<u>51,353.50</u>
TOTAL EQUITY AND FUND BALANCES	<u>441,687.09</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>441,687.09</u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Thursday, April 11th, 2019 in the Clubhouse.

PRESENT:

Jamie Grantham	–	President
Bob Gillan	–	Vice President
Julie Brinded	--	Secretary
Judith Gray	–	Treasurer
Brian White	–	Buildings Committee
Roy McKinlay	–	Grounds Committee

GUEST:

John Lehman	–	Leonis Management and Consultants Ltd.
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ABSENT WITH REGRETS:

Ruth Heise	–	Gardening Committee
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The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Bob Gillan and seconded by Brian White, that the Council Meeting minutes of March 6th, 2019 be accepted as circulated, carried 6–0.

PRESIDENTS COMMENTS:

Jamie Grantham expressed his thanks on behalf of Council and the Owners to members of the Gardening Committee for their hard work and a wonderful job making the grounds of Ocean Park Grove beautiful.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan advised he had nothing to report at this time. Items for discussion are set out in the meeting agenda.

TREASURER'S REPORT:

Council Treasurer, Judith Gray advised that the March 2019 accounts were in order. It was moved by Judith Gray, seconded by Jamie Grantham that the March 2019 financial report be accepted as presented, carried 6-0.

Copy of the March 2019 financial report is attached to these minutes for Owners information.

COUNCIL SECRETARIES REPORT:

Reminder to Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are

volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

A letter was received fr. SL # 16 requesting permission to replace two lights outside the strata lot. The request is compliant with the bylaws and was approved. The Owner will be notified.

A letter was received fr. SL# 28 requesting permission to change the front door of the strata lot. The request is compliant with the bylaws and was approved. The owner will be notified and also advised that the color of the door and frame set may be of one of three choices; white, black or brown (½ shade of the trim color).

A letter was received fr. SL#12 re touch up paint and this has been provided.

A letter was received fr. SL#28 advising of holidays. The Owner is thanked for this information.

A letter was received fr. SL#12 re confirmation of renovations to the City of Surrey. This matter has been completed.

Letters were received fr. SL# 8 and SL#30 requesting permission for alterations in the form of replacement of windows. The requests are compliant with the bylaws and were approved in accordance with the bylaws. The Owners will be notified.

A letter was received fr. SL#33 requesting permission for pull down style window blinds, white in color. The request is compliant with the bylaws and was approved as submitted.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

A complete replacement of our landscape lighting has now been accomplished, with LED bulbs, which means the constant changing of halogen bulbs will now be eliminated.

Columbia Irrigation will be on site April 11 to turn our sprinklers on for the season along with installing new heads just inside the front brick wall on the west side of the property. Also, new sprinkler heads should be installed along the front of our property to hopefully give better coverage and keep our grass greener during the hot and dry summer season.

There is no new information to pass on regarding the retaining wall repairs at this time, as we continue to communicate with our Palisades neighbours regarding cost sharing, etc.. The strata council will continue to keep owners aware of what is happening as soon as further headway is made.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

With the arrival of better weather we have commenced a number of the approved 2019 Building Budget Projects. Included are the following initiatives:

* Building Maintenance - repairs and/or replacement of building trim or base boards is now in process. Although we have not identified any seriously damaged or rotted wood within the complex to date we are requesting resident assistance in advising the Building Committee of any area needing attention.

* Crawl Space Humidity Levels - Testing of humidity levels within three units will soon be commencing. To perform this task hygrometers have been acquired and will be placed in specific crawl spaces where humidity levels have been questioned. Based on the data gathered over a period of time and an examination of the circulation of air within a crawl space using the existing heating system, the need for remediation will be determined. Where necessary treatment will include a thorough cleaning and application of an epoxy coating over the entire crawl space floor as outlined and approved under this year's Building Budget.

* Roof Moss - After a preliminary review it has been determined that the existence of roof moss on our buildings appears to be much less than previous years. Although we have attempted to keep it in check over the past few years the drier weather we have experienced this past winter has assisted and resulted in minimal moss growth. Despite this decline there are a few minor areas that will be treated to ensure our roofs remain in their current moss free condition.

* Gutters and Downspouts - We have recently had the gutters cleared of debris to ensure that our roof drainage systems are working effectively throughout the complex. This final cleaning should hold us until the fall, subject to any major wind storms or serious weather events. Although we typically concentrate on the units on the east and west side of the complex, where large stands of trees are located, there may be other areas needing some attention. If any resident is aware of any problematic areas, which should be noticeable during heavy rains, please advise the Building Committee.

Brian S. White,
Building Committee

GARDENING MAINTENANCE COMMITTEE:

Spring is here, this is very noticeable in the Garden. Morgan & Rock have started to cut the lawns again. They aerated the lawns in March. They have pruned Cotoneaster, Euonymus, Atlantic Blue Cedar, and Japanese holly, in some of the Areas. Morgan & Rock are working to schedule. This is the time of year where the Garden requires a lot of work. The spring Flowers, Winter Heathers, Shrubs, and Trees bring us a lot of beauty and enjoyment. Ocean Park Grove looks lovely.

Please remember when we have dry days without rain, that our bushes and plants require a lot of water to keep them looking healthy, particularly any NEW plantings of Cedars and perennials. They need at least a good year to get established in the roots, at their new location. In some cases a little pampering in the second year is good. So please help us to water our gardens.

Thank you

Submitted by: Ruth Heise, Garden Chair

OTHER STRATA CORPORATION BUSINESS:

Retaining Wall and Fence – West Side;

Despite an approach to the Palisades Strata Corporation to enter into negotiation for the replacement of the wall and fence based on legal opinion, the Palisades strata council has emphatically stated that the responsibility for the replacement of Ocean Park Grove.

Council disagrees with this position and has now directed that legal counsel send a formal letter to the Palisades council advising that their strata corporation has a legal responsibility and demanding that they participate in the planning and costs of repair and replacement.

Vehicles Observed Parked in Roadway/Firelane;

It has been reported to and confirmed by Council that two Owners have been observed parking their vehicles in the roadway which also serves as a fire lane for emergency vehicle access.

Council agreed that a letter be sent to the Owners requesting they respect the bylaws and park only in their designated parking in their vehicle garage.

REMINDER RE VISITOR PARKING;

Owners are reminded to please ensure your visitors, including any trades or service vehicles, are parked only in designated visitor parking areas. Residents are ultimately responsible for the parking of their visitor's vehicles. Your attention and cooperation is appreciated.

The next meeting of Council will be held May 9th, 2019 at 9:30am

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Repairs & Maintenance				
Repairs & Maintenance - General	0.00	415.00	3,562.50	14,250.00
Gutter Cleaning	0.00	0.00	1,500.00	6,000.00
Drain Cleaning	0.00	2,105.25	2,499.99	10,000.00
Dryer Vent Cleaning	0.00	0.00	249.99	1,000.00
Deck Maintenance	0.00	0.00	1,749.99	7,000.00
Fire Protection	0.00	0.00	150.00	600.00
Total Repairs and Maintenance	<u>0.00</u>	<u>2,520.25</u>	<u>9,712.47</u>	<u>38,850.00</u>
Grounds				
Snow and Ice Removal	0.00	1,874.25	2,000.01	8,000.00
Street Lights	0.00	84.35	500.01	2,000.00
Landscape Maintenance	5,341.42	16,024.26	16,025.01	64,100.00
Landscape Improvements	1,932.00	2,247.00	6,249.99	25,000.00
Irrigation System	0.00	0.00	3,000.00	12,000.00
Pest Control	97.13	291.39	375.00	1,500.00
Fence Maintenance	0.00	0.00	750.00	3,000.00
Total Grounds	<u>7,370.55</u>	<u>20,521.25</u>	<u>28,900.02</u>	<u>115,600.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	24.99	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>24.99</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	11,714.25	12,065.76	48,263.00
Insurance Valuation	0.00	0.00	150.00	600.00
Strata Management - Fees	1,405.99	4,217.97	4,218.00	16,872.00
Legal	0.00	0.00	999.99	4,000.00
Sundry Items	292.71	935.99	624.99	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	15,000.00	15,000.00	60,000.00
Total Administration	<u>10,603.45</u>	<u>31,868.21</u>	<u>33,058.74</u>	<u>132,235.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	43.74	175.00
Gas	38.00	114.00	125.01	500.00
Janitorial	0.00	50.00	99.99	400.00
Supplies	0.00	0.00	75.00	300.00
Total Amenity Facilities	<u>38.00</u>	<u>164.00</u>	<u>343.74</u>	<u>1,375.00</u>
TOTAL DISBURSEMENTS	<u>27,447.59</u>	<u>72,909.08</u>	<u>90,257.46</u>	<u>361,030.00</u>
SURPLUS DEFICIT	<u>2,028.09</u>	<u>23,488.36</u>	<u>0.33</u>	<u>0.00</u>

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,
Balance Sheet

Period= March 2019
Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	51,245.26
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	334,851.29
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	384,851.29
Total Cash	436,496.55
Prepaid Insurance	7,809.50
Accounts Receivable	300.00
Total Current Assets	444,606.05
TOTAL ASSETS	444,606.05
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	15,000.00
CRF Current Year Interest	1,892.94
Total Contingency Reserve Fund	384,851.29
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	23,488.36
Total Retained Earnings	59,754.76
TOTAL EQUITY AND FUND BALANCES	444,606.05
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	444,606.05

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, March 6th, 2019 in the Clubhouse.

<u>PRESENT:</u>	Jamie Grantham	–	President
	Bob Gillan	–	Vice President
	Judith Gray	–	Treasurer
	Ruth Heise	–	Gardening Committee
	Brian White	–	Buildings Committee
	Roy McKinlay	–	Grounds Committee
<u>GUEST:</u>	John Lehman	–	Leonis Management and Consultants Ltd.
<u>ABSENT WITH REGRETS:</u>	Julie Brinded	–	Secretary

The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Bob Gillan and seconded by Brian White, that the Council Meeting minutes of January 30th, 2018 be accepted as circulated, carried 6–0.

PRESIDENTS COMMENTS:

Jamie Grantham thanked council members for their hard work on behalf of the Owners and advised he was glad to be back after a nice winter holiday.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan advised he had nothing to report at this time.

TREASURER’S REPORT:

Council Treasurer, Judith Gray advised that the January and February accounts were in order. It was moved by Judith Gray, seconded by Ruth Heise that the January and February 2019 financial reports be accepted as presented, carried 6-0.

Copy of the January and February financial report are attached to these minutes for Owners information.

COUNCIL SECRETARIES REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

Completed emergency contact forms were received from SL 28, 33, 49 and 58 with thanks.

A letter was received from SL 27 re moisture in the crawl space. This matter has been referred to the Buildings Committee.

Information re updated contact for SL 23 was received with thanks.

A letter was received from SL 43 providing information re the provincial government consideration of banning rental restriction bylaws for strata corporations. The information was read and filed.

A letter was received from SL 29 re a plant removal request. The request was forwarded to the Garden committee for the consideration and action as required.

A letter was received from SL 3 re the crawl space at that unit. The letter was referred to the buildings committee.

A letter was received from SL 50 requesting a clubhouse key. This matter has been dealt with.

A letter was received from SL 33 re various maintenance matters and has been addressed by Council.

A letter was received from SL 15 requesting permission for alteration in the form of applying a coating to the garage floor. The Owner also advised that during this process the contents of the garage would be temporarily stored in a storage pod that would be placed in a visitor parking stall. As the request is compliant with the bylaws, permission was granted. The Owner will be notified.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Ice Melt is now available for the winter season to do your walkways and driveways. It is in the plastic storage box beside the tool shed, and as before, we ask you to bring your own containers.

On January 27, A.J. Electric was here to replace our 11 landscape lights throughout the property. At the time of the quote to us, it was thought by the contractor that it would be a straight "re and re" job where old lights wld be unscrewed and new ones put in its place. However, the electrician found that there was much more to the project than anticipated. Because of underground electrical boxes and above ground rusted pipes, he was only able to change one unit. After checking the remaining units to be done they have retreated to their office and will be back with the necessary parts, etc., in the very near future.

In regards to our retaining wall project, we have now received from Olsen and Associates the property survey that was deemed necessary to proceed with the project. With that in hand, we are now waiting for legal advice from a local law company before moving ahead and running up further expenses. Once we have heard from the lawyers we should be able to approach the Palisades neighbours in

conjunction to cost sharing, etc., with hopefully us being on a very strong legal footing. Any further news will be forthcoming at the appropriate time.

Roy McKinlay
Grounds

BUILDINGS MAINTENANCE COMMITTEE:

Crawl Spaces - Lowering Elevated Relative Humidity Levels – 2019 Update

Additional units that may have elevated humidity levels within their crawl spaces will be considered for treatment this year as outlined in the 2019 Building Committee Report presented at this year's AGM. The specific units to be considered for treatment will be those initially analyzed by RDH Building Sciences in late 2017. These units will be subject to a further analysis over the next few months to determine the extent of any moisture issue and therefore priority for treatment.

Roof Maintenance – Moss Removal

During the latter part of March all roofs will be inspected for the presence or recent growth of moss. This annual project is conducted to ensure that all roofs are maintained effectively thereby maximizing the life of the current roof. The process of removing any moss will be undertaken during late April as in previous years.

Building Maintenance and Repair

Our buildings are one of our most valuable assets within the complex and therefore we are continuing this year to invest time and capital to ensure they are maintained to the highest standard. To assist in this process if any resident has noted any building component requiring repair or attention would they please notify the Building Committee in writing using the prescribed procedure? Necessary repairs and general maintenance will be commencing once the weather improves and is suitable for exterior building construction.

Although there are no known or outstanding building issues the one area we must be cognizant of and therefore attend to immediately is wood rot. In past years this has been a minor issue with the wood trim or lower skirting that exists on all buildings throughout the complex. As moisture tends to pool on the horizontal surface of this trim or where it comes in contact with the garden soil below we have had to replace it due to wood rot damage. Assistance in identifying any area requiring attention will be appreciated.

Brian S. White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

It is with a sad heart that I must report that we had Bartlett Tree Services come on to our property and cut down a 35 year old weeping cedar tree, in error. They were on the wrong property. This cedar tree was south of Strata Lot 5 and 6. We will have to see how this mistake will be rectified. Morgan and Rock have been trying hard to work in this cold weather to get some of our pruning done. They have worked on dogwood and hydrangea bushes to name some. They have done some pollarding

like the hawthorn. As the weather warms up they will start on spring maintenance on the lawns and flower beds.

On March 1, 2019 we had Markus and his crew from McConkeys Arborist Services doing some pollarding on very specific trees, like our Oak trees, a Hemlock, some Japanese Maple, Spruce, Cedar and Magnolia. This should make a big difference in the work that Morgan and Rock will have to maintain our Garden throughout the year. Markus and Crew did a marvelous job for us. Now we will wait for the warmer weather to arrive soon, we hope. Thank you.

Submitted by: Ruth Heise, Garden Chair

During discussion of the report council discussed a cedar tree that was mistakenly removed by Bartlett Tree Service recently. The tree service mistakenly removed the tree when they misread the address for service, The tree was to have been removed from the Ocean Park Village property across 17th avenue. A meeting will be arranged between Bartlett Tree Service and the Strata Council to discuss the matter and resolution.

Ruth Heise, Garden Chair

OTHER STRATA CORPORATION BUSINESS:

Shaw Cable Services – Bulk Agreement:

Council will review this arrangement as part of its due diligence .

REMINDER RE VISITOR PARKING:

Owners are reminded to please ensure your visitors, including any trades or service vehicles, are parked only in designated visitor parking areas . Residents are ultimately responsible for the parking of their visitor’s vehicles. Your attention and cooperation is appreciated.

The next meeting of Council will be held April 11th, 2019 at 9:30am

There being no further business the meeting terminated at 10:30am

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on “Order documents & forms”, Go to strata login – “Owner”, Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting:

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC**

Budget Comparison

Period From January 2019 - January 2019

Books = Accrual

	MTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	23,620.76	23,620.76	23,620.76	283,448.00
Cable Water/Sewer & Waste	5,770.42	5,770.42	5,765.17	69,182.00
Transfer from Retained Surplus	8,000.00	8,000.00	666.67	8,000.00
Interest Income - Operating	63.68	63.68	33.33	400.00
Total Operating Revenue	<u>37,454.86</u>	<u>37,454.86</u>	<u>30,085.93</u>	<u>361,030.00</u>
TOTAL REVENUE	37,454.86	37,454.86	30,085.93	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	0.00	0.00	307.33	3,688.00
Water/Sewer	0.00	0.00	2,025.00	24,300.00
Refuse Pick-up	1,191.75	1,191.75	1,084.00	13,008.00
Cablevision	2,656.14	2,656.14	2,656.17	31,874.00
Total Utilities	<u>3,847.89</u>	<u>3,847.89</u>	<u>6,072.50</u>	<u>72,870.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	415.00	415.00	1,187.50	14,250.00
Gutter Cleaning	0.00	0.00	500.00	6,000.00
Drain Cleaning	0.00	0.00	833.33	10,000.00
Dryer Vent Cleaning	0.00	0.00	83.33	1,000.00
Deck Maintenance	0.00	0.00	583.33	7,000.00
Fire Protection	0.00	0.00	50.00	600.00
Total Repairs and Maintenance	<u>415.00</u>	<u>415.00</u>	<u>3,237.49</u>	<u>38,850.00</u>
Grounds				
Snow and Ice Removal	850.50	850.50	666.67	8,000.00
Street Lights	0.00	0.00	166.67	2,000.00
Landscape Maintenance	5,341.42	5,341.42	5,341.67	64,100.00
Landscape Improvements	315.00	315.00	2,083.33	25,000.00
Irrigation System	0.00	0.00	1,000.00	12,000.00
Pest Control	97.13	97.13	125.00	1,500.00
Fence Maintenance	0.00	0.00	250.00	3,000.00
Total Grounds	<u>6,604.05</u>	<u>6,604.05</u>	<u>9,633.34</u>	<u>115,600.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	8.33	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>8.33</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	3,904.75	4,021.92	48,263.00
Insurance Valuation	0.00	0.00	50.00	600.00
Strata Management - Fees	1,365.00	1,365.00	1,406.00	16,872.00
Legal	0.00	0.00	333.33	4,000.00
Sundry Items	464.36	464.36	208.33	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	5,000.00	5,000.00	60,000.00
Total Administration	<u>10,734.11</u>	<u>10,734.11</u>	<u>11,019.58</u>	<u>132,235.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	14.58	175.00
Gas	38.00	38.00	41.67	500.00
Janitorial	0.00	0.00	33.33	400.00
Supplies	0.00	0.00	25.00	300.00
Total Amenity Facilities	<u>38.00</u>	<u>38.00</u>	<u>114.58</u>	<u>1,375.00</u>
TOTAL DISBURSEMENTS	21,639.05	21,639.05	30,085.82	361,030.00
SURPLUS DEFICIT	15,815.81	15,815.81	0.11	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= January 2019

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	36,195.79
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	323,448.56
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>373,448.56</u>
Total Cash	410,044.35
Prepaid Insurance	15,619.00
Accounts Receivable	300.00
Total Current Assets	<u>425,963.35</u>
TOTAL ASSETS	<u>425,963.35</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
LIABILITIES	
Current Liabilities	
Strata Fees Received In Advance	432.58
Total Current Liabilities	<u>432.58</u>
TOTAL LIABILITIES	<u>432.58</u>
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	5,000.00
CRF Current Year Interest	490.21
Total Contingency Reserve Fund	<u>373,448.56</u>
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	15,815.81
Total Retained Earnings	<u>52,082.21</u>
TOTAL EQUITY AND FUND BALANCES	<u>425,530.77</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>425,963.35</u>

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC**

Budget Comparison

Period From January 2019 - February 2019

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	23,620.76	47,241.52	47,241.52	283,448.00
Cable Water/Sewer & Waste	5,765.20	11,535.62	11,530.34	69,182.00
Transfer from Retained Surplus	0.00	8,000.00	1,333.34	8,000.00
Interest Income - Operating	80.94	144.62	66.66	400.00
Total Operating Revenue	29,466.90	66,921.76	60,171.86	361,030.00
TOTAL REVENUE	29,466.90	66,921.76	60,171.86	361,030.00
DISBURSEMENTS				
Utilities				
Electricity	704.00	704.00	614.66	3,688.00
Water/Sewer	0.00	0.00	4,050.00	24,300.00
Refuse Pick-up	1,191.75	2,383.50	2,168.00	13,008.00
Cablevision	2,656.14	5,312.28	5,312.34	31,874.00
Total Utilities	4,551.89	8,399.78	12,145.00	72,870.00
Repairs & Maintenance				
Repairs & Maintenance - General	0.00	415.00	2,375.00	14,250.00
Gutter Cleaning	0.00	0.00	1,000.00	6,000.00
Drain Cleaning	2,105.25	2,105.25	1,666.66	10,000.00
Dryer Vent Cleaning	0.00	0.00	166.66	1,000.00
Deck Maintenance	0.00	0.00	1,166.66	7,000.00
Fire Protection	0.00	0.00	100.00	600.00
Total Repairs and Maintenance	2,105.25	2,520.25	6,474.98	38,850.00
Grounds				
Snow and Ice Removal	1,023.75	1,874.25	1,333.34	8,000.00
Street Lights	84.35	84.35	333.34	2,000.00
Landscape Maintenance	5,341.42	10,682.84	10,683.34	64,100.00
Landscape Improvements	0.00	315.00	4,166.66	25,000.00
Irrigation System	0.00	0.00	2,000.00	12,000.00
Pest Control	97.13	194.26	250.00	1,500.00
Fence Maintenance	0.00	0.00	500.00	3,000.00
Total Grounds	6,546.65	13,150.70	19,266.68	115,600.00
Payroll Expenses				
Worksafe BC	0.00	0.00	16.66	100.00
Total Payroll Expenses	0.00	0.00	16.66	100.00
Administration				
Insurance	3,904.75	7,809.50	8,043.84	48,263.00
Insurance Valuation	0.00	0.00	100.00	600.00
Strata Management - Fees	1,446.98	2,811.98	2,812.00	16,872.00
Legal	0.00	0.00	666.66	4,000.00
Sundry Items	178.92	643.28	416.66	2,500.00
Transfer to Contingency Reserve Fund	5,000.00	10,000.00	10,000.00	60,000.00
Total Administration	10,530.65	21,264.76	22,039.16	132,235.00
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	29.16	175.00
Gas	38.00	76.00	83.34	500.00
Janitorial	50.00	50.00	66.66	400.00
Supplies	0.00	0.00	50.00	300.00
Total Amenity Facilities	88.00	126.00	229.16	1,375.00
TOTAL DISBURSEMENTS	23,822.44	45,461.49	60,171.64	361,030.00
SURPLUS DEFICIT	5,644.46	21,460.27	0.22	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= February 2019

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	44,778.16
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	329,391.93
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>379,391.93</u>
Total Cash	424,570.09
Prepaid Insurance	11,714.25
Accounts Receivable	834.26
Total Current Assets	<u>437,118.60</u>
TOTAL ASSETS	<u>437,118.60</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	367,958.35
CRF Current Year Contributions	10,000.00
CRF Current Year Interest	1,433.58
Total Contingency Reserve Fund	<u>379,391.93</u>
Retained Earnings	
Retained Earnings - Opening Balance	36,266.40
Current Earnings	21,460.27
Total Retained Earnings	<u>57,726.67</u>
TOTAL EQUITY AND FUND BALANCES	<u>437,118.60</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>437,118.60</u>

LEONIS MANAGEMENT & CONSULTANTS LTD.

M E M O R A N D U M

TO: Ocean Park Grove/CM File

FROM: Courtney Backus

DATE: March 21st, 2019

RE: Council Meeting Minutes

Please be advised that to the best of our knowledge, there was no Council Meeting in February 2019.

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, January 30th, 2019 in the Clubhouse.

<u>PRESENT:</u>	Jamie Grantham	–	President
	Bob Gillan	–	Vice President
	Julie Brinded	–	Secretary
	Judith Gray	–	Treasurer
	Ruth Heise	–	Gardening Committee
	Brian White	–	Buildings Committee
	Roy McKinlay	–	Grounds Committee

<u>GUEST:</u>	John Lehman	–	Leonis Management and Consultants Ltd.
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The meeting was called to order at 9:23 am by Council President, Jamie Grantham.

STRATA COUNCIL OFFICERS:

Council confirmed that the officers and signing authorities of the Strata Corporation will remain the same as 2018 for the 2019 term.

MINUTES:

It was moved by Bob Gillan and seconded by Julie Brinded, that the Council Meeting minutes of November 21st, 2018 be accepted as circulated, carried 7–0.

PRESIDENTS COMMENTS:

Jamie Grantham wished to thank the members of the Social Committee for their hard work on behalf of the Owners over the course of the last year providing many opportunities for Owners of O P Grove to get together on a social basis and enjoys each other's company as neighbours. Mr. Grantham also wished to remind Owners to please be considerate of your neighbours if temporarily parking outside of a garage or on front of your unit, to please ensure that neighbours have clear access in and out of their own garage.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan also wished to thank the Social Committee for their efforts and advised he had nothing further to report.

TREASURER'S REPORT:

Council Treasurer, Judith Gray advised that in so far as the December financial report was approved at the AGM, there was no financial report to be considered for review and approval at this time.

COUNCIL SECRETARIES REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

A letter was received from SL 27 thanking Brian White and the Building Committee for their efforts in dealing with the crawl space moisture issue.

Council reviewed correspondence with the Pallisades Strata Corporation with regard to updates as to the status of the retaining wall issue.

Council reviewed correspondence from SL17 re moisture in the crawl space. The matter was referred to the Buildings Committee.

Correspondence was received from SL 12 re replacement and/or preparation and painting front door of that unit. The Owner then advised they would like to repaint the door. Council confirmed the front door can be repainted white, black or a slightly lighter shade of the home trim colour, (brown) . There is a supply of paint in these colours in the clubhouse and it can be accessed by contacting Council.

A letter was received from SL 57 and 58 re leaves being blown by the gardeners. The Gardening Committee will speak with the gardeners re this matter.

Completed emergency contact forms were received from SL 12, SL 27 and SL 50 with thanks.

A letter was received from SL 21 re a floor drain. This matter has been resolved.

A letter of request was received from SL 1 requesting permission to replace the rocks bordering the sidewalk at the front entrance with edging bricks. The Gardening Committee will speak with the Owner.

A letter was received from SL 12 re a dripping gutter. Buildings Committee will attend to the matter.

A letter was received from SL 16 advising a roof leak was repaired recently and requesting any wet insulation be replaced. The Building Committee will look into this.

A card of thanks was received from SL 21 expressing appreciation to Council for their efforts.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Ice Melt is now available for the winter season to do your walkways and driveways. It is in the plastic storage box beside the tool shed, and as before, we ask you to bring your own containers.

There is very little to report on grounds other than the fact that Edenflo Ltd. was on site last week to clean out both our landscape and roadway catch basins. This job is something we do every 3-4 years, with the last time being 2015. Also, the whole of strata council continues to work on and evaluate three quotes we currently have for installing a new retaining wall on the west side of our property. Upon receiving an engineer's report and having the winning quote solidified, we will then be calling a special meeting of all owners to confirm how payment for this project will be made. Finally, thank you to all owners for allowing me the privilege of continuing on our strata council for these many years. The volunteer work of all our strata members continues to keep us young. (most of the time)

Regards,
Roy McKinlay

BUILDINGS MAINTENANCE COMMITTEE:

At the Annual General Meeting earlier this month residents were updated with the current state of the complexes buildings in addition to planned projects for the New Year. Although the report presented at the AGM is intended to be a summary it is not intended to replace the monthly reports that are prepared for each month's Strata Council Meeting. Residents are therefore encouraged to review these monthly reports and provide immediate feedback if there is a need for further clarification or more information. The Building Committee is always open to discussion on any initiatives planned and approved under each year's budget.

At this early stage of the year there is nothing new to report as Building related activities will not commence until the warmer weather returns. I would however like to take this opportunity to thank those residents who often show their appreciation for the work performed on our buildings throughout the complex. All of the project initiatives undertaken each year ensure that our buildings are maintained to the highest standard. The beneficiaries are ultimately the property owners of what is considered to be one of the premier townhome complexes within the lower mainland.

Brian S. White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

I would like to thank all the owners from the Annual General Meeting that have voted us back in again to look after Ocean Park Grove for another Year. With this being winter there is very little to report on the garden. Morgan Rock is coming every Wednesday to clean up the grounds and to do the winter pruning. We are also planning to have the arborist do some pruning in February for us. This may be a good time to remind owners that Christmas Lights should have been taken away by now, that way they will not interfere with the Garden Crew. Keep watching for the spring flowers to come up.

Submitted by: Ruth Heise, Garden Chair

OTHER STRATA CORPORATION BUSINESS:

Shaw Cable Services – Bulk Agreement:

Council will begin reviewing this arrangement as part of its due diligence .

Retaining Wall Construction:

Council agreed that legal advice will be sought to provide guidance with regard to legal responsibility for construction and associated costs between the neighbour strata corporations.

REMINDER RE VISITOR PARKING:

Owners are reminded to please ensure your visitors, including any trades or service vehicles, are parked only in designated visitor parking areas . Residents are ultimately responsible for the parking of their visitor's vehicles. Your attention and cooperation is appreciated.

The next meeting of Council will be held March 6th, 2019 at 9:30am

There being no further business the meeting terminated at 10:15am

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting:

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

MINUTES OF THE ANNUAL GENERAL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held January 17th, 2019 at St. Mark's Church, 12953 – 20th Avenue, Surrey, BC.

Strata Council President, Mr. Jamie Grantham, welcomed Owners to the Annual General Meeting.

At this time Owner, Cathy Morris, advised of residents who have moved from Ocean Park Grove over the past year, as well as Owners who have passed on during the past year. New residents were introduced and welcomed to the community.

Mr. Grantham requested John Lehman of Leonis Management and Consultants Ltd., Strata Property Agent, to Chair the meeting. Mr. Lehman introduced himself and advised that he had been asked to Chair the meeting as long as the meeting did not object. The meeting did not object and Mr. Lehman continued with the Agenda.

A quorum of 43 Owners present, either in person or by proxy was confirmed.

Proof of Notice of Meeting was filed.

APPROVAL OF THE AGENDA:

It was moved by Nola Carson, seconded by Bill Lehman, that the Owners approve the meeting agenda for the Annual General Meeting as circulated, carried.

MINUTES:

Upon introduction of approval of the minutes of the last annual general meeting, it was moved by John Bedford, seconded by George Day (proxy), that the minutes of the last General Meeting including all attachments, reports and documents be circulated with the notice of meeting of the subsequent general meeting, motion defeated.

It was moved by Olga Duncan, seconded by Barb Grantham, that the minutes of the Annual General Meeting held January 11th, 2018 be accepted as circulated, carried.

COMMITTEE REPORTS:

Gardening Maintenance Committee Report:

On behalf of the Landscape Maintenance Committee, Council Member Ruth Heise presented the report of the Committee as attached to these minutes.

Buildings Maintenance Committee Report:

On behalf of the Buildings Maintenance Committee, Strata Council Member Brian White presented the report of the Committee as attached to these minutes.

Grounds Maintenance Committee Report:

On behalf of the Grounds Maintenance Committee, Council Member Roy McKinlay presented the report of the Committee as attached to these minutes.

RATIFYING ANY NEW RULES – SECTION 125 OF THE STRATA PROPERTY ACT:

Mr. Lehman confirmed that there were no new rules to be ratified at this time.

REPORT CURRENT INSURANCE COVERAGES:

Mr. Lehman confirmed that a copy of the current Summary of Insurance Coverage was included with Notice of Meeting for Owner's information. The Summary of Coverage is also attached to these minutes for Owners information.

Owners were advised that the Strata Corporation Insurance, which the Owners contribute to through their monthly strata fees, is placed on a replacement value basis in accordance with the *Strata Property Act*. The coverage itself is placed on an "all-risk" replacement value basis with no deduction for depreciation. If any of the buildings were to be damaged or destroyed, partially or completely, they would be repaired or replaced with "like, kind and quality" to that which was original. Mr. Lehman confirmed that the "all property" portion of the coverage covers such occurrences as fire, theft, vandalism, impact by cars or trucks, impact by trees, impact by aircraft, etc. Other coverage's also carried by the Strata Corporation include earthquake coverage, water damage, sewer backup coverage and flooding from natural sources.

It was confirmed that the Insurance Coverage is placed based on replacement value of \$19,242,000.00 and this is based on third party independent appraisal for insurance purposes.

Other coverage's that the Strata Corporation carries include general liability coverage, directors and officers errors and omissions insurance, blanket glass coverage, pollution and remediation legal liability, volunteer accident plan and boiler and machinery coverage.

Owners were advised that the Insurance carried by the Strata Corporation essentially covers the buildings inside and out, including all original fixtures and fittings that were included by the builder, at time of original construction and offering for sale. Owners were reminded that they should carry personal insurance for their personal belongings that they bring into their strata lot i.e. furnishings, clothing, artwork, jewellery, etc.

Owners were also advised that they should consider carrying insurance for any betterments or improvements that have been made to the strata lot, either inside or out, and over and above original construction. Improvements typically include upgrading of floor coverings, the addition of feature walls, etc.

Owners were advised that they should carry additional coverage on their personal insurance should they be responsible to reimburse the Strata Corporation costs including the reimbursement of insurance deductibles in the event of claim and in accordance with the Strata Corporation Bylaws.

Finally, Owners were advised they should make a copy of the Strata Corporation Summary of Insurance Coverage's and take it with them when discussing their insurance needs with their personal insurance carriers, in order to ensure that their personal insurance agent is aware of the coverage's of the Strata Corporation.

Copies of the Insurance Policy are on file with the Strata Council, Leonis Management as well as the insuring agents, Hub International Coastal Insurance Services Ltd.

FINANCIAL REPORT:

Copy of the November 2018 Financial Report was circulated with the Notice of Meeting. Copy of the December 2018 Financial Report was provided to Owners at the meeting. Mr. Lehman reviewed the December Financial Report, which represented the final report for the fiscal year ended December 31st, 2018.

It was moved by Graeme Hubbick, seconded by Olga Duncan, that the Financial Report to December 31st, 2018 be accepted as circulated and reviewed, carried.

Copy of the December 2018 financial report is attached to these Minutes for Owner's information.

PROPOSED OPERATING AND CONTINGENCY BUDGET:

Mr. Lehman reviewed with the Owners the proposed Operating and Contingency Budget circulated with the Notice of Meeting.

Supporting documents to the budget including; Summary of Budgeted Funding required; Estimated Status of the Reserve Fund and the Schedule of Owners Monthly Strata Fees were also reviewed as circulated.

During discussion of the budget, it was noted that the budget was the same in total as the current budget and was a balanced budget.

Following review, it was moved by Graeme Hubbick, seconded by Nola Carson, that the proposed Operating and Contingency Budget for 2019 be accepted as circulated and reviewed, carried.

Copy of the approved Budget document is attached to these Minutes for Owner's information and reference.

It was confirmed that with the approval of the Operating and Contingency Budget, Strata Fee changes, as a result of the approved Budget, January 1st, 2019 Owners paying by way of preauthorized payment will not have to make any changes as this will be done for you at the office of Leonis Management. Owners paying their monthly strata fee by postdated cheque are asked to please make the cheques payable to "Ocean Park Grove, NW 2502" and forward them to the office of Leonis Management on or before due date. Postdated cheques through to and including December 2019 are appreciated.

ALL OTHER STRATA CORPORATION BUSINESS:

Defer Requirement to Update Depreciation Report for 1 Year:

Whereas; the last Depreciation Report update was 2016 and the next update would be due in 2019;

The various Committees, Buildings, Grounds and Gardens have issues well in hand and are completing maintenance on a pro-active basis;

Ocean Park Grove infrastructure includes roads, water and sewer lines which our Grounds Committee inspects where possible on an ongoing basis;

The financial position of Ocean Park Grove is enviable and our Contingency Reserve Fund continues to grow with annual contributions as it must, as we are an aging complex. Council believes the Strata Corporation has identified items well in hand.

Therefore be It Resolved;

By way of a three-quarter (3/4) vote of the Owners of Strata Plan NW 2502, that pursuant to section 94(3) (a) of the Strata Property Act, the requirement to obtain a Depreciation Report is now waived until the next Annual General Meeting.

It was moved by Kathleen Moore, seconded by Nola Carson, that the Owners approve waiving the depreciation requirement to the next annual general meeting. On a show of hands vote, the results were; 40 in favor, 2 opposed, resolution carried.

Shaw Bulk Cable Service Agreement:

The Owners briefly discussed the Shaw bulk cable services agreement that is due to expire in 2019. Some Owners expressed their desire to explore other services and service providers given the changing landscape of TV cable and streaming services now available. Council will begin discussing this matter early in the next term.

ELECTION OF A COUNCIL:

Mr. Lehman confirmed that as of the adjournment of the Annual General Meeting, the current Strata Council is deemed to resign or retire. Members of the current Strata Council can let their name stand for nomination and election to the incoming Council.

Current Council members; Judith Gray, Roy McKinlay, Ruth Heise, Brian White, Jamie Grantham, Bob Gillan and Julie Brinded advised they were prepared to let their names stand for nomination and election to the incoming Council and those Owners were nominated.

Mr. Lehman then called for nominations from the floor of the meeting. Nick Joblin was nominated for election however was not at the meeting and did indicate his preparedness to serve if elected. Following three times of asking, as there were no further nominations, it was duly moved and seconded that nominations be declared closed.

At this time the Owners were asked and discussed the strata council utilizing an 'alternate member', a member who would act as a council member in the absence of a regular member. The Owners agreed that Nick Joblin be the designated alternate council member for the upcoming term.

It was then moved by Kathleen Moore, seconded by Dennis Morris, that those Owners nominated, be elected to the Strata Council for the 2019 annual term, carried.

The Strata Council for the next term will consist of the following member Owners:

Brian White	#3-12957
Judith Gray	#3-12923
Ruth Heise	#1-12905
Julie Brinded	#2- 12937
Bob Gillan	#2-12945
Jamie Grantham	#4-12963
Roy McKinlay	#1-12945
Nick Joblin	#1-12925- Alternate

The Strata Council will meet shortly to elect, from amongst themselves, the officers of the Strata Council and to designate bank signing officers of the Strata Corporation.

Discussion and Poll Vote Re Keeping Pet Dogs:

An Owner spoke of the benefits of having a pet dog for companionship etc. and suggested that the Owners consider in the future a change to the Strata Corporation bylaws that would allow pet dogs to be kept by residents of Ocean Park Grove.

A discussion period ensued where Owners expressed their feelings both for and against this suggestion.

An informal poll vote was conducted and by clear majority the Owners did not wish to consider bylaw change that would allow the keeping of pet dogs.

There being no further business the meeting adjourned at 3:30pm

AGM January 2019

Garden Report for the Year 2018

Our Garden Chair position was vacant for three quarters of the year, that made communications with Morgan and Rock sometimes a bit more difficult. Since the fall we have Julie Brinded doing the secretary position on Strata council and so that gave me the ability to do the Garden chair for our Strata. Thank you to Nola Carson for being willing to take a full interest in our garden at OPG and taking part in our discussions and walks around the grounds, and also physically working in the garden. Thank you to all owners who were willing to do work in the garden around their own unit as well as in other areas. Also in the summer time to help to water trees, shrubs and lawns. This is so important in keeping our OPG grounds looking lovely.

Morgan and Rock have worked hard again this year to keep up with all the work that our garden needs. They have removed cedar hedges, Japanese maple, photinia, pieris, azaleas, Portuguese Laurel etc. because they were dead or had outgrown their location. They did some Pollarding of large pieris and in many places pruning of large rhodos, laurels, pieris and trees. In the fall a good part of their time is spent in raking up leaves. The Lawns have had the usual maintenance done throughout the year, like edging, air raking, top dressing of fertilizers, weed killer, and lime.

We are in the process of cleaning up the garden around the sump area and hope to continue with some replanting in the spring. In a couple of places we have had to build some short walls around some beds. These we also hope to replant with shrubs in the spring.

We have had Tracie Stewart in to do hard pruning of the Arbutus Unedo, commonly called Strawberry tree, the flowering time for this tree is August to November also the time of Harvest. Look for it some time when it is in bloom it is across the road by the mail box up at the top at the North end.

Curb Appeal have come in and helped us a few times this last year to get some of the extra work done in the Gardens like building "Stacking Stone Walls". Moving some soil and rocks. Creating a pathway and steps.

Lynwood Stump Service did some root grinding this last year.

McConkeys were asked to come and do some arborist work for us, on our large trees and shrubs.

It has been a busy year in our garden in 2018. Nola and I have created a long list of things that should be looked at for renovation and safety in our garden for 2019. After thirty years some of our plants are in need of replacement. We will do our best to keep the grounds and gardens looking good according to our given budget in 2019. Nola and I are willing to help whoever will be the Garden Chair for Council in 2019.

Thank you for letting me work in YOUR Garden.

Ruth Heise

Annual General Meeting

Ocean Park Grove

2018 Building Maintenance Overview / 2019 Building Initiatives

Throughout the year building maintenance continued as proposed and approved under the 2018 Budget. As in past years the intent is to ensure that all buildings are maintained to the highest standard thereby avoiding costly repairs in the future. As the buildings throughout the complex now exceed 30 years in age it is essential they be monitored closely and upgraded where necessary. If this approach continues there is no reason why the buildings shouldn't be in excellent condition in the year 2049, thirty years from now! In direct support of this approach a number of projects have been proposed for the 2019 fiscal year and are outlined below.

1. **Building Maintenance and Repair:** Due to the excellent state of the buildings throughout the complex this project has been scaled back for 2019. The decline in this budget component is a result of work completed over the past five years which has included a number of repairs and replacement of minor building components. Although no major repairs are on the horizon we will continue to review the integrity of the buildings throughout the year and address any structural or cosmetic requirements as needed.
2. **Roof Maintenance:** The fiberglass laminate roofing used throughout Ocean Park Grove is today in excellent condition. It was installed over a period of two years approximately 10 years ago and should give us several more years of life if properly maintained. This involves the continuation of moss removal in addition to a non-toxic treatment or wash in specific areas on an annual basis. Roof areas that are vulnerable and of particular concern are those where there is little or no sunlight during the fall/winter months, typically the north side of a building. Over the past five years annual inspections of all roofs have been conducted resulting in the removal of moss where required. In early December 2018 the roof was serviced by the original installation contractor, Hazelmere Roofing who remarked about its outstanding condition. They assured us that our pro-active approach with regard to maintenance will ensure longevity.
3. **Roof Gutters and Downspout Cleaning:** Throughout the past several months the cleaning of gutters and roofs has been a continual task. The process is essential and will ensure both the roof and building below is protected from the elements and particularly water which can do serious and costly damage. Continual maintenance of this type contributes to the life of the roofing system and in recent years has been a priority within Ocean Park Grove.

4. **Crawl Space Moisture Control:** During 2018 three strata units had crawl spaces treated for elevated humidity levels. The treatment process involved a new approach to managing the moisture that resides under and around most buildings within this part of the Pacific Northwest. It entailed the application of an epoxy sealant to the entire crawl space floor and a portion of the surrounding foundation walls. The intent is to block the entry of moisture into the crawl space thereby reducing the relative humidity to acceptable levels. The results of this treatment have now been monitored for several months and to date the sealing process has proven to be successful. In the initial strata unit treated the relative humidity is down considerably and today is well within acceptable levels. The two other units treated are also showing positive results however they are still in the process of being monitored. Subject to success additional units will be considered for treatment during 2019 where humidity is determined to be at unacceptable levels.

5. **Pest Control:** Monthly inspections for the presence of pests are continuing throughout the complex. Several bait stations reside within the grounds of the property and are monitored by Care Pest & Wildlife Control. As a result of this program pests have not been a problem within Ocean Park Grove. Despite our success it has recently been reported that rodents and other similar pests are on the rise. We must therefore continue to be diligent to ensure that any garbage and/or waste is managed and disposed of effectively.

Brian White

Building Committee

January 16, 2019

Roy McKinlay

Grounds report for Jan. 17/19 AGM

The year of 2018 for "grounds" has turned out to be a rather uneventful one as we were dealing with a high budget item in the replacement of our eastside fencing which included the staining. Because of that and also a high snow removal expense in the winter, we only involved ourselves in smaller miscellaneous jobs such as rock walls, etc., throughout the complex in order to stay within our total budget guidelines.

For 2019, we have included a number of things that do not come up every year such as washing out our underground catch basins, replacing our landscape lighting, repairing cracks in our patios and sidewalks, pressure washing of our front brick wall, and adding one irrigation zone to the front property on the west side of the main road. These are all of a relatively low cost and as a result should not increase our annual budget over last year's to any extent.

Now, after saying that, it is my obligation to inform you that unfortunately our retaining wall and fence on the west side of our property has caved in, and is falling into our neighbour's property. (Palisades) Over the last 25 years the soil has been held back by landscape ties that have now rotted, and due to poor drainage consideration, moisture has had no place to go. At this point in time, I have contacted 2 contractors who have considerable experience in building retaining walls, and hopefully will have a ballpark figure as to what we would be involved with for a "lifetime" wall to be built. More information on this subject will be available at our AGM on the 17th of January.

Roy McKinlay
Grounds Committee

Summary of Coverage

Named Insured: The Owners of Strata Plan NW 2502 Ocean Park Grove
 Additional Insured(s): Leonis Management & Consultants Ltd.
 Mailing Address: c/o Leonis Management & Consultants Ltd., 108 - 5455 - 152nd Street, Surrey, BC V3S 5A5
 Location Address(es): 12901 - 12981 17th Avenue Surrey, BC V4A 1T5
 Policy Period: May 30, 2018 to May 30, 2019 12:01 a.m. Standard Time
 Loss Payable to: The Insured or Order in Accordance with the Strata Property Act of British Columbia.
 Insurers: As Per List of Participating Insurers Attached.

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Unlimited Guaranteed Replacement Cost, Bylaws	\$1,000	\$19,242,000
Unlimited Additional Living Expenses	Included	Included
Water Damage	\$5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$5,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$10,000	Included
Key and Lock Replacement		\$50,000
EARTHQUAKE DEDUCTIBLE BUY DOWN		
10% to 5% deductible buy down	5%	Included
BLANKET EXTERIOR GLASS INSURANCE		
Residential	\$ 100	Blanket
Commercial	\$ 250	Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$ 500	\$5,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Products & Completed Operations - <i>Aggregate</i>		\$5,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>		\$5,000,000
STRATA DIRECTORS & OFFICERS LIABILITY	Nil	\$3,000,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability - Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability - Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)		
Personal Accident Limit - Maximum Benefit - Lesser of \$500,000 or 7.5x Annual Salary		\$500,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$30,000
Broad Form Money & Securities	Nil	\$30,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$19,242,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll - 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES	Nil	\$50,000
TERRORISM	\$1,000	\$500,000

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents

Client No. CNW 2502

Client Name: The Owners of Strata Plan NW 2502 Ocean Park Grove
Management Company Leonis Management & Consultants Ltd.
Mailing Address: c/o Leonis Management & Consultants Ltd., 108 - 5455 - 152nd Street, Surrey, BC V3S 5A5
Location Address: 12901 - 12981 17th Avenue Surrey, BC V4A 1T5
Coverage Term: May 30, 2018 to May 30, 2019 12:01 a.m. Standard Time

Other Services and Service Providers**PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP**

Legal advice and exclusive benefits. See Contract for details.

Limits: 1,000,000/Legal Proceeding 1,500,000 Aggregate

Fee: 100% Retained

Included

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC**

Budget Comparison

Period From January 2018 - December 2018

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	291,891.60	291,892.00	291,892.00
Cable Water/Sewer & Waste	5,066.88	60,802.56	60,803.00	60,803.00
Interest Penalties	0.00	3.16	0.00	0.00
Interest Income - Operating	59.58	530.75	275.00	275.00
Total Operating Revenue	<u>29,450.76</u>	<u>353,228.07</u>	<u>352,970.00</u>	<u>352,970.00</u>
TOTAL REVENUE	<u>29,450.76</u>	<u>353,228.07</u>	<u>352,970.00</u>	<u>352,970.00</u>
DISBURSEMENTS				
Utilities				
Electricity	232.00	3,919.52	2,475.00	2,475.00
Water/Sewer	0.00	24,291.72	17,807.00	17,807.00
Refuse Pick-up	1,083.61	13,003.32	12,048.00	12,048.00
Cablevision	2,656.14	31,408.14	30,948.00	30,948.00
Total Utilities	<u>3,971.75</u>	<u>72,622.70</u>	<u>63,278.00</u>	<u>63,278.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	1,653.75	19,183.40	20,000.00	20,000.00
Gutter Cleaning	882.00	4,803.75	5,000.00	5,000.00
Drain Cleaning	0.00	4,995.65	10,000.00	10,000.00
Dryer Vent Cleaning	0.00	982.80	2,000.00	2,000.00
Deck Maintenance	0.00	0.00	1,500.00	1,500.00
Fire Protection	0.00	484.31	500.00	500.00
Total Repairs and Maintenance	<u>2,535.75</u>	<u>30,449.91</u>	<u>39,000.00</u>	<u>39,000.00</u>
Grounds				
Roadways/Walkways	41.45	11,536.12	8,200.00	8,200.00
Street Lights	0.00	173.10	500.00	500.00
Landscape Maintenance	5,236.69	62,840.28	63,887.00	63,887.00
Landscape Improvements	938.35	19,043.80	20,000.00	20,000.00
Irrigation System	0.00	2,463.03	4,000.00	4,000.00
Pest Control	97.13	1,175.61	1,750.00	1,750.00
Fence Maintenance	78.75	24,517.23	23,800.00	23,800.00
Total Grounds	<u>6,392.37</u>	<u>121,749.17</u>	<u>122,137.00</u>	<u>122,137.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	100.00	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	45,567.00	45,000.00	45,000.00
Insurance Valuation	0.00	0.00	300.00	300.00
Strata Management - Fees	1,365.00	16,380.00	16,380.00	16,380.00
Legal	0.00	0.00	2,000.00	2,000.00
Sundry Items	245.84	2,724.33	3,500.00	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	60,000.00	60,000.00	60,000.00
Total Administration	<u>10,515.59</u>	<u>124,671.33</u>	<u>127,180.00</u>	<u>127,180.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	175.00	175.00
Gas	38.00	466.36	500.00	500.00
Janitorial	100.00	650.00	300.00	300.00
Supplies	0.00	160.65	300.00	300.00
Total Amenity Facilities	<u>138.00</u>	<u>1,277.01</u>	<u>1,275.00</u>	<u>1,275.00</u>
TOTAL DISBURSEMENTS	<u>23,553.46</u>	<u>350,770.12</u>	<u>352,970.00</u>	<u>352,970.00</u>
SURPLUS DEFICIT	<u>5,897.30</u>	<u>2,457.95</u>	<u>0.00</u>	<u>0.00</u>

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,
Balance Sheet

Period= December 2018
 Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	23,105.99
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	317,958.35
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	367,958.35
Total Cash	391,464.34
Prepaid Insurance	19,523.75
Accounts Receivable	1,236.66
Total Current Assets	412,224.75
TOTAL ASSETS	412,224.75
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	60,000.00
CRF Current Year Interest	4,528.25
Total Contingency Reserve Fund	367,958.35
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	2,457.95
Total Retained Earnings	44,266.40
TOTAL EQUITY AND FUND BALANCES	412,224.75
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	412,224.75

OCEAN PARK GROVE, STRATA PLAN NW 2502
ESTIMATED ANNUAL OPERATING AND CONTINGENCY BUDGET
FOR THE PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019

Individual monthly strata fees are based on the estimated costs listed below:

	APPROVED Budget 2019
REVENUES:	
Owner's Monthly Strata Fees	\$ 283,448.00
Cable, Water/Sewer & Waste & Recycling Removal	69,182.00
Rec. Centre Rental	
Recovery of Fines/Interest Penalties	
TRF Retained Surplus	8,000.00
Interest Income - Operating	400.00
TOTAL RECEIPTS:	\$ 361,030.00
EXPENSES:	
GENERAL:	
Insurance	\$ 48,263.00
Insurance Appraisal (year 2 of 3)	600.00
Sundry Items (Incl. General Meetings and CHOA Dues)	2,500.00
Strata Corporation Administration-Agents Fees	16,872.00
WCB Coverage	100.00
Legal Fees/Depreciation Report Fees (year 2 of 3)	4,000.00
Cablevision	31,874.00
Water & Sewer	24,300.00
Waste and Recycling Removal	13,008.00
BUILDINGS:	
General Repairs & Maintenance	14,250.00
Pest Control	1,500.00
Gutter Cleaning	6,000.00
Crawl Space/Drainage & Improvements	10,000.00
Dryer Vent Cleaning (2020)	1,000.00
GROUNDS:	
Landscaping Maintenance (Contract)	64,100.00
Landscape Improvements	25,000.00
Hydro	3,688.00
Irrigation & Catch Basin Maintenance (add irrigation zone) sump pumps	12,000.00
Street Landscape Lighting (Replacement)	2,000.00
Patio Repairs & Pressure Wash Entry Walls	7,000.00
Roadways, Curbs	-
Fire Hydrants	600.00
Fence Repairs & Replacement	3,000.00
Snow Clearing	8,000.00
RECREATION FACILITY:	
Heating Fuel/Gas	500.00
Cleaning	400.00
Fire Safety Equipment	175.00
Supplies	300.00
Transfer to Contingency Reserve Fund	\$ 60,000.00
TOTAL DISBURSEMENTS:	\$ 361,030.00
SURPLUS/SHORTAGE FOR PERIOD	\$0.00

OCEAN PARK GROVE, STRATA PLAN NW 2502

**SUMMARY OF BUDGETED FUNDING REQUIRED BY THE OWNERS
FOR THE PERIOD JANUARY 1, 2019 - DECEMBER 31, 2019**

	BUDGET 2019	BUDGET 2018	INCREASE/ (DECREASE)
Total Estimated Operating Budget	\$ 301,030.00	\$ 292,970.00	\$ 8,060.00
Less: Retained Surplus	(8,000.00)		(8,000.00)
OPERATING FUND TOTAL:	\$ 293,030.00	\$ 292,970.00	\$ 60.00
Contingency Reserve Fund	60,000.00	60,000.00	Nil
TOTAL BUDGET:	\$ 353,030.00	\$ 352,970.00	\$ 60.00

ESTIMATED STATUS OF THE CONTINGENCY RESERVE FUND:

Contingency Reserve Fund on Hand as at January 1, 2019	\$ 367,500.00
Add: Owners Strata Fees	60,000.00
Interest Income	1,500.00
	<hr/>
Estimated Contingency Reserve Fund on Hand as at December 31, 2019	<u>\$ 429,000.00</u>

OCEAN PARK GROVE, STRATA PLAN NW 2502

SCHEDULE OF STRATA FEES FOR 2019

UNIT NUMBER	STRATA LOT	UNIT ENTITLED	CABLE & TAX	WATER & SEWER	WASTE REMOVAL	MONTHLY OPERATING	MONTHLY CRF	2019 TOTAL
12901-1	33	201	\$ 45.80	\$ 34.91	\$ 18.69	\$ 342.81	\$ 92.05	\$ 534.26
12901-2	34	162	45.80	34.91	18.69	276.29	74.19	449.88
12901-3	35	162	45.80	34.91	18.69	276.29	74.19	449.88
12901-4	36	201	45.80	34.91	18.69	342.81	92.05	534.26
12903-1	37	172	45.80	34.91	18.69	293.35	78.77	471.52
12903-2	38	177	45.80	34.91	18.69	301.87	81.06	482.33
12905-1	39	177	45.80	34.91	18.69	301.87	81.06	482.33
12905-2	40	172	45.80	34.91	18.69	293.35	78.77	471.52
12909-1	41	172	45.80	34.91	18.69	293.35	78.77	471.52
12909-2	42	177	45.80	34.91	18.69	301.87	81.06	482.33
12911-1	43	177	45.80	34.91	18.69	301.87	81.06	482.33
12911-2	44	172	45.80	34.91	18.69	293.35	78.77	471.52
12917-1	45	172	45.80	34.91	18.69	293.35	78.77	471.52
12917-2	46	177	45.80	34.91	18.69	301.87	81.06	482.33
12919-1	47	177	45.80	34.91	18.69	301.87	81.06	482.33
12919-2	48	172	45.80	34.91	18.69	293.35	78.77	471.52
12923-1	49	201	45.80	34.91	18.69	342.81	92.05	534.26
12923-2	50	162	45.80	34.91	18.69	276.29	74.19	449.88
12923-3	51	163	45.80	34.91	18.69	278.00	74.65	452.05
12925-1	52	163	45.80	34.91	18.69	278.00	74.65	452.05
12925-2	53	162	45.80	34.91	18.69	276.29	74.19	449.88
12925-3	54	201	45.80	34.91	18.69	342.81	92.05	534.26
12927-1	55	201	45.80	34.91	18.69	342.81	92.05	534.26
12927-2	56	163	45.80	34.91	18.69	278.00	74.65	452.05
12937-1	1	154	45.80	34.91	18.69	262.65	70.53	432.58
12937-2	2	230	45.80	34.91	18.69	392.27	105.33	597.00
12937-3	3	230	45.80	34.91	18.69	392.27	105.33	597.00
12937-4	4	154	45.80	34.91	18.69	262.65	70.53	432.58
12941-1	57	201	45.80	34.91	18.69	342.81	92.05	534.26
12941-2	58	163	45.80	34.91	18.69	278.00	74.65	452.05
12945-1	5	175	45.80	34.91	18.69	298.46	80.14	478.00
12945-2	6	230	45.80	34.91	18.69	392.27	105.33	597.00
12945-3	7	230	45.80	34.91	18.69	392.27	105.33	597.00
12945-4	8	175	45.80	34.91	18.69	298.46	80.14	478.00
12951-1	9	171	45.80	34.91	18.69	291.64	78.31	469.35
12951-2	10	224	45.80	34.91	18.69	382.03	102.58	584.01
12951-3	11	224	45.80	34.91	18.69	382.03	102.58	584.01
12951-4	12	171	45.80	34.91	18.69	291.64	78.31	469.35
12957-1	13	177	45.80	34.91	18.69	301.87	81.06	482.33
12957-2	14	230	45.80	34.91	18.69	392.27	105.33	597.00
12957-3	15	230	45.80	34.91	18.69	392.27	105.33	597.00
12957-4	16	177	45.80	34.91	18.69	301.87	81.06	482.33
12963-1	17	175	45.80	34.91	18.69	298.46	80.14	478.00
12963-2	18	230	45.80	34.91	18.69	392.27	105.33	597.00
12963-3	19	230	45.80	34.91	18.69	392.27	105.33	597.00
12963-4	20	175	45.80	34.91	18.69	298.46	80.14	478.00
12969-1	21	171	45.80	34.91	18.69	291.64	78.31	469.35
12969-2	22	224	45.80	34.91	18.69	382.03	102.58	584.01
12969-3	23	224	45.80	34.91	18.69	382.03	102.58	584.01
12969-4	24	171	45.80	34.91	18.69	291.64	78.31	469.35
12975-1	25	154	45.80	34.91	18.69	262.65	70.53	432.58
12975-2	26	230	45.80	34.91	18.69	392.27	105.33	597.00
12975-3	27	230	45.80	34.91	18.69	392.27	105.33	597.00
12975-4	28	154	45.80	34.91	18.69	262.65	70.53	432.58
12981-1	29	154	45.80	34.91	18.69	262.65	70.53	432.58
12981-2	30	230	45.80	34.91	18.69	392.27	105.33	597.00
12981-3	31	230	45.80	34.91	18.69	392.27	105.33	597.00
12981-4	32	154	45.80	34.91	18.69	262.65	70.53	432.58

MONTHLY 10918 \$ 2,656.40 \$ 2,024.78 \$ 1,084.02 \$ 18,620.74 \$ 5,000.02 \$ 29,385.96

YEARLY \$ 31,876.80 \$ 24,297.36 \$ 13,008.24 \$ 223,448.88 \$ 60,000.24 \$ 352,631.52

LEONIS MANAGEMENT & CONSULTANTS LTD.

M E M O R A N D U M

TO: Ocean Park Grove/CM File

FROM: Courtney Backus

DATE: January 14, 2019

RE: Council Meeting Minutes

Please be advised that to the best of our knowledge, there was no Council Meeting in December 2018.

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, November 21, 2018 in the Clubhouse.

<u>PRESENT:</u>	Jamie Grantham	–	President
	Bob Gillan	–	Vice President
	Julie Brinded	–	Secretary
	Judith Gray	–	Treasurer
	Ruth Heise	–	Gardening Committee
	Brian White	–	Buildings Committee
	Roy McKinlay	–	Grounds Committee
<u>GUEST:</u>	John Lehman	–	Leonis Management and Consultants Ltd.

The meeting was called to order at 9:25 am by Council President, Jamie Grantham.

MINUTES:

A correction was noted to the minutes of October 24, 2018. The date listed for the next Council Meeting was incorrect. The correct date of the Council Meeting is November 21, 2018. It was moved by Bob Gillan and seconded by Roy McKinlay, that the Council Meeting minutes of October 24, 2018 be accepted as circulated and corrected, carried 7–0.

PRESIDENTS COMMENTS:

Jamie Grantham wished to thank all of the Council members for their hard work on behalf of the Owners over the course of the last year. He also wished to take this opportunity to extend best wishes for a safe and happy holiday season to all Residents of the Ocean Park Grove community.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan also wished to extend best wishes to all Residents of Ocean Park Grove for the holiday season. Mr. Gillan confirmed that the 3/4 vote resolution to defer the depreciation report will be included with the notice for the Annual General Meeting to be held in January.

TREASURER'S REPORT:

Council Treasurer, Judith Gray advised that upon review all is in order with the Strata Corporation financial reports. It was moved by Judith Gray and seconded by Jamie Grantham that the October 2018 financial report be accepted as circulated and reviewed, carried 7–0.

Copy of the October 2018 financial report is included with these minutes for Owners information.

COUNCIL SECRETARIES REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the

mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council Meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

A letter was received from SL #21 requesting a tree be pruned. This matter was turned over to the Gardening Committee for their consideration and action as necessary.

A letter was received from SL #45 regarding a tree that has grown significantly and is obstructing daylight. This item was turned over to the Gardening Committee for their consideration and action as necessary. A second item from SL #45 was with regard to the condition of a privacy wall at the rear patio. This item was turned over to the Buildings Committee for their consideration and action as necessary.

A letter was received from SL #53 requesting permission to replace an existing backsplash in the kitchen with porcelain tiles. As the request is compliant with the bylaws permission is granted. The Owner will be notified.

Second letter was received from SL #53 regarding a cedar hedge on the westside in the area of that unit. The Owner expressed their concern for the condition of the hedge and wishes to confirm communication with the gardening committee that if the hedge does not show improvement, it will be considered for replacement, (note; since the meeting the replacement has been carried out.)

A letter was received from the purchasers of SL #28 advising that they take possession of the strata lot effective January 22, 2019. The purchasers advised that after possession and before they take occupancy of the unit they wish to change the flooring in the strata lot. The Strata Council considered this request and agreed that permission be granted and to become effective only once they have title to the strata lot and become Owners and Members of the Strata Corporation. Upon that time they will have permission in accordance with the bylaws to proceed with the alteration as submitted. The purchasers will be notified.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

Ice Melt is now available for the winter season to do your walkways and driveways. It is in the plastic storage box beside the tool shed, and as before, we ask you to bring your own containers.

BUILDINGS MAINTENANCE COMMITTEE:

Crawl Spaces - Lowering Elevated Relative Humidity Levels – November Update:

Two additional units have now been treated for elevated humidity levels within their crawl spaces. The application of an epoxy sealant over the entire floor area appears to be the solution for preventing the entry of moisture into this lower level of a unit. The results of this process will continue to be monitored over the next 6 months of cool, wet weather. Additional units will be considered for treatment where necessary and in accordance with funding approved under the 2019 Budget.

Keeping Roofs and Gutters Clear:

An initial cleaning of gutters took place during the latter part of October on the east side of the complex. With a number of large deciduous trees along the border it was necessary to do a preliminary cleaning. Once the trees have dropped the majority of the leaves another cleaning will be undertaken where required.

Club House Christmas Light Installation:

This year we are contracting the services of a Christmas Light installer to supply and decorate the Club House with external lighting. Lights will be installed on the upper and lower roof lines in addition to the front entry arch way. At a cost of approximately \$700.00 all required lighting will be provided, installed with necessary wiring and removed as specified within our by-laws. All lighting supplied is also warranted by the installer for 3 years and becomes the property of Ocean Park Grove. In future years our cost for this exercise will be considerably less as our only expense will be installation and removal. The days of Owners spending time climbing ladders and walking across roof tops at dangerous heights have now ended!

GARDENING MAINTENANCE COMMITTEE:

In the last few weeks Morgan & Rock have been very busy raking up the leaves on the OPG grounds. This is a huge job. There will be some more of this in the next couple of weeks. The garden crew is carrying on with cleaning the flower beds and in pruning bushes, cedars etc. Morgan & Rock used one of the extra days this last Monday November 19 to do more clearing of ground cover in the sump area. This is just north of SL #9. They planted some more cedars that had to be replaced. This was done in areas where the cedars are part of a privacy fence between Owners. The cedars look lovely and if Owners could help us to make sure that these newly planted cedars get enough water in the next couple of years that would be great. We would like to say thank you to all Owners that were able to help us in keeping the garden around their place looking lovely. Keep up the good work. You may put up Christmas lights in your garden from the last weekend in November till January 31, 2019. With the weather getting colder now, don't forget to protect your outside water faucet.

OTHER STRATA CORPORATION BUSINESS:

Hydro Reimbursement:

Council confirmed that Hydro reimbursements will be forwarded to those Owners affected in December. The date of the Annual General Meeting is set for January 17, 2019 at 1:30 PM at St. Mark's Church on 20th Ave. Formal Notice of Meeting will be sent to all Owners by Leonis Management in due course.

Attached to these minutes please find an updated Ocean Park Grove Owners directory for Owners information and records.

The next meeting of Council will be held following the Annual General Meeting in January 2019.

Council takes this opportunity to wish all Residents of Ocean Park Grove a safe and happy Holiday Season!

There being no further business the meeting was terminated at 10:40 AM.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2018 - October 2018
 Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue	24,324.30	243,243.00	243,243.30	291,892.00
Strata Fees	5,066.88	50,668.80	50,669.20	60,803.00
Cable Water/Sewer & Waste	3.16	3.16	0.00	0.00
Interest Penalties	38.52	409.45	229.20	275.00
Interest Income - Operating	29,432.86	294,324.41	294,141.70	352,970.00
Total Operating Revenue	29,432.86	294,324.41	294,141.70	352,970.00
TOTAL REVENUE				
DISBURSEMENTS				
Utilities	232.00	3,455.52	2,062.50	2,475.00
Electricity	0.00	11,808.43	14,839.20	17,807.00
Water/Sewer	1,083.61	10,836.10	10,040.00	12,048.00
Refuse Pick-up	2,656.14	26,095.86	25,790.00	30,948.00
Cablevision	3,971.75	52,195.91	52,731.70	63,278.00
Total Utilities				
Repairs & Maintenance	1,212.75	8,332.12	16,666.70	20,000.00
Repairs & Maintenance - General	0.00	3,150.00	4,166.70	5,000.00
Gutter Cleaning	0.00	4,995.65	8,333.30	10,000.00
Drain Cleaning	0.00	982.80	1,666.70	2,000.00
Dryer Vent Cleaning	0.00	0.00	1,250.00	1,500.00
Deck Maintenance	0.00	484.31	416.70	500.00
Fire Protection	1,212.75	17,944.88	32,500.10	39,000.00
Total Repairs and Maintenance				
Grounds	262.50	11,494.67	6,833.30	8,200.00
Roadways/Walkways	0.00	146.05	416.70	500.00
Street Lights	5,236.69	52,366.90	53,239.20	63,887.00
Landscape Maintenance	0.00	14,746.75	16,666.70	20,000.00
Landscape Improvements	0.00	1,938.03	3,333.30	4,000.00
Irrigation System	97.13	884.22	1,458.30	1,750.00
Pest Control	0.00	24,438.48	19,833.30	23,800.00
Fence Maintenance	5,596.32	106,015.10	101,780.80	122,137.00
Total Grounds				
Payroll Expenses	0.00	0.00	83.30	100.00
Worksafe BC	0.00	0.00	83.30	100.00
Total Payroll Expenses				
Administration	3,904.75	37,757.50	37,500.00	45,000.00
Insurance	0.00	0.00	250.00	300.00
Insurance Valuation	1,365.00	13,650.00	13,650.00	16,380.00
Strata Management - Fees	0.00	0.00	1,666.70	2,000.00
Legal	59.13	2,364.95	2,916.70	3,500.00
Sundry Items	5,000.00	50,000.00	50,000.00	60,000.00
Transfer to Contingency Reserve Fund	10,328.88	103,772.45	105,983.40	127,180.00
Total Administration				
Amenity Facilities	0.00	0.00	145.80	175.00
Fire Protection/Monitoring	38.00	390.36	416.70	500.00
Gas	0.00	450.00	250.00	300.00
Janitorial	0.00	160.65	250.00	300.00
Supplies	38.00	1,001.01	1,062.50	1,275.00
Total Amenity Facilities	21,147.70	280,929.35	294,141.80	352,970.00
TOTAL DISBURSEMENTS	8,285.16	13,395.06	-0.10	0.00
SURPLUS DEFICIT				

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,**

Balance Sheet

Period= October 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	26,698.77
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	307,058.03
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>357,058.03</u>
Total Cash	384,156.80
Prepaid Insurance	27,333.25
Accounts Receivable	771.49
Total Current Assets	<u>412,261.54</u>
TOTAL ASSETS	<u><u>412,261.54</u></u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	50,000.00
CRF Current Year Interest	3,627.93
Total Contingency Reserve Fund	<u>357,058.03</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	13,395.06
Total Retained Earnings	<u>55,203.51</u>
TOTAL EQUITY AND FUND BALANCES	<u><u>412,261.54</u></u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u><u>412,261.54</u></u>

OCEAN PARK GROVE DIRECTORY

- November 2018 -

12901	V4A 8T5		12941	V4A 8T6	
1	CAMENISCH, Gertie	604-536-3654	1	ASHDOWN, Gwen & Jim	604-531-8968
2	PENNANT, Kay	604-531-0687	2	COLMAN, Ann	604-541-8353
3	HARDING, Jean	604-531-8996	12945	V4A 8T7	
4	PALMER, Jim & Dianne	604-535-1450	1	McKINLAY, Roy & Arlene	604-538-3767
12903	V4A 8T5		2	GILLAN, MaryEllen & Bob	604-541-0488
1	ANDERS, Gary & Josie	604-542-3039	3	CRAGG, Tom & Wendy	604-538-5882
2	INTILE, Marilyn	604-531-2128	4	CRANE, Wendy & Michael	604-535-0962
12905	V4A 8T5		12951	V4A 8T7	
1	HEISE, Ruth	604-560-0600	1	GURSKI, Paul & Donovan	604-536-5315
2	BENDIKSEN, Peter & Margaret	604-535-3662	2	POSTON, Gail	604-535-3260
12909	V4A 8T7		3	GLAVIN, Helen & David	604-542-3634
1	EDMUNDS, Peter & Monika	604-560-9194	4	WIEBE, Shirley (The Estate of)	604-880-1206
2	BARNARD, George & Audrey	604-531-3026	12957	V4A 8T7	
12911	V4A 8T6		1	LEHMAN, Bill	604-385-1156
1	HARRIS, Winnifred	604-538-1726	2	FULLER, Richard & Eileen	604-541-1870
2	BEDFORD, John & Gabrielle	604-536-0673	3	WHITE, Brian & Kathie	604-908-4630
12917	V4A 8T2		4	MOORE, Kathleen	604-538-6731
1	SAUNDERS, Thomas & Virginia	604-535-3144	12963	V4A 8S7	
2	LEIGHTON, Frank	604-538-9192	1	ANDREWS, Gordon & Judy	604-535-3198
12919	V4A 8T2		2	GRADY-CURELL, Lori	604-961-3635
1	STINSON, Bob & Ann	604-531-2759	3	FULLER, David & Bonnie	604-536-3937
2	DAY, George	604-817-5776	4	GRANTHAM, Jamie & Barb	604-531-3726
12923	V4A 8T2		12969	V4A 8T3	
1	FRENCH, Doug & Joy	604-538-8169	1	ZARGE, Barbara	604-531-9702
2	FRITZ, Josephien	604-535-5492	2	CARSON, John & Nola	604-542-1935
3	GRAY, Robert & Judith	604-536-6600	3	DAVISON, John & Helen	604-531-6920
12925	V4A 8S7		4	WILKINSON, Ray & Kathy	604-541-2844
1	JOBLIN, Nicholas & Jacqueline	604-551-7656	12975	V4A 8T3	
2	HOLM, Barbara & David	604-538-4778	1	RICHARDSON, Jillian	604-536-8194
3	DUNCAN, Ken & Olga	604-535-3561	2	SALT, Barry	604-536-8178
12927	V4A 8S7		3	MORRIS, Dennis & Kathy	604-531-5260
1	LIM, Beng	604-536-8766	4	COLLIN, Celia	604-538-5564
2	HARRISON, Marilyn	604-560-1278	12981	V4A 8T3	
12937	V4A 8T6		1	WILLIAMS, Graham & Sharon	604-542-2444
1	HEIN, Delford & Doris	604-946-7136	2	BREUKELS, Cor & Riet	604-538-8029
2	HUBBICK, Graeme & BRINDED, Julie	604-560-0917	3	EGAN, Daniel & Dorothy	604-535-5893
3	LLOYD, Thomas & Lesley	604-541-0688	4	BRIDGEFOOT, Linda & Keith	604-538-9430
4	SCOTT, Darleen & Robert	604-385-3146			

Strata Plan NW 2502
John Lehman – Leonis Management - 604-575-5474

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS STRATA CORPORATION NW 2502, held Wednesday, October 24, 2018 in the Clubhouse.

<u>PRESENT:</u>	Jamie Grantham	–	President
	Ruth Heise	–	Gardening Committee
	Brian White	–	Buildings Committee
	Julie Brinded	–	Secretary
<u>GUEST:</u>	John Lehman	–	Leonis Management and Consultants Ltd.
<u>ABSENT WITH REGRETS:</u>	Bob Gillan	–	Vice President
	Judith Gray	–	Treasurer
	Roy McKinlay	–	Grounds Committee

The meeting was called to order at 9:30am by Council President, Jamie Grantham.

MINUTES:

It was moved by Julie Brinded and seconded by Brian White, that the Council Meeting Minutes of September 19, 2018 be accepted as circulated, carried 4–0.

PRESIDENTS COMMENTS:

Jamie Grantham confirmed that he did not have comments in advance of this meeting as items for consideration of Council are included on the agenda.

VICE PRESIDENTS REPORT:

After discussions with other Council Members, I am proposing that we submit for a vote at the Annual General Meeting in January 2019, a resolution deferring the 3 year update to our Depreciation Report. Our last update was in 2016 and we would otherwise be due for another in 2019. The reasons are straight forward; our various committees, buildings, grounds and gardens have issues well in hand and are completing maintenance on a proactive basis. Our infrastructure includes our roads, water and sewer lines which our grounds committee inspects, where possible, on an ongoing basis. Our financial situation is enviable and our Contingency Reserve Fund continues to grow with annual contributions, as it must, as we are an aging complex. I believe our strata has those items identified in both the original Depreciation Report and the update done in 2016 well in hand. Deferring the update to the Depreciation Report will require a ¾ vote at the AGM pursuant to Section 94 (3) (a) of the Strata Property Act. If a resolution to defer is passed, an annual vote to further defer is required. Otherwise we would have to perform an update in 2020.

TREASURE'S REPORT:

Although Council Treasurer Judith Gray was absent from the meeting she did report to Council that the September 2018 financial reports had been reviewed and all is in order.

It was agreed by Council that the September 2018 monthly financial report be accepted as circulated and reviewed, Carried 4–0.

Copy of the September 2018 financial report is attached to these minutes for Owners information.

COUNCIL SECRETARIES REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

Council Secretary Julie Brinded, reviewed correspondence received since the last Council meeting;

A completed emergency contact form was received from SL #47. Owners are thanked for keeping their contact information with the strata corporation current.

A completed emergency contact form was received from SL #18. The Owners are thanks for keeping their information with the Strata Corporation current.

Two letters were received from the purchasers of SL #12. The strata lot has been sold and the purchasers will take title to the strata lot effective December 13, 2018. In advance of their conveyance and possession, the purchasers have requested permission for alterations in the form of various interior improvements including a possible structural change in the removal of a wall between the dining room and the kitchen. The possible removal of this wall would subject to inspection and confirmation as to whether or not the wall is loadbearing, and also subject structural engineer input. The second letter confirmed that given the extensive nature of the renovations, it would be necessary to have a large dumpster on site during the demolition phase of the proposed improvements.

Council considered the letters and agreed that any permission granted would be subject to and take effect only once title is conveyed to the purchasers and they become members of the Strata Corporation. Following review, Council agreed that insofar as the proposed renovations are compliant with the bylaws that they be approved subject to the bylaws as well as the assumption of liability agreements, and further it is specifically noted that permission will take effect only as of December 13, 2018 when the purchasers become Owners. The purchasers will be advised accordingly. The purchasers will also be advised that they may have a dumpster to be located in close proximity to the townhouse within a nearby visitor parking stall and not in the fire lane. The dumpster may only be present as is necessary during the active demolition phase of renovations and must be removed immediately upon conclusion of that phase of work. The purchasers will be notified.

A letter was received from SL #53 regarding a tree that has continued to grow in proximity to the strata lot. Following discussion, it was confirmed that the Gardening Committee has recommended this tree,

a Portuguese Laurel, for removal. This work will be carried out at the direction of the Gardening Committee.

A letter was received jointly from strata lots #18 and #22 requesting the gardeners please trim three large trees in the area of the strata lots. This request will be taken up by the Gardening Committee and trimming as necessary will be undertaken

A completed assumption of liability document related to alterations undertaken at SL #17 was received for strata corporation records. The Owners are thanks for their attention to this item.

A letter was received from SL #40 regarding several items; a request for repairs to the rear patio. This item was forwarded to the Grounds Committee for their consideration. The Owners also requested an updated OPG directory. An updated directory will be circulated in the coming weeks. The Owners also requested a cotoneaster be trimmed. This item was forwarded to the Garden Committee for their attention and action as necessary. The Owners also wish to thank Nola Carson and the Garden Committee for their dedicated efforts to keep the complex looking so good. The Owners also expressed that they feel a good choices has been made in Ruth Heise becoming the new Garden Committee Chair.

A letter was received from SL #56 regarding replacement of two windows as well as replacement of the hot water heater. As the requests are compliant with the bylaws, the Strata Council agreed to the Owners request and granted permission. The Owner will be notified.

A follow-up letter was received from SL #31 regarding request for reimbursement for structural repairs undertaken to the strata lot earlier in 2018. The Owners provided additional information around the circumstances for the delay in notification to the Strata Corporation of required structural repair. Following review of all of the circumstances presented by the Owners, it was agreed that the strata corporation reimburse the strata lot Owners their reasonable cost of repair. Payment will be processed with the November 2018 Strata, Corporation payables and the Owners notified.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

As noted in an earlier report, we have no further expenditures due to the end of the calendar year, expecting the bill for winterizing our irrigation system, which will be done on Oct. 26. The next month will be taken up with finalizing the new strata's budget for fiscal 2019. To date, I have already received quotes for replacing our landscape lighting with new LED fixtures which should do away with continuous bulb replacement throughout the complex. Also, Columbia Irrigation has given us a price on installing water sprinklers just inside the front brick wall on the west side on the main road. This installation will also enhance the amount of water going to the sprinkler heads along the whole perimeter of our East to West Street Boulevard. Finally, I have been able to track down a contractor who does crack repairs and so hopefully we will be able to confront any problem areas that have cropped up in the last few years on patios and sidewalks. Other than normal year to year expenditures, the Grounds Committee does not see any large projects coming forward for 2019, but in saying that, let us all hope that this winter is not a big snow year. So far, the weather forecasters are saying we are in for a much drier winter than normal.

BUILDINGS MAINTENANCE COMMITTEE:

Crawl Spaces - Lowering Elevated Relative Humidity Levels – October Update:

At the September Strata Council Meeting it was proposed that two additional units be treated within this fiscal year for elevated relative humidity levels. This recommendation was approved and results from the success of a pilot project where a crawl space was sealed and has subsequently seen humidity levels continue to decline. At present, after a period of almost three months, the relative humidity within the pilot crawl space has declined approximately 30%. The process of sealing a crawl space floor, as previously described, has to date proven to be a successful method for reducing relative humidity levels. The end result is the elimination of the damp and musty smelling air that has been an issue in a number of units over the years. During the 2019 fiscal year additional units will be treated.

Building Repairs:

Minor building repairs within the complex have now been completed. If any resident is aware of any additional building components that require attention please advise the Building Committee in writing using the prescribed submission process.

Keeping Roofs and Gutters Clear:

As the cool wet weather approaches we are preparing to keep our roofs, gutters and downspouts clear of leaves and other debris. Although, the majority of our roofing issues take place on the perimeter of our property, where larger trees exist, we do experience problems in other areas of the complex. Contractors will be onsite as needed over the next few months to address any problem areas.

GARDENING MAINTENANCE COMMITTEE:

To all Owners that wish to look after their own Garden Area put a **white stake** in your Garden, this tells the Garden Crew that you are looking after your own garden, like weeding and some light pruning. If you need one of these stakes, we have some, in the ladies washroom in the club house, or call Ruth Heise at home. It is time to have all Annuals removed by the end of November. **Do not put dirt in the garden pick up.** General garden schedule was followed by Morgan and Rock during the month including; pruning, mowing, edging, weeding. Now that the leaves are falling they have been raking the leaves particularly along the east fence line. They have pruned Cedars, Cotoneaster, Japanese Holly, Birch etc. They have done an application of Dolopril Lime on the entire property. Morgan and Rock used one of their extra days on Monday October the 15th to start the big job of cleaning up the sump area between S/L #9 and #13, also the removal of overgrown azaleas around the patio of S/L 9. Morgan and Rock have just finished planting the new cedars around the patio around S/L # 1. Thank you to Judd. We had Curb Appeal move a few bushes to other locations at S/L #56. Curb Appeal has moved dirt for us from S/L #44 to S/L # 10 where it was needed (very labour intensive work). He is building us a small 'Stack Stone Wall' at S/L # 44 so that we can get the garden ready for replanting of new cedars; this is for replacement of the dead cedars that we had to take out. Thank you to Dale. Please make sure if you have newly planted shrubs or trees that you water them while we have this dry weather. **Thank You!**

The next meeting of Council I was set for November 24, 2018 at 9:30 AM.

There being no further business, the meeting terminated at 10:40 AM.

NOTICE TO OWNERS REGARDING THIRD PARTY COSTS TO THE STRATA CORPORATION REQUESTING REIMBURSEMENT:

The Strata Corporation advises that it will not accept or consider third party invoices for payment or paid invoices for reimbursement where the Strata Corporation has not authorized the expenditure(s) prior to services being rendered or the expenditure being incurred.

Owners discovering any common area or common property repair or maintenance matters are advised to ensure the Strata Corporation is aware of the matter and have authorized any work or expenditure.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the Owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the

building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

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The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

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12901 - 12981 17th Avenue Surrey BC

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Total Operating Revenue	<u>29,423.72</u>	<u>264,891.55</u>	<u>264,727.53</u>	<u>352,970.00</u>
TOTAL REVENUE	29,423.72	264,891.55	264,727.53	352,970.00
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Utilities				
Electricity	232.00	3,223.52	1,856.25	2,475.00
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Refuse Pick-up	1,083.61	9,752.49	9,036.00	12,048.00
Cablevision	2,656.14	23,439.72	23,211.00	30,948.00
Total Utilities	<u>3,971.75</u>	<u>48,224.16</u>	<u>47,458.53</u>	<u>63,278.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	0.00	7,119.37	15,000.03	20,000.00
Gutter Cleaning	0.00	3,150.00	3,750.03	5,000.00
Drain Cleaning	79.55	4,995.65	7,499.97	10,000.00
Dryer Vent Cleaning	0.00	982.80	1,500.03	2,000.00
Deck Maintenance	0.00	0.00	1,125.00	1,500.00
Fire Protection	484.31	484.31	375.03	500.00
Total Repairs and Maintenance	<u>563.86</u>	<u>16,732.13</u>	<u>29,250.09</u>	<u>39,000.00</u>
Grounds				
Roadways/Walkways	26.05	11,232.17	6,149.97	8,200.00
Street Lights	0.00	146.05	375.03	500.00
Landscape Maintenance	5,236.69	47,130.21	47,915.28	63,887.00
Landscape Improvements	2,088.50	14,746.75	15,000.03	20,000.00
Irrigation System	147.53	1,938.03	2,999.97	4,000.00
Pest Control	97.13	787.09	1,312.47	1,750.00
Fence Maintenance	0.00	24,438.48	17,849.97	23,800.00
Total Grounds	<u>7,595.90</u>	<u>100,418.78</u>	<u>91,602.72</u>	<u>122,137.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	74.97	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>74.97</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	33,852.75	33,750.00	45,000.00
Insurance Valuation	0.00	0.00	225.00	300.00
Strata Management - Fees	1,365.00	12,285.00	12,285.00	16,380.00
Legal	0.00	0.00	1,500.03	2,000.00
Sundry Items	259.29	2,305.82	2,625.03	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	45,000.00	45,000.00	60,000.00
Total Administration	<u>10,529.04</u>	<u>93,443.57</u>	<u>95,385.06</u>	<u>127,180.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	131.22	175.00
Gas	38.00	352.36	375.03	500.00
Janitorial	50.00	450.00	225.00	300.00
Supplies	55.95	160.65	225.00	300.00
Total Amenity Facilities	<u>143.95</u>	<u>963.01</u>	<u>956.25</u>	<u>1,275.00</u>
TOTAL DISBURSEMENTS	22,804.50	259,781.65	264,727.62	352,970.00
SURPLUS DEFICIT	6,619.22	5,109.90	-0.09	0.00

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,**

Balance Sheet

Period= September 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	14,980.35
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	301,695.18
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>351,695.18</u>
Total Cash	367,075.53
Prepaid Insurance	31,238.00
Accounts Receivable	300.00
Total Current Assets	<u>398,613.53</u>
TOTAL ASSETS	<u>398,613.53</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	45,000.00
CRF Current Year Interest	3,265.08
Total Contingency Reserve Fund	<u>351,695.18</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	5,109.90
Total Retained Earnings	<u>46,918.35</u>
TOTAL EQUITY AND FUND BALANCES	<u>398,613.53</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>398,613.53</u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held Wednesday, September 19th, 2018 in the Clubhouse.

PRESENT:

Jamie Grantham	-	President
Bob Gillan	-	Vice President
Ruth Heise	-	Secretary
Judith Gray	-	Treasurer
Brian White	-	Buildings Committee
Roy McKinlay	-	Grounds Committee

GUESTS:

John Lehman	-	Leonis Management & Consultants Ltd.
One Owner	-	As an Observer

The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Bob Gillan and seconded by Brian White that the Council Meeting Minutes of July 25th, 2018 be accepted as circulated, carried 6-0.

PRESIDENT'S COMMENTS:

Jamie Grantham wished to express his thanks to Nick and Jackie Joblin for organizing the Pub Night Social. A great time was had by all. Jamie also expressed that the Community has had a nice summer and Council will now continue with its good work into fall on behalf of the Ocean Park Grove Community.

VICE PRESIDENTS REPORT:

Bob Gillan advised there was nothing to report at this time.

TREASURER'S REPORT:

Council Treasurer, Judith Gray confirmed that all is in order with the July and August 2018 monthly financial reports. It was then moved by Judith Gray and seconded by Jamie Grantham that the July and August 2018 financial reports be accepted as circulated and reviewed, carried 6-0.

Copy of the July and August 2018 financial reports are attached to these minutes for Owners information.

COUNCIL SECRETARY'S REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the

mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

Council Secretary Ruth Heise reviewed correspondence received since the last council meeting.

A completed emergency contact form was received from SL #41. Owners are thanked for keeping their contact information current.

A letter was received from SL #54 regarding various items including a window to be repaired and trimming and landscape maintenance. The window repair is being arranged. It appears the window was broken as a result of landscape maintenance activities and the gardeners will be advised. The landscaping items will be taken up by the Landscape Maintenance Committee.

A letter was received from SL #31 advising the Council of damage to the strata lot discovered during renovation activities carried out by the Owners in the spring of 2018. The Owners have requested reimbursement for costs incurred. As a result of discussion, the Strata Council agreed that the Owner be requested to please advise why the Strata Corporation is receiving this information four months later and why the corporation was not advised at the time the damage was discovered. The Strata Council will consider this matter further only once the requested information is received.

Following discussion, it was agreed that a separate notice be prepared and circulated to all Owners advising them that the Strata Corporation fundamentally will not pay third-party costs after the fact, for repairs and costs arranged by Owners and incurred on behalf of the Strata Corporation, without the prior knowledge or authorization of the Strata Corporation.

A letter was received from the Owners of SL #29 regarding visitor parking. This matter has since been completed.

A letter was received from the owners of SL #52 requesting the use of the clubhouse tables for a private function. Permission was granted on the understanding that the equipment is not otherwise in use. The Owner also requested use of the Clubhouse for a charity related activity to benefit the hospital and Council agreed to this.

A letter was received from the Owners of SL #4 in response to the Strata Corporations information circulated regarding the use of leaf blowers. The information provided by the Owner was noted by Council with thanks. The Owner also raised the issue of Shaw Cable requesting that the contract be put to vote. Council confirmed that the contract has at least one more year remaining, at which time the Strata Council will determine the disposition of the agreement. The Owners also expressed their concern for recent landscape maintenance trimming activities and loss of privacy. This information was also noted.

A letter was received from SL #49 regarding various items the Owner, together with hired help, apparently has completed in the area of their strata lot including; leveling blocks along the front walkway, pruning shrubs, clearing weeds, applying bark mulch, removing an overgrown boxwood bush

plant and replacing it with two smaller bushes, as well as adding bark mulch at the rear yard of the strata lot. Council acknowledged the information and letter and it was filed.

A letter was received from SL #16 advising that plants have been removed, except for the umbrella pine from the garden bed on the east side of the patio at the rear of the strata lot. The Owner advised they would like to put down grass seed to change this area into a lawn and walkway area around the umbrella pine. The Owner requested the Strata Corporation to please move three large pavers to straighten the end of the path and the Owner requested the Strata Corporation arrange to have the pavers moved. Following discussion, Council agreed that the Strata Corporation will not make arrangements or incur the cost to move the pavers. Any further alterations will require the authority of either the Strata Council or the Landscape Maintenance Committee.

A letter was received and signed by the Owners of strata lots #1, #2, #3, #4, #57 and #58 requesting the removal of the mugo pine situated at the base of the lamp post at the edge of the visitor parking, in the area of the east entrance and replace this with grass. The Owners site safety as the pine has gotten to such a size that it apparently blocks the view of drivers utilizing the roadway. The letter was referred to the Landscape Maintenance Committee for their review and action as deemed necessary.

A letter was received from SL #17 regarding a request for permission for an alteration in the form of replacing the washer, dryer and dishwasher, as well as replacing some cupboards in the strata lot. Insofar as the request is compliant with the bylaws, it was approved. The Owner will be notified.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

At this time, other than the closing costs for our irrigation system, we should not have any further expenses under our grounds budget for the remainder of 2018. This, however, excludes any emergencies that may arise.

For 2019, I have received and will present at the next Council Meeting, a quote from J Electrical for replacement of all of our landscape lighting. The price quoted is just under \$1,300.00 and will have LED lights, which will do away with constant changing of bulbs and is something that is happening currently.

Also, we have just received a quote for snow removal and salting from our current contractor for 2019 and the cost will remain at the 2018 pricing. We will just hope that winter is kind to us this year and does not dump major amounts of snow.

One final note that will be brought up for discussion is the need for better coverage of lawn irrigation. Because we are now at our maximum, as far as getting water on the grounds, we would be faced with a higher expense to pipe into the city's water lines to increase water pressure in the system. However, after seeing what the recent rains have now done to our lawns, it is worth discussion to even consider spending monies to further green, sometimes brown grass we experience over the short and hot periods of summer. Owners are most welcome to express their views on this subject.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:**Crawlspaces – Lowering Elevated Relative Humidity Levels – September Update:**

As reported in late July, the initial strata lot crawlspace floor has now been treated with an advanced epoxy sealant. This process involves the application of two coats of an epoxy vapor barrier to the entire crawlspace floor, plus a complete perimeter seal 4 inches up the foundation walls. This procedure also included the installation of a silicone/urethane cold joint sealant along the edges of the entire crawlspace floor wherever the floor meets the foundation wall. The entire process took approximately three days to complete with an additional two days to cure. Immediately after the application of these products, there was a noticeable odor within the unit; however it did dissipate within a few days. It has now been over seven weeks since the completion of the project and there is no odor evident within the crawlspace or throughout the unit.

The above process has resulted in a considerable drop in the relative humidity levels within the subject crawlspace. The results were gradual and as of this date, seven weeks later, the relative humidity levels have declined as much as 25%. These improved levels are now well within acceptable limits and have resulted in the elimination of what has been a historic musty smell within the crawlspace area and at times, the complete unit. Over the past week this process has been further tested with the return of heavy rains and therefore the presence of additional drainage and groundwater throughout the complex. The crawlspace's relative humidity levels remain unchanged and have not risen which indicates the success of this floor ceiling procedure.

Due to the above very positive results, it is now being recommended to the Strata Council that we proceed with the treatment of two additional units within this fiscal year. The cost to conduct this initial project and additional proposed work was provided for and approved under the 2018 budget. The units to be treated will be those who have a spare historically suffered from elevated relative humidity levels within the crawlspace.

Building Repairs:

Minor building repairs are now underway throughout the complex. Dale from Curb Appeal will be working on several small building projects which have been identified over the past few months. Once again, if any additional building components are in need of repair, please advise the Building Committee as soon as possible, in order that they can be addressed this fiscal year.

Brian White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

Morgan and Rock have done their general garden schedule for the months of August and September.

They used one of their extra days on Monday, September 17th, 2018. They removed a dead Japanese maple by SL #58 and took out the stump. They took out a cedar hedge by SL #1 and SL #44 and they cut down a photinia along the west fence between SL #40 and SL #44.

They cleared the garden embankment on the north side of SL #10 of all the weeds in groundcovers and tag shrubs. They also took out two cotoneasters in the adjacent area, which is north of SL #9. This

work is the beginning of the renovation for the garden on the north side of SL #9 and this includes the sump area between SL #9 and SL #13; all debris was removed.

Dale from Curb Appeal Landscaping worked on a stacked stone wall at the rear of unit #2 – 12951, SL #10. This wall met up to the wall that was already there on SL #11. There were granite rocks that had to be removed, or used on top of the Stonewall at the end of the road by the east fence between SL #16 and SL #20. This was so that we can do some planting along the end of the roadway where plants were removed when the east fence was rebuilt.

Thank you for the ongoing work that FOG has been willing to do for Ocean Park Grove, this has been very helpful.

Ruth Heise
Gardening Maintenance Committee

OTHER BUSINESS:

Sealing of Additional Crawlspace:

It was moved by Brian White and seconded by Jamie Grantham that the epoxy sealant procedure to seal crawlspaces be utilized at SL #27 and SL #38 at a total approximate cost of \$6,800.00, carried 6-0. The Building Committee will make arrangements for this work to be completed.

Snow Clearing – Winter Season 2018/2019:

It was agreed by Council that Diamond Shovel be again retained by the Strata Corporation to provide snow clearing and salting services as per their agreement for the 2018/2019 winter season.

Gardening Maintenance Committee Chairperson Position:

It was agreed that, going forward, Ruth Heise will assume the role of the Gardening Maintenance Committee chair and liaison with the Strata Council.

Strata Council Recording Secretary:

It was agreed that Julie of SL #2 will be added to the Strata Council for the remainder of the current term and will assume the role of Council Secretary for the remainder of the term as Secretary, Ruth Heise has agreed to Chair the Gardening Committee..

The next meeting of Council is set for October 24th, 2018 at 9:30 a.m.

The meeting was terminated at 10:45 a.m.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports (which are free for 60 days) by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on

“Order documents & forms”, Go to strata login – “Owner”, Enter strata property number: NW2502 and enter password: 250212901.

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC**

Budget Comparison

Period From January 2018 - July 2018

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	170,270.10	170,270.31	291,892.00
Cable Water/Sewer & Waste	5,066.88	35,468.16	35,468.44	60,803.00
Interest Income - Operating	38.75	312.90	160.44	275.00
Total Operating Revenue	<u>29,429.93</u>	<u>206,051.16</u>	<u>205,899.19</u>	<u>352,970.00</u>
TOTAL REVENUE	29,429.93	206,051.16	205,899.19	352,970.00
DISBURSEMENTS				
Utilities				
Electricity	232.00	2,759.52	1,443.75	2,475.00
Water/Sewer	3,476.99	11,808.43	10,387.44	17,807.00
Refuse Pick-up	1,083.61	7,585.27	7,028.00	12,048.00
Cable/Ision	2,656.14	18,127.44	18,053.00	30,948.00
Total Utilities	<u>7,448.74</u>	<u>40,280.66</u>	<u>36,912.19</u>	<u>63,278.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	408.00	6,748.65	11,666.69	20,000.00
Gutter Cleaning	0.00	3,150.00	2,916.69	5,000.00
Drain Cleaning	0.00	831.60	5,833.31	10,000.00
Dryer Vent Cleaning	982.80	982.80	1,166.69	2,000.00
Deck Maintenance	0.00	0.00	875.00	1,500.00
Fire Protection	0.00	0.00	291.69	500.00
Total Repairs and Maintenance	<u>1,390.80</u>	<u>11,713.05</u>	<u>22,750.07</u>	<u>39,000.00</u>
Grounds				
Roadways/Walkways	1,327.51	11,206.12	4,783.31	8,200.00
Street Lights	0.00	44.20	291.69	500.00
Landscape Maintenance	5,236.69	36,656.83	37,267.44	63,887.00
Landscape Improvements	0.00	12,388.80	11,666.69	20,000.00
Irrigation System	0.00	1,627.75	2,333.31	4,000.00
Pest Control	97.13	582.78	1,020.81	1,750.00
Fence Maintenance	4,607.40	24,438.48	13,883.31	23,800.00
Total Grounds	<u>11,268.73</u>	<u>86,944.96</u>	<u>71,246.56</u>	<u>122,137.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	58.31	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>58.31</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	26,043.25	26,250.00	45,000.00
Insurance Valuation	0.00	0.00	175.00	300.00
Strata Management - Fees	1,365.00	9,555.00	9,555.00	16,380.00
Legal	0.00	0.00	1,166.69	2,000.00
Sundry Items	61.22	1,721.08	2,041.69	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	35,000.00	35,000.00	60,000.00
Total Administration	<u>10,330.97</u>	<u>72,319.33</u>	<u>74,188.38</u>	<u>127,180.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	102.06	175.00
Gas	38.00	276.36	291.69	500.00
Janitorial	0.00	300.00	175.00	300.00
Supplies	0.00	104.70	175.00	300.00
Total Amenity Facilities	<u>38.00</u>	<u>681.06</u>	<u>743.75</u>	<u>1,275.00</u>
TOTAL DISBURSEMENTS	30,477.24	211,939.06	205,899.26	352,970.00
SURPLUS DEFICIT	-1,047.31	-5,887.90	-0.07	0.00

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,**

Balance Sheet

Period= July 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	1,173.05
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	290,621.44
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>340,621.44</u>
Total Cash	342,194.49
Prepaid Insurance	39,047.50
Accounts Receivable	300.00
Total Current Assets	<u>381,541.99</u>
TOTAL ASSETS	<u>381,541.99</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
LIABILITIES	
Current Liabilities	
Accrued Liabilities	5,000.00
Total Current Liabilities	<u>5,000.00</u>
TOTAL LIABILITIES	5,000.00
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	35,000.00
CRF Current Year Interest	2,191.34
Total Contingency Reserve Fund	<u>340,621.44</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	-5,887.90
Total Retained Earnings	<u>35,920.55</u>
TOTAL EQUITY AND FUND BALANCES	<u>376,541.99</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>381,541.99</u>

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2018 - August 2018
Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	194,594.40	194,594.64	291,892.00
Cable Water/Sewer & Waste	5,066.88	40,535.04	40,535.36	60,803.00
Interest Income - Operating	25.49	338.39	183.36	275.00
Total Operating Revenue	<u>29,416.67</u>	<u>235,467.83</u>	<u>235,313.36</u>	<u>352,970.00</u>
TOTAL REVENUE	29,416.67	235,467.83	235,313.36	352,970.00
DISBURSEMENTS				
Utilities				
Electricity	232.00	2,991.52	1,650.00	2,475.00
Water/Sewer	0.00	11,808.43	11,871.36	17,807.00
Refuse Pick-up	1,083.61	8,668.88	8,032.00	12,048.00
Cablevision	2,656.14	20,783.58	20,632.00	30,948.00
Total Utilities	<u>3,971.75</u>	<u>44,252.41</u>	<u>42,185.36</u>	<u>63,278.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	370.72	7,119.37	13,333.36	20,000.00
Gutter Cleaning	0.00	3,150.00	3,333.36	5,000.00
Drain Cleaning	4,084.50	4,916.10	6,666.64	10,000.00
Dryer Vent Cleaning	0.00	982.80	1,333.36	2,000.00
Deck Maintenance	0.00	0.00	1,000.00	1,500.00
Fire Protection	0.00	0.00	333.36	500.00
Total Repairs and Maintenance	<u>4,455.22</u>	<u>16,168.27</u>	<u>26,000.08</u>	<u>39,000.00</u>
Grounds				
Roadways/Walkways	0.00	11,206.12	5,466.64	8,200.00
Street Lights	101.85	146.05	333.36	500.00
Landscape Maintenance	5,236.69	41,893.52	42,591.36	63,887.00
Landscape Improvements	269.45	12,658.25	13,333.36	20,000.00
Irrigation System	162.75	1,790.50	2,666.64	4,000.00
Pest Control	107.18	689.96	1,166.64	1,750.00
Fence Maintenance	0.00	24,438.48	15,866.64	23,800.00
Total Grounds	<u>5,877.92</u>	<u>92,822.88</u>	<u>81,424.64</u>	<u>122,137.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	66.64	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>66.64</u>	<u>100.00</u>
Administration				
Insurance	3,904.75	29,948.00	30,000.00	45,000.00
Insurance Valuation	0.00	0.00	200.00	300.00
Strata Management - Fees	1,365.00	10,920.00	10,920.00	16,380.00
Legal	0.00	0.00	1,333.36	2,000.00
Sundry Items	325.45	2,046.53	2,333.36	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	40,000.00	40,000.00	60,000.00
Total Administration	<u>10,595.20</u>	<u>82,914.53</u>	<u>84,786.72</u>	<u>127,180.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	116.64	175.00
Gas	38.00	314.36	333.36	500.00
Janitorial	100.00	400.00	200.00	300.00
Supplies	0.00	104.70	200.00	300.00
Total Amenity Facilities	<u>138.00</u>	<u>819.06</u>	<u>850.00</u>	<u>1,275.00</u>
TOTAL DISBURSEMENTS	25,038.09	236,977.15	235,313.44	352,970.00
SURPLUS DEFICIT	4,378.58	-1,509.32	-0.08	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= August 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	4,456.38
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	296,301.08
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>346,301.08</u>
Total Cash	351,157.46
Prepaid Insurance	35,142.75
Accounts Receivable	300.00
Total Current Assets	<u>386,600.21</u>
TOTAL ASSETS	<u><u>386,600.21</u></u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	40,000.00
CRF Current Year Interest	2,870.98
Total Contingency Reserve Fund	<u>346,301.08</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	-1,509.32
Total Retained Earnings	<u>40,299.13</u>
TOTAL EQUITY AND FUND BALANCES	<u><u>386,600.21</u></u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u><u>386,600.21</u></u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held Wednesday, July 25th, 2018 in the Clubhouse.

PRESENT:

Jamie Grantham	-	President
Roy McKinlay	-	Grounds Committee
Bob Gillan	-	Vice President
Judith Gray	-	Treasurer
Brian White	-	Buildings Committee
Ruth Heise	-	Secretary

GUESTS:

John Lehman	-	Leonis Management & Consultants Ltd.
One Owner as an Observer		

The meeting was called to order at 9:33 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Bob Gillan, seconded by Judith Gray that the Council Meeting Minutes of June 21st, 2018 be accepted as circulated, carried 6-0.

PRESIDENT'S COMMENTS:

Jamie Grantham expressed his thanks to Nick and Jackie Joblin and the Social Committee for their organizing and hosting of the Annual Ocean Park Grove Summer BBQ. A job very well done and a great time enjoyed by all.

VICE PRESIDENTS REPORT:

During this run of good weather, many residents are outside enjoying their patios, and as we know, we all live in close proximity to our neighbors here in Ocean Park Grove.

In the spirit of neighborliness, those who clean their patios and walkways with a leaf blower or shop vacuum, should consider other methods for that purpose as the noise level is disturbing to other Residents. Typically the electric motors in those devices turn at 20,000 rpm which produces a high intensity whine which affects the enjoyment of patios.

So please.....BE NEIGHBORLY !

Bob Gillan, Vice President

TREASURER'S REPORT:

Council Treasurer, Judith Gray confirmed all is in order with regard to the June 2018 financial report.

It was then moved by Judith Gray and seconded by Brian White that the financial report for June 2018, be accepted as circulated and reviewed, carried 6-0. Copy of the June 2018 financial report is attached to these minutes for Owner's information and records.

COUNCIL SECRETARY'S REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Correspondence for the consideration of Council must be received at least two full days in advance of a scheduled Council meeting, otherwise that correspondence will be held over to the next meeting of Council for consideration.

Council Secretary, Ruth Heise reviewed correspondence received since the last Council Meeting;

Ltr rec'd fr. SL #3 re a sprinkler system matter. It was confirmed the issue has been dealt with.

Ltr rec'd fr. SL #20 re a large laurel bush to be removed. This item has been dealt with.

Ltr rec'd fr. SL #29 re a temporary parking matter. This has been dealt with.

Ltr rec'd fr. SL #16 re the Owner switching from Shaw cable to Telus and requesting the strata corporation allow Owners to opt out of the Shaw service or cancel the bulk contract. Council confirmed there is no intention to cancel the Shaw bulk cable contract.

Ltr rec'd fr. SL #10 re a tree removed. It was confirmed the matter is in progress and will take into account privacy of neighbors and aesthetics etc. once complete.

Emergency contact forms were rec'd from SL s #22 and #32. The Owners are thanked for taking the time to keep this information current.

Ltr rec'd fr. SL# 46 re broken windows. The windows have been measured and replacement units are being manufactured and will be installed as soon as they can. The Owner is thanked for their patience.

Ltr rec'd fr. SL#47 re paint repairs required. This is currently in the hands of the Buildings Committee.

Ltr rec'd fr. SL #11 re hedge trimming. This is in the hands of the Gardening Committee.

Ltr rec'd fr. SL #58 re pruning of rhododendrons and weeding. These items will be taken up with the gardeners.

Ltr rec'd fr. SL#58 re a Japanese Maple that has died. The Owner wishes it removed and the stump ground so that a suitable shrub can be planted by the Owner. This matter will be looked into by the Gardening Committee and necessary action taken in consultation with the Owner.

Ltr rec'd fr. SL #53 thanking Council for tree trimming and raising other matters concerning building and grounds maintenance. It was confirmed all of the issues have been reviewed and resolved.

Ltr rec'd fr. SL #51 requesting two trees be removed. The owners feel the trees are too close to the house foundation as well as too close to a hydro power box. This matter will be reviewed by the Gardening Committee in communication with the Owner and necessary steps taken to accommodate the request.

A completed assumption of liability document was received fr. SL #44 with thanks.

Ltr rec'd fr. SL # 1 re cedar shrubs. This item has been passed to the Gardening Committee for their attention.

Ltr rec'd from SL #42 re Shaw cable tv services and billing etc.. This matter has been responded to by Council.

Ltr rec'd fr. SL # 27 re a building matter concerning the archway. This item was referred to the Buildings Committee.

Emergency contact info was rec'd fr. SL # 50 with thanks.

Ltrs rec'd fr. SLs #29 and #43 re vacation info. The Owners are thanked for taking the time to keep council informed.

Ltr rec'd fr. SL #45 requesting permission for alterations in the form of various updates and improvements to the interior of the strata lot. As the request is compliant with the bylaws, it was approved and the Owner will be notified.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

There is no new information to report from the Grounds Committee at this time.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Crawl Spaces – Lowering Elevated Humidity Levels- Update

The process of sealing an initial strata lot crawlspace with an advanced epoxy sealant is now scheduled for July 25th and 26th. As the results of this initial test will likely be evident within two to three weeks, additional units will be considered for treatment prior to the end of August.

Dryer Vent Cleaning

This project was completed successfully on July 3rd, 2018. The contractor has reported that all dryer vents within the complex were found to be in very good condition. As most of the screens have been removed from the rooftop vents there is very good air flow resulting in no lint build-up. The few that still have screens had some build-up that was subsequently removed. As the amount of lint was minimal it can be concluded that home owners are cleaning the screens at the dryer level frequently which is essential for fire prevention purposes.

Building Repairs

Minor building repairs will be commencing shortly. Trim and base boards in need of attention have been identified and will be replaced over the next 6-8 weeks. This work will be performed by Dale of Curb Appeal who has been on site over the past several months completing a number of landscape projects. Once again if any resident is aware of any wood trim or building components that need attention would you please advise the Building Committee by letter immediately in order that repairs can be completed under this year's budget.

Brian White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

General garden schedule was followed by Morgan and Rock during the month. Pruning, mowing, edging, weeding.

They used one of their extra days on Monday July 9th. They cut down and removed a large laurel bush at SL #20. They cut down and removed large dying pieris from SL # 52. They also cut down and removed a poor condition photinia from east gate car park. Following severe pruning of overgrown rhododendron at the top of slope behind SL #12 the bank area was cleared in preparation of fresh planting.

On July 11th Morgan and Rock purchased and planted two aucuba shrubs and two pink hydrangeas, for the top of the bank at SL #12. Renovation at another property provided eight established boxwood shrubs. Five of these were planted at this bank to help us fill in this area. Another three have been planted on the North side of SL #49.

We would like to thank the faithful workers of FOG who are helping to make a difference in the gardens.

To all Owners of OPG please help us keep the gardens watered around your area if you can. Thank you !

Submitted by Ruth Heise

OTHER BUSINESS:

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports, which are free for 60 days, by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

The next meeting of the Strata Council was set for September 19th, 2018 at 9:30 am.

There being no further business, the meeting terminated at 10:35 am

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be

submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the

strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2018 - June 2018

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	145,945.80	145,945.98	291,892.00
Cable Water/Sewer & Waste	5,066.88	30,401.28	30,401.52	60,803.00
Interest Income - Operating	50.73	274.15	137.52	275.00
Total Operating Revenue	29,441.91	176,621.23	176,485.02	352,970.00
TOTAL REVENUE	29,441.91	176,621.23	176,485.02	352,970.00
DISBURSEMENTS				
Utilities				
Electricity	232.00	2,527.52	1,237.50	2,475.00
Water/Sewer	0.00	8,331.44	8,903.52	17,807.00
Refuse Pick-up	1,083.61	6,501.66	6,024.00	12,048.00
Cablevision	2,578.55	15,471.30	15,474.00	30,948.00
Total Utilities	3,894.16	32,831.92	31,639.02	63,278.00
Repairs & Maintenance				
Repairs & Maintenance - General	1,770.00	6,340.65	10,000.02	20,000.00
Gutter Cleaning	0.00	3,150.00	2,500.02	5,000.00
Drain Cleaning	0.00	831.60	4,999.98	10,000.00
Dryer Vent Cleaning	0.00	0.00	1,000.02	2,000.00
Deck Maintenance	0.00	0.00	750.00	1,500.00
Fire Protection	0.00	0.00	250.02	500.00
Total Repairs and Maintenance	1,770.00	10,322.25	19,500.06	39,000.00
Grounds				
Roadways/Walkways	2,370.06	9,878.61	4,099.98	8,200.00
Street Lights	0.00	44.20	250.02	500.00
Landscape Maintenance	5,236.69	31,420.14	31,943.52	63,887.00
Landscape Improvements	688.25	12,388.80	10,000.02	20,000.00
Irrigation System	807.70	1,627.75	1,999.98	4,000.00
Pest Control	291.39	485.65	874.98	1,750.00
Fence Maintenance	0.00	19,831.08	11,899.98	23,800.00
Total Grounds	9,394.09	75,676.23	61,068.48	122,137.00
Payroll Expenses				
Worksafe BC	0.00	0.00	49.98	100.00
Total Payroll Expenses	0.00	0.00	49.98	100.00
Administration				
Insurance	3,904.75	22,138.50	22,500.00	45,000.00
Insurance Valuation	0.00	0.00	150.00	300.00
Strata Management - Fees	1,365.00	8,190.00	8,190.00	16,380.00
Legal	0.00	0.00	1,000.02	2,000.00
Sundry Items	441.16	1,659.86	1,750.02	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	30,000.00	30,000.00	60,000.00
Total Administration	10,710.91	61,988.36	63,590.04	127,180.00
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	87.48	175.00
Gas	38.00	238.36	250.02	500.00
Janitorial	50.00	300.00	150.00	300.00
Supplies	0.00	104.70	150.00	300.00
Total Amenity Facilities	88.00	643.06	637.50	1,275.00
TOTAL DISBURSEMENTS	25,857.16	181,461.82	176,485.08	352,970.00
SURPLUS DEFICIT	3,584.75	-4,840.59	-0.06	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= June 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	8,734.61
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	285,322.06
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>335,322.06</u>
Total Cash	<u>344,456.67</u>
Prepaid Insurance	42,952.25
Accounts Receivable	500.00
Total Current Assets	<u>387,908.92</u>
TOTAL ASSETS	<u>387,908.92</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
LIABILITIES	
Current Liabilities	
Accounts Payable	15,619.00
Total Current Liabilities	<u>15,619.00</u>
TOTAL LIABILITIES	15,619.00
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	30,000.00
CRF Current Year Interest	1,891.96
Total Contingency Reserve Fund	<u>335,322.06</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	-4,840.59
Total Retained Earnings	<u>36,967.86</u>
TOTAL EQUITY AND FUND BALANCES	<u>372,289.92</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>387,908.92</u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held Thursday June 21st, 2018 in the Clubhouse.

PRESENT:

Jamie Grantham	-	President
Roy McKinlay	-	Grounds Committee
Bob Gillan	-	Vice President
Judith Gray	-	Treasurer
Brian White	-	Buildings Committee
Ruth Heise	-	Secretary

GUESTS:

John Lehman	-	Leonis Management & Consultants Ltd.
Two Owners as Observers		

The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Judith Gray and seconded by Brian White that the Council Meeting Minutes of April 18th, 2018 be accepted as circulated, carried 6-0.

PRESIDENT'S COMMENTS:

Jamie Grantham expressed his thanks to Roy McKinlay for his efforts on behalf of Owners with regard to the roadway sealcoating and roadway markings project. He also wished all Residents of the Ocean Park Grove Community a happy, fun summertime.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan, confirmed that Council business for discussion was set out in the meeting agenda and he had no additional comments at this time.

TREASURER'S REPORT:

Council Treasurer, Judith Gray confirmed all is in order with regard to the May 2018 financial report.

It was then moved by Judith Gray and seconded by Jamie Grantham that the financial report for May 2018 is accepted as circulated and reviewed, carried 6-0. Copy of the May 2018 financial report is attached to these minutes for Owner's information and records.

COUNCIL SECRETARY'S REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the

mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Council Secretary, Ruth Heise reviewed correspondence received since the last Council Meeting.

Letters was received from S/L #53, S/L #52 and S/L #40 regarding trimming of plant material and trees required. The letters will be forwarded to the Gardening Committee for their attention an action as necessary.

A letter was received from S/L #44 requesting permission for alterations in the form of interior floor covering changes. As the request is compliant with the bylaws, it was approved. The Owner will be notified.

Owners are reminded that anonymous correspondence will not be considered by the Strata Council. All correspondence to be considered must be signed or otherwise clearly indicate the writer(s).

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE:

The resealing of our roads, plus line painting has now been completed and I have just been advised by Certa-Pro Painters that they will be doing the fence staining the week of June 25th, weather permitting. For this project, we have chosen a semi-transparent stain in a “Cedar Natural tone” color which should be quite pleasing to the eye.

The above two projects will undoubtedly cap off our budget for the year, so no other jobs are contemplated on grounds, leaving us now to think about 2019 improvements. At this time, I will be getting quotes for new LED landscape lighting in the complex which should do away with the need for constantly changing burnt out light bulbs.

Also, we will be looking at replacement curbing for the entrances to cul-de-sacs which are broken or cracked in many instances. I would also ask that any Owners who may have suggestions as to what improvements can be made under the “grounds” budget, please bring them forward to myself as we will be discussing 2019 budgets in our October Strata Council Meeting.

Thank you.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Crawl Spaces - A Solution to Lowering Elevated Humidity Levels:

At the May Strata Council Meeting approval was received to proceed with a proposed solution to lowering slightly elevated humidity levels within select strata lot crawl spaces. To achieve this

objective, an initial test will be performed in a single strata lot over the next several weeks. It will involve the application of an advanced epoxy sealant over the entire crawl space concrete surface with the intent of eliminating the intrusion of moisture from the ground below. Subject to positive results, additional strata lots will be treated as proposed under the approved 2018 Budget. The results and updated information will be provided as available.

Dryer Vent Cleaning:

Under our Strata Bylaws we are required to clean all dryer vents (58 units) within the complex, every two years. Arrangements are now being made to complete this task over the next several weeks. A notice will be distributed shortly advising of the dates as to when this task will be performed.

Building Repair and Maintenance:

Over the next three months a number of minor repairs will be made to buildings within the complex. This will involve replacement of lower wood trim where rotting has occurred, window trim where weathering and rot has taken place and fascia board repair and replacement if necessary. If any resident is aware of any wood trim or building components that may need attention, would you please advise the building committee, via letter, as soon as possible? In general our buildings are in excellent condition with no major repair projects on the horizon.

Brian White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

Over the last few weeks, Morgan and Rock have been working on their routine maintenance of mowing and weeding. They have pruned Laurels, Maples, Euonymus hedging, Weeping Birch and Winter Heathers. They did some deep edging and they have started to do some pruning of Rhodos. They used one of their extra days on June 4th, 2018 (this was their second one) to weed and remove dead Pieris (S/L #54) and Pollarding of large Pieris (S/L #13). We called in Tracie Stewart for hand pruning of Arbutus Unedo sited on the rock bank by the top mail box.

FOG:

Stands for "Friends of the Garden" it consists of Nola Carson, John Carson, Gwen Ashdown, Julie Brinded, Helen Glavin, Helen Davison, John Davison and Ruth Heise. These people are willing to help with Garden work as needed and in watering our shrubs and lawns. They have met on a number of occasions and did some heavy pruning and weeding. This is being done to help in keeping our Gardens to look like a well maintained garden, as some of our Owners are not able to do garden work around their place, as they used to in days gone by.

We would like to thank them very much for this contribution of keeping our grounds great.
THANK YOU ALL!!

Ruth Heise
Gardening Committee

Gardens

Council is welcoming Owner's expression of interest in serving as Garden Chair on the Garden Maintenance Committee. If you are interested in serving as Garden Chair, please notify Council via e-mail at admin@leonismgmt.com

Council is welcoming Owner's expression of interest in serving on the Garden Maintenance Committee. If you are interested in serving on the Garden Maintenance Committee, please notify council via email at admin@leonismgmt.com

OTHER BUSINESS:

Seasonal Lights and Decorations:

Owners are reminded to please ensure any seasonal lights and decorations have been carefully removed from common property. If an Owner requires assistance in this regard, please send a note to Council. Owner's cooperation in this regard is appreciated.

Invoice re Crack Sealing of Roadway;

Roy McKinlay advised that a letter has been sent to the sealcoating company with regard to the invoice received for recent sealing of cracks and questioning the measurements submitted. Once a reply is received, it will be forwarded to Council.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports, which are free for 60 days, by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

The next meeting of the Strata Council was set for July 25th, 2018 at 9:30 am

There being no further business, the meeting terminated at 10:35 am

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse

for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2018 - May 2018

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	121,621.50	121,621.65	291,892.00
Cable Water/Sewer & Waste	5,066.88	25,334.40	25,334.60	60,803.00
Interest Income - Operating	48.73	223.42	114.60	275.00
Total Operating Revenue	<u>29,439.91</u>	<u>147,179.32</u>	<u>147,070.85</u>	<u>352,970.00</u>
TOTAL REVENUE	29,439.91	147,179.32	147,070.85	352,970.00
DISBURSEMENTS				
Utilities				
Electricity	232.00	2,295.52	1,031.25	2,475.00
Water/Sewer	0.00	8,331.44	7,419.60	17,807.00
Refuse Pick-up	1,083.61	5,418.05	5,020.00	12,048.00
Cablevision	2,578.55	12,892.75	12,895.00	30,948.00
Total Utilities	<u>3,894.16</u>	<u>28,937.76</u>	<u>26,365.85</u>	<u>63,278.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	4,334.40	4,570.65	8,333.35	20,000.00
Gutter Cleaning	0.00	3,150.00	2,083.35	5,000.00
Drain Cleaning	0.00	831.60	4,166.65	10,000.00
Dryer Vent Cleaning	0.00	0.00	833.35	2,000.00
Deck Maintenance	0.00	0.00	625.00	1,500.00
Fire Protection	0.00	0.00	208.35	500.00
Total Repairs and Maintenance	<u>4,334.40</u>	<u>8,552.25</u>	<u>16,250.05</u>	<u>39,000.00</u>
Grounds				
Roadways/Walkways	0.00	7,508.55	3,416.65	8,200.00
Street Lights	0.00	44.20	208.35	500.00
Landscape Maintenance	5,236.69	26,183.45	26,619.60	63,887.00
Landscape Improvements	2,661.10	11,700.55	8,333.35	20,000.00
Irrigation System	820.05	820.05	1,666.65	4,000.00
Pest Control	0.00	194.26	729.15	1,750.00
Fence Maintenance	0.00	19,831.08	9,916.65	23,800.00
Total Grounds	<u>8,717.84</u>	<u>66,282.14</u>	<u>50,890.40</u>	<u>122,137.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	41.65	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>41.65</u>	<u>100.00</u>
Administration				
Insurance	3,646.75	18,233.75	18,750.00	45,000.00
Insurance Valuation	0.00	0.00	125.00	300.00
Strata Management - Fees	1,365.00	6,825.00	6,825.00	16,380.00
Legal	0.00	0.00	833.35	2,000.00
Sundry Items	289.36	1,218.70	1,458.35	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	25,000.00	25,000.00	60,000.00
Total Administration	<u>10,301.11</u>	<u>51,277.45</u>	<u>52,991.70</u>	<u>127,180.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	72.90	175.00
Gas	38.00	200.36	208.35	500.00
Janitorial	50.00	250.00	125.00	300.00
Supplies	0.00	104.70	125.00	300.00
Total Amenity Facilities	<u>88.00</u>	<u>555.06</u>	<u>531.25</u>	<u>1,275.00</u>
TOTAL DISBURSEMENTS	27,335.51	155,604.66	147,070.90	352,970.00
SURPLUS DEFICIT	2,104.40	-8,425.34	-0.05	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet
 Period= May 2018
 Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	16,864.11
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	280,007.85
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>330,007.85</u>
Total Cash	<u>347,271.96</u>
Prepaid Insurance	46,857.00
Accounts Receivable	500.00
Total Current Assets	<u>394,628.96</u>
TOTAL ASSETS	<u><u>394,628.96</u></u>
LIABILITIES AND EQUITY AND FUND BALANCES	
LIABILITIES	
Current Liabilities	
Accounts Payable	31,238.00
Total Current Liabilities	<u>31,238.00</u>
TOTAL LIABILITIES	<u>31,238.00</u>
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	25,000.00
CRF Current Year Interest	1,577.75
Total Contingency Reserve Fund	<u>330,007.85</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	-8,425.34
Total Retained Earnings	<u>33,383.11</u>
TOTAL EQUITY AND FUND BALANCES	<u>363,390.96</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u><u>394,628.96</u></u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held Wednesday, May 16th, 2018 in the Clubhouse.

PRESENT:

Ruth Heise	-	Secretary
Roy McKinlay	-	Grounds Committee
Bob Gillan	-	Vice President
Judith Gray	-	Treasurer
Brian White	-	Buildings Committee

GUESTS:

John Lehman	-	Leonis Management & Consultants Ltd.
One Owner as an Observer		

ABSENT WITH

REGRETS;

Jamie Grantham	-	President
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The meeting was called to order at 9:30 am by Council Vice President, Bob Gillan.

MINUTES:

It was moved by Judith Gray and seconded by Brian White that the Council Meeting Minutes of April 18th, 2018 be accepted as circulated, carried 5-0.

PRESIDENT'S COMMENTS:

As President, Jamie Grantham was absent there were no comments from the President at this time.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan, confirmed that Council business for discussion was set out in the meeting agenda and he had no additional comments at this time.

TREASURER'S REPORT:

Council Treasurer, Judith Gray confirmed all is in order with regard to the April 2018 financial report.

At the last meeting of Council, a question was raised with regard to water consumption and an abnormally high water and sewer bill. This was looked into and it was discovered that consumption was in line with historical billing but the billing period was nearly double that of a typical billing period which made the billing seem very high.

It was then moved by Judith Gray and seconded by Ruth Heise that the financial report for April 2018 be accepted as circulated and reviewed, carried 5-0.

Copy of the April 2018 financial report is attached to these minutes for Owner's information and records.

COUNCIL SECRETARY'S REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council, on a monthly basis on behalf of all Owners.

Council Secretary, Ruth Heise reviewed correspondence received since the last Council Meeting.

A letter was received from SL #46 regarding two broken windows at the strata lot, apparently due to mowing/trimming activities. This issue will be taken up with the gardeners and the windows repaired.

An emergency contact form was submitted by SL #56. The Owner is thanked for keeping this information current.

A letter was received from SL #48 requesting permission for alterations in the form of the addition of a storm door at the front entry. As the request is compliant with the bylaws it was approved. The Owner will be notified.

An assumption of liability form was received from SL #41 and filed. The Owner is thanked for completing this requirement.

A letter was received from SL #16 regarding a tree on the property to the east and requesting the health of the tree be assessed as the tree is forked, has two trunks and could be at risk for rot as well as risk posed by limbs overhanging onto Ocean Park Grove property. A letter will be sent to the neighboring property Owners in this regard requesting the tree be assessed.

A letter was received from SL #19 requesting financial assistance with regard to a plumbing bill the Owner incurred recently to camera inspect and clear a sewer line due to slow draining toilets in the strata lot. Council reviewed the matter and confirmed that proper procedure for these matters unfortunately was not followed. The bylaws provide that a strata lot Owner is responsible for the maintenance and repair of their strata lot and the Strata Corporation is responsible for maintenance and repair of common property outside the strata lot. In this instance, the Owner engaged the plumber to provide service in clearing a sewer line on common property for which the Strata Corporation is responsible and should have been advised of such before costs were incurred.

In reviewing the matter Council acknowledged that had the Owner notified Council of the issue, the Strata Corporation would have had to engage a drain service to attend and clear the line. Given the circumstances, Council agreed to contribute \$300.00 to the Owners repair bill. This amount represents an estimate of what the Strata Corporation would have paid to have a similar sewer line cleared under these circumstances. The Owner and all Owners are reminded that

fundamentally Owners cannot incur third party costs on behalf of the Strata Corporation. The Owner will be advised.

A letter was received from SL #18 requesting permission for alterations in the form of changing the front walkway, the garden border and some plantings. This request was forwarded to the Grounds Committee and the Gardening Committee for their consideration and approval. The Owner will be advised of the outcome.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE

Owners should all take notice that water sprinkling of lawns has been reduced by the City of Surrey this year to only 2 days per week, those being Thursday and Sunday. As a result, we would ask that you do your utmost to water plants and garden areas as much as possible in the upcoming dry season to keep everything looking green and healthy.

As mentioned in earlier reports, staining of our east side fence and further sealing of our roadways are imminent now that we are getting drier weather. Both of these projects should be complete by mid-July at the latest.

There is nothing further to report for grounds.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Roof Maintenance/Moss Removal

During the week of May 7th, Thomson Spray Services was on-site treating a number of roofs for moss removal. This project was successfully completed following a comprehensive review of the general condition of all roofs within the complex. In summary, it has been reported that our roofs continue to be in excellent condition and should last several more years. As one of the most valuable assets within Ocean Park Grove, the roofs will continue to be given priority attention each year.

Crawl Spaces - Lowering Humidity Levels - A Proposed Solution

We are now seeking approval to proceed with a possible resolution to the historic and long standing musty smelling crawl space issue. The proposed solution is currently under review by the Strata Council and involves the application of an advanced epoxy based sealant to an entire crawl space concrete floor. The objective is to prevent the entry of water vapor into a crawl space thereby lowering the level of relative humidity to acceptable levels. If successful, this proposed solution should eliminate the damp environment and therefore the musty smell that has been an issue for a number of units over the past several years. The results of this initiative, should it be endorsed by Strata Council, will be reported over the next few months.

Gutter Maintenance, Pressure Washing & Window Cleaning

This is to advise that we have recently secured the services of Mountain View Windows and Gutters who will be performing the maintenance of our roof gutters over the next several months. They are also available to do window washing, pressure washing and other cleaning services. A brochure is available in the Club House with more details or you can contact **Kyle Macklam** at **778-837-5953** for a free cleaning estimate.

Brian White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

Gardens

Council is welcoming Owner's expression of interest in serving as Garden Chair on the Garden Maintenance Committee. If you are interested in serving as Garden Chair, please notify Council via e-mail at admin@leonismgmt.com

Over the last few weeks Morgan and Rock have been working on their routine maintenance and have also been pruning some of the tall maple trees. They were also here on April 30th for the first one of their extra days. They removed some large shrubs and relocated a number of them. They recently established an (informal) gardening group and are still looking for more members. If you are willing to be neighbourly and lend a hand with some weeding (for neighbours who are no longer able to do their own) please let one of the members of the group know (Nola Carson, Gwen Ashdown, Julie Brinded, Helen Glavin, Helen Davison or John Davison).

Council is welcoming Owner's expression of interest in serving on the Garden Maintenance Committee. If you are interested in serving on the Garden Maintenance Committee, please notify council via email at admin@leonismgmt.com

OTHER BUSINESS:

Owners are reminded to please ensure any seasonal lights and decorations have been carefully removed from common property. If an Owner requires assistance in this regard, please send a note to Council. Owner's cooperation in this regard is appreciated.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports, which are free for 60 days, by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website): Click on "Order documents & forms", Go to strata login – "Owner", Enter strata property number: NW2502 and enter password: 250212901.

The next meeting of the Strata Council was set for June 21st, 2018 at 9:30 am

There being no further business, the meeting terminated at 10:35 am

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC**

Budget Comparison

Period From January 2018 - April 2018

Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	97,297.20	97,297.32	291,892.00
Cable Water/Sewer & Waste	5,066.88	20,267.52	20,267.68	60,803.00
Interest Income - Operating	45.24	174.69	91.68	275.00
Total Operating Revenue	29,436.42	117,739.41	117,656.68	352,970.00
TOTAL REVENUE	29,436.42	117,739.41	117,656.68	352,970.00
DISBURSEMENTS				
Utilities				
Electricity	452.52	2,063.52	825.00	2,475.00
Water/Sewer	0.00	8,331.44	5,935.68	17,807.00
Refuse Pick-up	1,083.61	4,334.44	4,016.00	12,048.00
Cablevision	2,578.55	10,314.20	10,316.00	30,948.00
Total Utilities	4,114.68	25,043.60	21,092.68	63,278.00
Repairs & Maintenance				
Repairs & Maintenance - General	236.25	236.25	6,666.68	20,000.00
Gutter Cleaning	0.00	3,150.00	1,666.68	5,000.00
Drain Cleaning	0.00	831.60	3,333.32	10,000.00
Dryer Vent Cleaning	0.00	0.00	666.68	2,000.00
Deck Maintenance	0.00	0.00	500.00	1,500.00
Fire Protection	0.00	0.00	166.68	500.00
Total Repairs and Maintenance	236.25	4,217.85	13,000.04	39,000.00
Grounds				
Roadways/Walkways	551.25	7,508.55	2,733.32	8,200.00
Street Lights	0.00	44.20	166.68	500.00
Landscape Maintenance	5,236.69	20,946.76	21,295.68	63,887.00
Landscape Improvements	3,588.90	9,039.45	6,666.68	20,000.00
Irrigation System	0.00	0.00	1,333.32	4,000.00
Pest Control	0.00	194.26	583.32	1,750.00
Fence Maintenance	0.00	19,831.08	7,933.32	23,800.00
Total Grounds	9,376.84	57,564.30	40,712.32	122,137.00
Payroll Expenses				
Worksafe BC	0.00	0.00	33.32	100.00
Total Payroll Expenses	0.00	0.00	33.32	100.00
Administration				
Insurance	3,646.75	14,587.00	15,000.00	45,000.00
Insurance Valuation	0.00	0.00	100.00	300.00
Strata Management - Fees	1,365.00	5,460.00	5,460.00	16,380.00
Legal	0.00	0.00	666.68	2,000.00
Sundry Items	156.43	929.34	1,166.68	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	20,000.00	20,000.00	60,000.00
Total Administration	10,168.18	40,976.34	42,393.36	127,180.00
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	58.32	175.00
Gas	66.36	162.36	166.68	500.00
Janitorial	100.00	200.00	100.00	300.00
Supplies	0.00	104.70	100.00	300.00
Total Amenity Facilities	166.36	467.06	425.00	1,275.00
TOTAL DISBURSEMENTS	24,062.31	128,269.15	117,656.72	352,970.00
SURPLUS DEFICIT	5,374.11	-10,529.74	-0.04	0.00

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,**

Balance Sheet

Period= April 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	26,731.96
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	274,690.69
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>324,690.69</u>
Total Cash	<u>351,822.65</u>
Prepaid Insurance	3,646.75
Accounts Receivable	500.00
Total Current Assets	<u>355,969.40</u>
TOTAL ASSETS	<u>355,969.40</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	20,000.00
CRF Current Year Interest	1,260.59
Total Contingency Reserve Fund	<u>324,690.69</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	-10,529.74
Total Retained Earnings	<u>31,278.71</u>
TOTAL EQUITY AND FUND BALANCES	<u>355,969.40</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>355,969.40</u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held Wednesday, April 18th, 2018 in the Clubhouse.

PRESENT: Jamie Grantham - President
 Ruth Heise - Secretary
 Roy McKinlay - Grounds Committee
 Bob Gillan - Vice President
 Judith Gray - Treasurer
 Brian White - Buildings Committee

GUESTS: John Lehman - Leonis Management & Consultants Ltd.
 One Owner as an Observer

The meeting was called to order at 9:20 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Judith Gray and seconded by Jamie Grantham that the Council Meeting Minutes of March 15th, 2018 be accepted as circulated, carried 6-0.

PRESIDENT'S COMMENTS:

Jamie Grantham expressed his thanks to Council Members for their continued hard work on behalf of the Residents of the Ocean Park Grove community.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan, confirmed there have been several Owners who have expressed their feelings with regard to the discussion regarding the pet bylaw.

Bob also advised that some Owners have expressed confusion in thinking that Council has approved the keeping of pet dogs. It was confirmed that this is not the case, as Council does not have the authority to approve a bylaw change. Further, a bylaw change can only be approved by the Owners at a General Meeting. Information being circulated simply forms part of the "due process" around this issue.

TREASURER'S REPORT:

Council Treasurer, Judith Gray, confirmed all is in order with regard to the March 2018 financial report.

A question arose with regard to the latest water and sewer bill, as consumption reported was high compared to past billing periods. This will be looked into.

It was then moved by Judith Gray and seconded by Ruth Heise that the financial report for March 2018 be accepted as circulated and reviewed, carried 6-0.

Copy of the March 2018 financial report is attached to these minutes for Owner's information and records.

COUNCIL SECRETARY'S REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council, in writing, via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council, as a Council, on a monthly basis on behalf of all Owners.

Council Secretary, Ruth Heise, reviewed correspondence received since the last Council Meeting.

Corrections to the Owner's phone list were noted as follows:

- S/L #01 Heine – correct phone # 778-995-7137
- S/L #13 Lehman – phone # 604-385-1156

A letter was received from S/L #45 requesting permission for alterations consisting of upgrades within the strata lot. The alterations are bylaw compliant and are approved. The Owner will be notified.

Owners input regarding the keeping of pet dogs was received from S/L #23 and S/L #53.

A Form K – Notice of Tenant Responsibilities was received from S/L #33 and filed.

A letter was received from S/L #30 regarding various shrub alterations in the area of that unit in relation to the new fence installation. The Garden and Grounds Committees will administer this matter in communication with the Owner concerned.

A letter was received from S/L #35 regarding shrub pruning. This item was noted and will be diarized to direct the gardeners when pruning is done.

A letter was received from S/L #11 regarding a drainage matter. This item has been referred to the Buildings Committee to administer as required.

A letter was received from S/L #11 regarding a request to prune trees and other matters. The tree pruning was noted and a minor landscape alteration is approved.

A letter was received from S/L #47 providing Council with drainage information. The information was noted and the Owner is thanked for their input.

A letter of request was received from S/L #07 requesting an alteration in the form of adding a circulation pump to the hot water lines in the strata lot. As the request is bylaw compliant, it is approved. The Owner will be notified.

A letter was received from S/L #41 regarding hydro reimbursement. It was confirmed this matter has been dealt with.

A letter was received from S/L #41 providing a list of improvements made by the Owners for the record. The Owners are thanked for their correspondence and the listing will be added to the unit file for future reference.

A letter was received from S/L #29 requesting permission to pet sit as per the bylaws. Council approved the request as it is bylaw compliant.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE

In coordination with still-working Nola Carson, a lot of brick work has been going on in the complex in the last month. Jobs completed are as follows:

- 1) A brick wall has been built in front of S/L #4 and #57 and stumps were removed, allowing for plants to be installed in the coming days.
- 2) A walkway and staircase was built alongside of S/L #12 where, in the winter, it was nearly impossible to walk. This job completes work done along the complete west side fence area.
- 3) A brick wall and garden area is currently under construction behind S/L #18. This is in addition to a new enlarged patio that was constructed.
- 4) A hedge of 10 cedar shrubs were installed along the side of S/L #54 and a brick wall at the back of S/L #48 was put in to prevent soil from falling downward on to the grassy area.
- 5) A brick wall was installed along the front areas of S/L #50 and #51 to prevent garden soil from settling against the homes and to help rainwater to drain away from the units.

I might note that some of these jobs were paid for by the Strata and others were paid directly by the Owners. As these jobs are taken on, it certainly brings on positive reviews for our complex.

The compulsory back-flow testing for our sprinkling system was completed last week and the irrigation is now ready to be used when necessary.

Quotations for staining of our west side fence are being received now and we will be ready to have the work done, probably in the late stages of June or early July.

Lastly, we are waiting for some dry weather before the cracks that are showing in our roadways will be sealed and after that, we can look forward to Sealtec redoing our complete roadway under warranty, as we were very unhappy with the job done 2 years ago.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Damp Crawl Spaces – Update:

As reported earlier, the investigation of damp and musty crawl spaces is continuing. Although there are only a few units with slightly elevated humidity levels, this issue is one that must be resolved. Through a lengthy process of elimination it has been concluded, as reported earlier, that a possible cause may be below grade ground water that enters a crawl space in vapor form through the existing concrete floors. If this is the case, the source is likely to be a series of underground springs or an underground stream that originates outside the complex property.

To prevent any moisture from entering a crawl space there should be a vapor barrier below the concrete floor. If this barrier is not present or the existing vapor barrier is fractured, moisture will find its way into a crawl space resulting in higher than normal humidity levels. Regardless of the cause for moisture in a crawl space, it appears that the subject floors may have to be resealed completely. This process is now under review including the search for a suitable product that through application would permanently seal a crawl space concrete floor. To assist in this matter, we are currently in discussion with a contractor who has expertise in this area.

Building Maintenance and Repair:

Work in this area has not commenced to date, due to the wet weather that continues. Although there are no major repairs required this year, there is a need to address some lower building trim skirting that has started to rot due to dampness and adjacent soil. Areas of concern that we continually inspect are those at the base of the arches in the front entry of each unit. If any resident is aware of damage in this area please advise the Building Committee.

Roof Maintenance / Moss Removal:

A comprehensive inspection of all roofs within the complex was recently completed. Although our roofs have been found to be in excellent condition, there are early signs of moss growth in a few areas. The growth areas are typically on the shaded north sides of a roof which have, over the past several months, seen very minimal sunlight. Over the next few weeks these areas will be treated by Thomson Spray Services who has very effectively maintained our roofs over the past several years.

Brian White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

Gardens:

Morgan and Rock have been busy with their routine maintenance and over the last few weeks they have started to mow lawn areas again. The lawns have also been aerated and have had a fertilizer applied.

On February 5th, McConkey Arborist Services were onsite to inspect and prune 11 trees. Lynwood Stump Services were also employed on February 9th for root grinding. The roots (12 in total) were ground mainly along the edge of the new fence on the west side of the strata. Curb

Appeal have also been busy with projects throughout the Strata. Ten 4ft cedars were purchased and planted alongside S/L #54. Two garden walls have also been built, one beside S/L #48 and another beside S/L #4.

Seven Euonymous Paloma Blanca plants have been purchased from Home Depot and planted by the new wall by S/L #4 to enhance the end of the driveway. At this time, the Strata Council is still looking for someone to serve as Garden Chair. If you are interested in serving in this position, please notify any Strata Council Member.

Meanwhile a gardening group has been established to help maintain some of our grounds. As we know, the gardeners do not have time to weed all of the borders each week. The grounds are divided up into six sections and each section is weeded by Morgan Rock once every six weeks (in rotation). A lot of residents currently look after their own garden area (which is great) but some Owners are not able to do this, so the main focus of this gardening group is to be neighbourly and help with weeding where required.

There are currently 5 members (Nola Carson, Gwen Ashdown, Julie Brinded and Helen and John Davison) and we are looking for more members. This will not be a formal group – just a bunch of us getting together to help out our neighbours (and having a chat and some fun along the way). Please let any of the current members of the group know if you are interested in joining the group.

Council is welcoming Owner's expression of interest in serving on the Garden Maintenance Committee. If you are interested in serving on the Garden Maintenance Committee, please notify council via email at admin@leonismgmt.com

OTHER BUSINESS:

Owners are reminded to please ensure any seasonal lights and decorations have been carefully removed from common property. If an Owner requires assistance in this regard, please send a note to Council. Owner's cooperation in this regard is appreciated.

Owners Access to Strata Documents:

Owners of Ocean Park Grove are advised that they are able to access the Bylaws, Rules and the Insurance Coverage Summary permanently free, as well as current meeting minutes and financial reports, which are free for 60 days, by visiting the Leonis Management website at www.leonismgmt.com (all other strata documents are priced accordingly on the website):

- Click on 'Order documents & forms'
- Go to strata login – 'Owner'
- Enter strata property number: NW2502
- Enter password: 250212901

The next meeting of the Strata Council was set for April 18th, 2018 at 9:30 am

There being no further business, the meeting terminated at 10:35 am

Reminder re: Outside Lighting:

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

Owners and residents are reminded to please ensure that you are aware of where your guests are parking their vehicle. Visitor parking is for visitors to Ocean Park Grove only and is not for the use of Owners or residents. Owners and residents cooperation in this regard is appreciated.

Owners and residents are reminded that they are responsible to ensure that vehicles belonging to their visitors, including guests and trades vehicles are parked in designated visitor parking areas or otherwise parked in the designated parking area of the owner within their garage.

Owners and residents are also reminded to please slow down and drive especially slow within the private roadway/laneway of Ocean Park Grove, to ensure the safety of all Owners, residents and visitors as the roadway/laneway is also used by pedestrians, as there are no sidewalks within Ocean Park Grove. Your cooperation in these regards is appreciated to the safety of all.

Owners and residents are also reminded that if you have visitors coming for an extended period of time i.e. longer than a few days, it is necessary to request and receive permission for extended visitor parking from the Strata Council. Your written request should be submitted to Council via the mailbox in the Clubhouse. Owners and residents cooperation is appreciated.

REMINDER RE: USE OF THE CLUBHOUSE:

Residents are kindly reminded that when using the Clubhouse, please ensure that all lights are turned off, ensure the fireplace is turned off and please ensure that all doors are closed and the building is locked upon leaving. All Residents cooperation of these regards is appreciated in the interest of security.

Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

Owners and residents of Ocean Park Grove are kindly reminded that when utilizing a pressure washer to clean the rear patio area, it is important not to use pressure on areas where the patio has been previously repaired. To pressure wash an area of repair, it may cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

Reminder to Lock Green Organics Bins:

Owners and residents are reminded to please ensure that the green organics bins are secured to prevent pests and small animals from getting into the green bins prior to pick-up. Owners and residents cooperation in this regard is appreciated.

Reminder to Residents Concerning Garden Refuse:

Council wishes to remind residents that there is a one bag limit on garden refuse per unit, per week and your cooperation in ensuring that you leave only one bag per week is appreciated.

Request Form – Communication Regarding Strata Corporation and Common Property Administration:

The Strata Council wishes to inform Owners and residents that there is a request form that may be used specifically when an Owner or resident has a request for the Strata Council concerning the Strata Corporation administration. Copies will be placed in the Clubhouse for Owners and residents to take and use as necessary. Use of the form ensures that complete information regarding requests is provided to the Strata Council in order to make the process of administering various requests and inquiries, etc. more efficient.

Owners and residents are also advised the Strata Council will only consider items submitted in writing for Strata Corporation consideration. No verbal communication will be accepted.

Reminder to Owners of Ocean Park Grove re: Alterations – Interior & Exterior:

Owners of Ocean Park Grove are reminded that alterations including betterments and improvements to either the interior or exterior of the strata lot, including such changes as flooring, cabinets, countertops, fixtures, structural, electrical, plumbing, etc. as well as changes to doors and windows and any other additions or changes to the exterior of the strata lot, requires the prior written permission of the Strata Council on behalf of the Strata Corporation, before the alteration is initiated. There have been several instances where residents have either not sought permission or otherwise have requested permission after the fact.

The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC

Budget Comparison

Period From January 2018 - March 2018
Books = Accrual

	PTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	72,972.90	72,972.99	291,892.00
Cable Water/Sewer & Waste	5,066.88	15,200.64	15,200.76	60,803.00
Interest Income - Operating	53.74	129.45	68.76	275.00
Total Operating Revenue	<u>29,444.92</u>	<u>88,302.99</u>	<u>88,242.51</u>	<u>352,970.00</u>
TOTAL REVENUE	29,444.92	88,302.99	88,242.51	352,970.00
DISBURSEMENTS				
Utilities				
Electricity	1,177.00	1,611.00	618.75	2,475.00
Water/Sewer	8,331.44	8,331.44	4,451.76	17,807.00
Refuse Pick-up	1,083.61	3,250.83	3,012.00	12,048.00
Cablevision	2,578.55	7,735.65	7,737.00	30,948.00
Total Utilities	<u>13,170.60</u>	<u>20,928.92</u>	<u>15,819.51</u>	<u>63,278.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	0.00	0.00	5,000.01	20,000.00
Gutter Cleaning	3,150.00	3,150.00	1,250.01	5,000.00
Drain Cleaning	831.60	831.60	2,499.99	10,000.00
Dryer Vent Cleaning	0.00	0.00	500.01	2,000.00
Deck Maintenance	0.00	0.00	375.00	1,500.00
Fire Protection	0.00	0.00	125.01	500.00
Total Repairs and Maintenance	<u>3,981.60</u>	<u>3,981.60</u>	<u>9,750.03</u>	<u>39,000.00</u>
Grounds				
Roadways/Walkways	4,516.05	6,957.30	2,049.99	8,200.00
Street Lights	0.00	44.20	125.01	500.00
Landscape Maintenance	5,236.69	15,710.07	15,971.76	63,887.00
Landscape Improvements	3,193.05	5,450.55	5,000.01	20,000.00
Irrigation System	0.00	0.00	999.99	4,000.00
Pest Control	0.00	194.26	437.49	1,750.00
Fence Maintenance	0.00	19,831.08	5,949.99	23,800.00
Total Grounds	<u>12,945.79</u>	<u>48,187.46</u>	<u>30,534.24</u>	<u>122,137.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	24.99	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>24.99</u>	<u>100.00</u>
Administration				
Insurance	3,646.75	10,940.25	11,250.00	45,000.00
Insurance Valuation	0.00	0.00	75.00	300.00
Strata Management - Fees	1,365.00	4,095.00	4,095.00	16,380.00
Legal	0.00	0.00	500.01	2,000.00
Sundry Items	68.06	772.91	875.01	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	15,000.00	15,000.00	60,000.00
Total Administration	<u>10,079.81</u>	<u>30,808.16</u>	<u>31,795.02</u>	<u>127,180.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	43.74	175.00
Gas	32.00	96.00	125.01	500.00
Janitorial	0.00	100.00	75.00	300.00
Supplies	0.00	104.70	75.00	300.00
Total Amenity Facilities	<u>32.00</u>	<u>300.70</u>	<u>318.75</u>	<u>1,275.00</u>
TOTAL DISBURSEMENTS	40,209.80	104,206.84	88,242.54	352,970.00
SURPLUS DEFICIT	-10,764.88	-15,903.85	-0.03	0.00

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= March 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	17,711.10
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	269,408.38
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>319,408.38</u>
Total Cash	<u>337,519.48</u>
Prepaid Insurance	7,293.50
Accounts Receivable	500.00
Total Current Assets	<u>345,312.98</u>
TOTAL ASSETS	<u>345,312.98</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	15,000.00
CRF Current Year Interest	978.28
Total Contingency Reserve Fund	<u>319,408.38</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	-15,903.85
Total Retained Earnings	<u>25,904.60</u>
TOTAL EQUITY AND FUND BALANCES	<u>345,312.98</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>345,312.98</u>

MINUTES OF A STRATA COUNCIL MEETING OF OCEAN PARK GROVE, THE OWNERS, STRATA CORPORATION NW 2502 held Wednesday February 14th, 2018 in the Clubhouse.

PRESENT: Jamie Grantham - President
 Ruth Heise - Secretary
 Roy McKinlay - Grounds Committee
 Brian White - Buildings Committee
 Bob Gillan - Vice President
 Judith Gray - Treasurer

GUESTS: John Lehman - Leonis Management & Consultants Ltd.

The meeting was called to order at 9:30 am by Council President, Jamie Grantham.

MINUTES:

It was moved by Bob Gillan and seconded by Judith Gray that the Council Meeting Minutes of January 17th, 2018 be accepted as circulated, carried 6-0.

PRESIDENT'S COMMENTS:

Jamie Grantham expressed his thanks to Council Members for their continued hard work on behalf the Residents of the Ocean Park Grove community.

Special thanks were expressed to Roy McKinlay for his efforts in the removal and reconstruction of the East-side perimeter fence. The fencing is completed and the staining of the new fence will take place in warmer, dryer weather.

Jamie Grantham also reminds Owners to please ensure your contact information is up to date with the Strata Corporation. If there is any change to your emergency contacts etc., please notify the Strata Corporation via Leonis Management and the appropriate form will be sent to you.

VICE PRESIDENTS REPORT:

Vice President, Bob Gillan, confirmed there have been several Owners who have expressed their feelings with regard to the discussion regarding the pet bylaw. Currently, bylaws of other Strata Corporations are being reviewed for information purposes.

TREASURER'S REPORT:

Council Treasurer, Judith Gray, confirmed all is in order with regard to the January 2018 financial report.

It was then moved by Judith Gray and seconded by Bob Gillan that the financial report for January 2018 be accepted as circulated and reviewed, carried 6-0.

Copy of the January 2018 financial report is attached to these minutes for Owner's information and records.

COUNCIL SECRETARY'S REPORT:

Reminder To Owners – Strata Corporation Communication:

Owners are kindly reminded not to contact Council members personally unless a matter concerning the Strata Corporation is an emergency. Other than emergencies, Strata Corporation business is to be communicated to the Strata Council in writing via either the mailbox located in the Clubhouse or via email to admin@leonismgmt.com. Council members are volunteers and their privacy must be respected. Generally speaking, Strata Corporation business is conducted by Council as a Council on a monthly basis on behalf of all Owners.

Owners are kindly requested to respect the privacy of Council members and not approach them personally with regard to Strata Corporation business and to respect their privacy and their contribution to the Ocean Park Grove community as a volunteer. Owner's cooperation in this regard is greatly appreciated.

Council Secretary, Ruth Heise, reviewed correspondence received since the last Council Meeting.

Letters were received from several Owners providing the Strata Corporation with updated contact information. Owners are thanked for keeping their information current, it is appreciated.

A thank you card was received from Nola Carson, thanking Council and the Owners for their good wishes and gift of appreciation.

Several letters were received from Owners expressing their feelings regarding the pet bylaw. Owners are thanked for participating in this discussion, Owner feedback is important to these issues.

A letter was received from SL #16 regarding lighting. This matter has been forwarded to the Buildings Committee for their consideration.

COMMITTEE REPORTS:

GROUNDS MAINTENANCE COMMITTEE

Now that our east side fence has been completed, staining will have to wait until early summer to allow the panels to dry sufficiently. Also, as the weather over the past month has been reasonably mild, we have not, to date, been deluged with ice melt and snow clearing bills. Hopefully, that situation will remain until spring has arrived. All other jobs to be done over the year such as sprinklers/irrigation, patio repairs, fire hydrant testing, roadway resealing and crack repairs, plus new street parking signs will be completed when better weather conditions permit. There are no grounds maintenance problems to report at this time.

Roy McKinlay
Grounds Committee

BUILDINGS MAINTENANCE COMMITTEE:

Smoke Alarm Testing – Project Completion:

The installation of new smoke/carbon monoxide detectors has now been completed for those residents who had requested the assistance of a contracted installer. Any other residents with outdated detectors who have taken the purchase/installation task on independently are reminded that it should be completed as soon as possible.

Damp Crawl Spaces – Update:

A review has now been completed of the roof/gutter downspouts for those few units that have slightly elevated relative humidity in their crawl space. Where it has been found that downspouts are draining directly onto the open ground against a building foundation they will be relocated. The intent is to remove the rainwater away from the building completely and towards the central storm drain system.

Where there are indications that groundwater may be entering into a crawl space (signs of effervescent on a crawl space floor) consideration is now being given to sealing the floors completely with the application of a specialized waterproofing material. This process and the approximate cost to complete it are currently under review.

Gutters and Downspout Cleaning:

Gutters throughout the complex should now be completely clear of any debris. If any resident is aware of any gutters or downspouts that are not draining effectively, please advise the Building Committee. If required, arrangements will be made to have the gutters cleared immediately.

Brian White
Building Committee

GARDENING MAINTENANCE COMMITTEE:

There was no Garden Committee report to be delivered at this time.

Council is welcoming Owner's expression of interest in serving on the Garden Maintenance Committee. If you are interested in serving on the Garden Maintenance Committee, please notify council via; leonismgmt.com

OTHER BUSINESS:

Owners are reminded to please ensure any seasonal lights and decorations have been carefully removed from common property. If an Owner requires assistance in this regard, please send a note to Council. Owner's cooperation in this regard is appreciated.

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reports, which are free for 60 days (all other strata documents are priced accordingly on the website) by visiting the Leonis Management website at www.leonismgmt.com

Click on 'Order documents & forms'
Go to strata login – 'Owner'
Enter strata property number: NW2502
Enter password: 250212901

The next meeting of the Strata Council was set for March 15th, at 9:30 am

There being no further business, the meeting terminated at 10:35 am

Reminder re: Outside Lighting;

Residents of Ocean Park Grove are kindly reminded to please leave exterior lights on during nighttime hours for security reasons.

Reminder to Owners & Residents Regarding Parking & Vehicle Operation:

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Reminder to Owners and Residents of Ocean Park Grove re: Pressure Washing of Patios:

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cause further damage and may remove a portion of the repair areas. Owners and residents cooperation in these regard is appreciated.

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The Strata Council does not wish to become strict in the enforcement of the Bylaws in this regard and again reminds Owners that alteration changes, betterments and improvements require prior written permission of the Strata Council on behalf of the Strata Corporation, in accordance with the Strata Corporation Bylaws. All Owners cooperation in these regards is appreciated.

**Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue Surrey BC**

Budget Comparison

Period From January 2018 - January 2018
Books = Accrual

	MTD Actual	YTD Actual	YTD Budget	Annual Budget
REVENUE				
Operating Revenue				
Strata Fees	24,324.30	24,324.30	24,324.33	291,892.00
Cable Water/Sewer & Waste	5,066.88	5,066.88	5,066.92	60,803.00
Interest Income - Operating	33.64	33.64	22.92	275.00
Total Operating Revenue	<u>29,424.82</u>	<u>29,424.82</u>	<u>29,414.17</u>	<u>352,970.00</u>
TOTAL REVENUE	<u>29,424.82</u>	<u>29,424.82</u>	<u>29,414.17</u>	<u>352,970.00</u>
DISBURSEMENTS				
Utilities				
Electricity	217.00	217.00	206.25	2,475.00
Water/Sewer	0.00	0.00	1,483.92	17,807.00
Refuse Pick-up	1,083.61	1,083.61	1,004.00	12,048.00
Cablevision	2,578.55	2,578.55	2,579.00	30,948.00
Total Utilities	<u>3,879.16</u>	<u>3,879.16</u>	<u>5,273.17</u>	<u>63,278.00</u>
Repairs & Maintenance				
Repairs & Maintenance - General	0.00	0.00	1,666.67	20,000.00
Gutter Cleaning	0.00	0.00	416.67	5,000.00
Drain Cleaning	0.00	0.00	833.33	10,000.00
Dryer Vent Cleaning	0.00	0.00	166.67	2,000.00
Deck Maintenance	0.00	0.00	125.00	1,500.00
Fire Protection	0.00	0.00	41.67	500.00
Total Repairs and Maintenance	<u>0.00</u>	<u>0.00</u>	<u>3,250.01</u>	<u>39,000.00</u>
Grounds				
Roadways/Walkways	2,441.25	2,441.25	683.33	8,200.00
Street Lights	0.00	0.00	41.67	500.00
Landscape Maintenance	5,236.69	5,236.69	5,323.92	63,887.00
Landscape Improvements	0.00	0.00	1,666.67	20,000.00
Irrigation System	0.00	0.00	333.33	4,000.00
Pest Control	0.00	0.00	145.83	1,750.00
Fence Maintenance	7,600.00	7,600.00	1,983.33	23,800.00
Total Grounds	<u>15,277.94</u>	<u>15,277.94</u>	<u>10,178.08</u>	<u>122,137.00</u>
Payroll Expenses				
Worksafe BC	0.00	0.00	8.33	100.00
Total Payroll Expenses	<u>0.00</u>	<u>0.00</u>	<u>8.33</u>	<u>100.00</u>
Administration				
Insurance	3,646.75	3,646.75	3,750.00	45,000.00
Insurance Valuation	0.00	0.00	25.00	300.00
Strata Management - Fees	1,365.00	1,365.00	1,365.00	16,380.00
Legal	0.00	0.00	166.67	2,000.00
Sundry Items	256.11	256.11	291.67	3,500.00
Transfer to Contingency Reserve Fund	5,000.00	5,000.00	5,000.00	60,000.00
Total Administration	<u>10,267.86</u>	<u>10,267.86</u>	<u>10,598.34</u>	<u>127,180.00</u>
Amenity Facilities				
Fire Protection/Monitoring	0.00	0.00	14.58	175.00
Gas	32.00	32.00	41.67	500.00
Janitorial	0.00	0.00	25.00	300.00
Supplies	75.00	75.00	25.00	300.00
Total Amenity Facilities	<u>107.00</u>	<u>107.00</u>	<u>106.25</u>	<u>1,275.00</u>
TOTAL DISBURSEMENTS	<u>29,531.96</u>	<u>29,531.96</u>	<u>29,414.18</u>	<u>352,970.00</u>
SURPLUS DEFICIT	<u>-107.14</u>	<u>-107.14</u>	<u>-0.01</u>	<u>0.00</u>

Ocean Park Grove - NW 2502 (opg2502)
12901 - 12981 17th Avenue, Surrey, BC,

Balance Sheet

Period= January 2018

Book= Accrual

ASSETS	
Current Assets	
Cash	
Petty Cash	400.00
Bank - Operating	23,151.65
Contingency Reserve Fund	
Bank - Contingency Reserve Fund	258,647.07
Investment Certificates - CRF	50,000.00
Total Contingency Reserve Fund	<u>308,647.07</u>
Total Cash	<u>332,198.72</u>
Prepaid Insurance	14,587.00
Accounts Receivable	3,562.66
Total Current Assets	<u>350,348.38</u>
TOTAL ASSETS	<u>350,348.38</u>
LIABILITIES AND EQUITY AND FUND BALANCES	
EQUITY AND FUND BALANCES	
Contingency Reserve Fund	
CRF Current Year Opening Balance	303,430.10
CRF Current Year Contributions	5,000.00
CRF Current Year Interest	216.97
Total Contingency Reserve Fund	<u>308,647.07</u>
Retained Earnings	
Retained Earnings - Opening Balance	41,808.45
Current Earnings	-107.14
Total Retained Earnings	<u>41,701.31</u>
TOTAL EQUITY AND FUND BALANCES	<u>350,348.38</u>
TOTAL LIABILITIES AND EQUITY AND FUND BALANCES	<u>350,348.38</u>