

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Scheduled for Tuesday, May 12, 2020
via Webex Conference Meeting*

Due to the concerns of COVID-19 (Coronavirus), the physical meeting was cancelled instead with calling out the meeting via Webex Conference App.

There was no Council member joined the meeting. The meeting was terminated at 7:30 p.m.

Next Meeting: TBD

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan LMS 1558

VY

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

www.fsresidential.com

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

FSRConnect™ REGISTRATION

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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Scheduled for Tuesday, March 10, 2020
Within the Laundry Room
3489 Ascot Place, Vancouver, BC*

Due to the concerns of COVID-19 (Coronavirus), the physical meeting was cancelled instead with voting Agenda Items through emails.

The Strata Manager listed 12 items for Council to vote via emails on March 11, 2020 and Council was given a deadline until noon, March 16, 2020 for decisions. However, none of the items were approved by a Majority Vote. They are all tabled to the next Council Meeting.

Next Meeting: TBD

FirstService Residential BC Ltd.



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Strata Manager
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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Tuesday, February 18, 2020
Within the Laundry Room
3489 Ascot Place, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Tai Fat Au	Vice-President
	Macy Tang	Treasurer
	Karen Li	Member
	Susanna Li	Member
	Korrie Wu	Member
REGRETS:	Connie Ho	Member
STRATA MANAGER:	Vivian Yang	FirstService Residential

The meeting was called to order at 7:07 p.m.

CARETAKER'S REPORT

The Caretaker's Report for the period of January 20 to February 18, 2020 was circulated and reviewed. Council will have further discussion regarding the request of the Caretaker and an update will be provided to the Strata Manager.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of Council Meeting held on January 20, 2020 as distributed. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report as of February 18, 2020. It was moved and seconded to approve sending out a final warning letter to a unit where is in arrears for more than 90 days. If the Owner failed to clear the owing within 21 days, a lien will be registered against the unit. **CARRIED.**

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential accounting department at 604-684-5329.

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

3. **Monthly Statement:** It was moved and seconded to approve the financial statement for January 2020. **CARRIED.**

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Free Parcel Locker Program:** The installation location has been confirmed with Canada Post and the installation will be scheduled with the Caretaker.
2. **Foggy Window Replacement:** Wesco Glass has already attended the units to measure the windows for replacement. The installation was scheduled for February 19, 2020.
3. **Electric Vehicle Charging Station:** There is no update on this item.
4. **Parkade Power Washing:** The power washing will be scheduled in spring.
5. **Booster Pump Seal Replacement:** The Strata Manager is still waiting to receive a 2nd quote from the mechanical company.
6. **Water Entry Room Exhaust Fan:** There is no update on this item. The Strata Manager was instructed to follow up with the Pioneer Plumbing to procure the third quote.
7. **1Clearwater:** Per Council’s instruction at the last meeting, a legal opinion was obtained to determine the responsibility of an upgrade to the installed water management system to meet new city bylaws. Currently, the water management system is leased from 1Clear Water.

According to Allyson Baker, the lawyer with Clark Wilson LLP, the issue would be at Strata if the Strata Corporation owns the equipment at the end of the contract period. If 1Clearwater retains ownership of the equipment and can take it out at the end of the contract period, the issue is 1Clearwater’s to resolve.

As the contract the strata entered with 1Clear Water will be due soon, Council also compared the current monthly rate with the renewal proposal. The Strata Manager was requested to obtain professional opinion and insurance claim history to see if the system can really help to reduce the pinhole leaks that occurred in the past 10 years. The Strata Manager will also contact 1Clear Water to negotiate with a better price for the next 5-year term as well as source a quote from another water management company for Council’s consideration and decision.

8. **Water Leak:** An Owner reported a leak caused by water accumulated on the balcony and seeped into the unit. On Side Restoration was arranged to attend the site to identify the source of leak. It was noted that the water was not from the balcony and looked like it came from the windows. As this is not a water ingress issue, Council decided not to take

further actions for now. However, the Owner can contact the Strata Manager to arrange an expert who is specialized in water damage if the Owner agrees to pay for the cost.

9. **Backflow Device:** Voltech Fire Protection will reschedule the service with the Caretaker.
10. **Bathroom Leak:** An Owner from a fourth-floor unit reported a bathroom leak from the north wall of their unit. Xpert Mechanical was dispatched to investigate the incident. It was mentioned that there was nothing wrong and no signs of leakage. Council agreed not to take further actions and the costs will be charged back to the Owner when the invoice is received.
11. **Fire Deficiency:** Voltech Fire Protection will reschedule the service with the Caretaker.
12. **Window Cleaning:** Sea to Sky will schedule the service in April or May.
13. **CCTV:** The Strata Manager will follow up with the contract to get a quote to install additional cameras.
14. **Exterior Envelope Cleaning:** The Strata Manager is still waiting for a quote to be received. Due the limited budget, Council requested the contractor to breakdown the quote to complete the cleaning on a one side by one side basis.

CORRESPONDENCE

1. **Bylaw Violations Report:** Council reviewed the Bylaw Violations Report and instructions were given to the Strata Manager on Council's decision regarding the recent violations. The Strata Manager will correspond with the Owners to inform them of Council's decision.
2. **Requirement of Unit Access:** A letter was sent to a unit where failed to provide access for Wesco Glass to measure the size of foggy window for replacement. The unit Owner should arrange to have Wesco come back to complete the measurement.
3. **Telus:** An Owner expressed that Telus was arranged to the building in the early February was inappropriate. She did not appreciate being approached by them when she entered the residence. It was noted that the Strata Corporation entered into an agreement with Telus several years ago and it was part of the agreement.

NEW BUSINESS

1. **2019 Tax Filing:** Dong Russell & Company Inc. proposed a quote to continue the tax filing service for Regent Court. As there is no increase in the service rate, it was moved and seconded to approve the job as presented. **CARRIED.**
2. **Extra Fire Extinguishers:** A Council member brought to Council's attention that the extra fire extinguishers in the hallways of 2nd, 4th and 6th floors seem unnecessary. The Council member also consulted with an Owner who is providing fire protection service in the industry. It was decided to remove those extinguishers and store at somewhere else in the building.
3. **Insurance Advisory:** Due to the current Strata insurance market, FirstService Residential summarized the methods to reduce the water damage from a unit down to the unit below or go to the common property for Council's information.

4. **Fire Stop Installation:** It was reported that there are some fire stops in a storage locker need to be resealed. The Strata Manager is waiting for a quote to be received for Council's decision.
5. **Window Hinge Installation:** A quote to replace 5 new sets of hinges into the existing window frames that was submitted by Westco Glass was circulated and discussed. The Caretaker will be requested to work with a Council member to fix the said hinges if possible.
6. **Fire Detector Wiring:** It was mentioned that the stairwell at the boundary of Regent Court and Queen's Court may need to install a fire detector to ensure the residents in Regent Court will be alerted when there is a fire in the stairwell. The Strata Manager will look into the Strata document to find out if there is an easement agreement in place for the cost sharing between two strata corporations before taking further actions.
7. **AGM Items:**
 - (a) **Date of AGM 2020:** The Annual General Meeting is scheduled for Monday, April 27, 2020 in the Lobby. Call to Order at 7:00 p.m., registration starts 6:30 p.m.
 - (b) **Resolution & Operating Budget:** A draft Notice of the Annual General Meeting including proposed resolutions and operating budget was reviewed and discussed. Council will finalize the package prior to the Annual General Meeting for Owners' approval.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 p.m.

Next Meeting: Tuesday, March 10, 2020 at 7:00 p.m.

FirstService Residential BC Ltd.



Vivian Yang
Strata Manager
Per the Owners
Strata Plan LMS 1558

VY/ef

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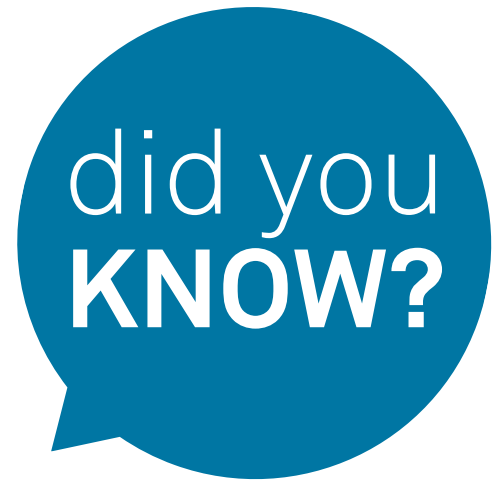
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FSRConnect™ REGISTRATION

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**FS Insurance
Brokers**



Washing Machines

Did you know that malfunctioning supply hoses for your washing machine can result in some of the most common water damage claims filed by homeowners? Water can discharge at a rate of up to 500 gallons per hour, causing devastating losses to your home and any adjacent units.

Tips for preventing washing machine related losses:

- Use steel-braided supply hoses and inspect them often for damage
- Know the location of your in-suite water shut off
- Use a water leak detection system
- Allow three to four inches between the hose connection and the wall
- Replace hoses every three to five years or sooner based on usage
- Maintain insurance to protect yourself and your contents



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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Monday, January 20, 2020
Within the Laundry Room
3489 Ascot Place, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Tai Fat Au	Vice-President
	Macy Tang	Treasurer
	Karen Li	Member
	Susanna Li	Member
REGRETS:	Connie Ho	Member
GUEST:	Edgar Cuevas	SL 2 Owner
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:15 p.m.

GUEST BUSINESS

An Owner from the first floor unit attended the meeting seeking an update regarding the noise nuisance complaint that might be emanating from common property equipment on PH 1. The Owner expressed his concern regarding the noise level is not improving since last Council Meeting. After further discussion, the Council and Owner has agreed to have the Owner approach the City of Vancouver to report the noise issue and request the City Inspector to visit onsite to investigate the noise issue. The Council also instructed the Strata Manager to obtain a quote from the sound engineering company for a report on compliance with City bylaw.

Owner departed the meeting at 7:35 p.m.

CARETAKER'S REPORT

The January 2020 Caretaker's Report was reviewed by Council. Council will have further discussion regarding the request of the Caretaker and an update will be provided to the Strata Manager.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The approval of the November 25, 2019 Strata Council Meeting minutes was deferred to the next Council Meeting as there is a discrepancy on the approval of the "finalized" minutes distributed. Council instructed the Strata Manager to obtain a legal opinion on this matter.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The accounts receivable report dated January 20, 2020 was reviewed by Council.

Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential accounting department at 604-684-5329.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement:** It was moved and seconded to approve the financial statement for December 2019. **CARRIED.** Council noted that the October financial statements showed two utility invoices were late in payment. The Strata Manager was instructed to follow up with the Accounting Department on this matter. An update will be provided to Council.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Free Parcel Locker Program:** The installation location has been confirmed with Canada Post and the installation date is pending.
2. **Sump Pump Cleaning:** This work has been completed by Latham’s. This item is now closed.
3. **Foggy Window Replacement:** Wesco Glass is ordering the window panels and the installation schedule is pending.
4. **Electric Vehicle Charging Station:** There is no update on this item.
5. **Parkade Power Washing:** Due to the extreme cold weather conditions, the power washing will be scheduled after the winter season.

6. **Booster Pump Seal Replacement:** The second quote has not arrived for Council's review. The Strata Manager was instructed to follow up with the mechanical company.
7. **Drain Cleaning:** This work was completed by Xpert Mechanical. This item is now closed.
8. **Water Entry Room Exhaust Fan:** There is no update on this item. The Strata Manager was instructed to follow up with the Pioneer Plumbing to procure the third quote.
9. **1Clearwater:** Due to the City requirements, an operating permit will be required for the 1Clearwater water management system for soft water corrosion. Before the Strata can apply for the permit, a back flow device must be installed for the water management system. A quotation from 1Clearwater and Xpert Mechanical were put forth for Council's consideration. During discussion, it was brought to Council's attention that the water system contract has a clause noting that "The water treatment supplied is consistent with accepted engineering practices and will control the water problem to manufacturers specifications." and " Ongoing equipment review/parts replacement where necessary." Council instructed the Strata Manager to obtain a legal opinion to confirm whether the device upgrade installation cost should be the responsibility of the Strata Corporation. It was moved and seconded to approve the quotation from Pro-Line, a sub-trade of 1Clearwater, to install the backflow device, if the legal opinion confirms that this is Strata's responsibility. After some discussion, the vote was called. The results were as follows: ALL IN FAVOUR. **CARRIED.**

CORRESPONDENCE

1. **Bylaw Violations Report:** Council reviewed the Bylaw Violations Report and instructions were given to the Strata Manager on Council's decision regarding the recent violations. The Strata Manager will correspond with the Owners to inform them of Council's decision.
2. **Open House Violation Response:** Correspondence was received from a sixth floor unit Owner responding to the Strata Bylaw violation letter for holding an open house. Council reviewed the correspondence and the Strata Manager has been instructed to respond back to the Owner.
3. **Fine Dispute:** Correspondence was received from a 12th floor unit Owner regarding a late fine dispute. After some discussion, it was moved and seconded to reverse the late fine fee. After some discussion, the vote was called. The results were as follows: MAJORITY IN FAVOUR. **CARRIED.**

NEW BUSINESS

1. **2020 Property Assessment Notice:** 2020 Property Assessment Notice for Strata Plan LMS 1558 was tabled for Council's review.
2. **Backflow Device:** It was brought to Council's attention that the backflow device at the sprinkler system will require repairs. A quotation from Voltech for a replacement has been tabled for Council's consideration. After some discussion, it was approved to proceed with the quotation from Voltech.

3. **Bathroom Leak:** An Owner from a fourth floor unit complained about a bathroom leak of water dripping from behind north wall of their unit. After investigation, there are no signs of leakage, Council instructed the Strata Manager to charge back the costs to the Owner unless there are other evidence showing there is an actual leak in their unit which the source is from the common property.
4. **Domestic Hot Water Boiler Replacement:** The domestic hot water boiler was replaced by Xpert Mechanical. This item is now closed.
5. **Fire Deficiency:** Voltech Fire has provided the fire deficiency repair quote for Council's consideration. After review, instructions were given to the Strata Manager to proceed with some items and clarifications on a couple of items were required. The Strata Manager will follow Council's instructions and connect with Voltech for repair arrangements.
6. **Insurance Renewal:** The Strata's insurance was renewed on December 31, 2019. A copy of the insurance summary and policy was tabled for Council's reference. Council approved the insurance premium invoice of \$61,201.00 and instructed the Strata Manager to set up a CRF loan if the bank cash flow is not enough for lump sum insurance premium payment. A copy of the insurance summary will be attached with this set of Minutes. **Owners should forward the insurance summary to your insurance agent in case of necessary update with the homeowner's insurance policy.**
7. **Window Cleaning:** A window cleaning quotation was provided to Council for their consideration. Council instructed the Strata Manager to confirm with the window cleaning vendor as the quote was dated 2019. The Strata Manager will follow up and provide an update for Council.
8. **CCTV:** There was an incident in December 2019 regarding a person on drugs who trespassed into the building and triggered the fire alarm. It was brought to Council's attention regarding the building camera security. After some discussion, Council instructed the Strata Manager to obtain a quotation for adding 3 to 4 extra security cameras or adding wireless camera to the system. Council also instructed the Strata Manager to follow up with the Caretaker and confirmed if the December incident has been reported to the Vancouver Police and confirm if the CCTV footage can be posted at the building.
9. **Exterior Envelope Cleaning:** The exterior envelope might require some attention. Council instructed the Strata Manager to obtain a quote for exterior envelope cleaning.

TERMINATION OF MEETING

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

Next Meeting: Tuesday, February 18, 2020 at 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/sm

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SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan LMS1558, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	REGENT COURT
Property Manager	FirstService Residential BC Ltd. dba FirstService Residential
Policy Period	December 31, 2019 to December 31, 2020
Policy Number	BFL04LMS1558
Insured Location(s)	3489 Ascot Place, Vancouver, BC V5R 6B6

INSURING AGREEMENT



PROPERTY (Appraisal Date: December 31, 2019)

	DEDUCTIBLE	LIMIT
All Property, Blanket By-Laws.		\$29,510,000
130% Extended Replacement Cost		\$38,363,000
Property Extensions		\$5,000,000
Lock & Key	\$2,500	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$5,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	10%	\$ 38,363,000
Flood (Annual Aggregate)	\$25,000	\$ 38,363,000
Gross Rents, 100% Co-Insurance, Indemnity Period (Months) :	N/A	Not Covered
N/A		



CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000



COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$500	\$30,000,000
Non-Owned Automobile	\$500	\$30,000,000
Sudden and Accidental Pollution	\$5,000	\$1,000,000



CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000



BFL CANADA Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia, V6E 2K3

Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602

INSURING AGREEMENT



EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$29,510,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered

Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.



**FS Insurance
Brokers**

did you
KNOW?

Dishwashers

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

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



Always maintain insurance to protect yourself and your contents.

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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on Monday, November 25, 2019
Within the Laundry Room
3489 Ascot Place, Vancouver, BC***

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Tai Fat Au	Vice-President
	Macy Tang	Treasurer
	Connie Ho	Member
	Karen Li	Member
	Susanna Li	Member
REGRETS:	Korrie Wu	Member
GUESTS:	Strata Lot 2	Owner
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:06 p.m.

GUEST BUSINESS

The Owner of Strata Lot 2 attended the meeting to discuss with Strata Council regarding a machine noise happening during the quiet hours, either in the late evening or early morning. The Owner showed the source location of the noise and provided the recordings of the noise to Strata Council. After further discussion and details obtained from the Owner, Council is suspecting that the noise is probably coming from the exhaust vent ducts. Council instructed the Strata Manager to check with the mechanical company to see if there is anything that can be done to improve or eliminate this noise. The Owner also volunteered to be onsite to provide further assistance for the mechanical company.

CARETAKER'S REPORT

Strata Council reviewed the Caretaker's report submitted for November 2019. In case of an emergency, the majority of Strata Council agreed that the Caretaker should have the Residents' names and phone numbers for emergency use only. The Strata Manager will prepare the required information for the Caretaker's use and will remind the Caretaker that it is for emergency purposes only. The Building Caretaker should not be reaching out to the Owners or Residents without the instructions from the Strata Council or the Strata Manager, if it is not an emergency.

It was brought to the Council's attention that one of the Owners' window handle may have been replaced without prior approval. The Strata Manager will confirm the unit number with the Caretaker for clarification.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

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

It was brought to Council's attention that there was a delay in posting the recent Council meeting minutes due to the meeting minutes' draft review and approval among Council members. After a long discussion, majority of Council agreed that the Strata Manager will prepare the minutes' draft for Council to review and the minutes will be posted, unless there is a major disagreement or other minor amendments, which can always be recorded in the next set of meeting minutes if necessary. Strata Council is hoping to meet the requirement and to have the minutes posted within 2 weeks after the meeting is held.

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The Accounts Receivable report dated November 22nd, 2019 was reviewed by the Strata Council.

Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential accounting department at 604-684-5329.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** The financial statement for October 2019 will be tabled for the next meeting, for approval, to allow more time for the Treasurer to review the financial statement.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Free Parcel Locker Program:** The Strata Manager is in contact with the Canada Post installation department to confirm the installation location for the parcel locker.

2. **Sump Pump Cleaning:** Latham's is scheduling the sump pump cleaning. Once the schedule is confirmed, a notice will be sent to all Owners, informing them of the cleaning schedule.
3. **Foggy Window Replacement:** After the last Council meeting, Wesco Glass contacted the Strata Manager to inform that after reviewing the quotation and proposal, Wesco Glass can only match the lowest quote we have but not providing an extra 10% discount, as Wesco Glass is the initial. After further discussion, it was moved and seconded to award the foggy window replacement contract to Wesco Glass, under the condition that Wesco Glass matches Premier Glass' pricing and warranty.
4. **Electric Vehicle Charging Station:** No update for this item.
5. **Parkade Power Washing:** The Strata Manager is arranging the parkade power wash with Pro Plus and the garbage compactor company.
6. **Annual Fire Inspection:** The annual fire inspection was completed on November 21st. The deficiency report is still pending.
7. **Elevator Issue:** Per Council's instructions from last Council meeting, the Strata Manager has successfully negotiated 2-months free maintenance and 1 free annual fire inspection access to compensate the missing service in the past. It was moved and seconded to accept ThyssenKrupp Elevator's offer. This item is now closed.
8. **Mechanical Deficiency Quote:** The second quote for the booster pump seal replacement is still pending.
9. **Airbnb:** As of the last Council meeting, there has been no further report or complaint from Owners or Residents for any possible Airbnb in the building. This item is now closed.
10. **Drainage Cleaning:** Xpert is scheduled to be onsite on December 6th to provide drainage cleaning for the horizontal drain lines.
11. **Water Entry Room Exhaust Fan:** Latham's provided a second quotation for the installation of a water entry room exhaust fan. Council reviewed Xpert's and Latham's quotations and after discussion, Council instructed the Strata Manager to follow up with the third quote from Pioneer Plumbing for their consideration before making a decision.

CORRESPONDENCE

1. **Renovation Application:** A 4th floor unit provided a request to change scope for their renovation. Council reviewed the updated scope and instructed the Strata Manager to ask the Owner for more details and drawings as it is considered a structural change that requires more detailed drawings before approval.
2. **Reimbursement of Accommodation and Food Due to No Access:** A unit on the 12th floor submitted a reimbursement request for 1-night accommodation of \$126.44 and \$12.00 for food, due to no access back to the building. Council moved and seconded to rectify the decision, as previously approved via email, for the hotel accommodation reimbursement and it is moved and seconded to approve the \$12.00 for reimbursement of food for the night. **CARRIED**

NEW BUSINESS

1. **1ClearWater:** 1ClearWater advised the Strata Corporation that the National Plumbing Code, that impacts water treatment systems, like the one 1ClearWater uses to service our building for soft water corrosion control, has been changed. The Strata Manager already forwarded the notice from the City of Vancouver, demanding the installed system must be brought up to code to the President of 1ClearWater's attention.
2. **Plastic Bag on Maple Tree:** It was brought to Council's attention that a plastic bag was thrown and is hanging on one of the maple trees in the courtyard. After some discussion, Strata Council found no hazard nor immediate concern to remove the plastic bag. If an Owner is having concerns regarding the plastic bag hanging on the tree, the removal cost can be charged back to the Owner who requested the service.
3. **Laundry Machine in 2nd Floor Unit:** The Caretaker inspected a unit on the 2nd floor as per the instructions by Council and confirmed that the laundry machine has been removed. This item is now closed.

TERMINATION OF MEETING

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

Next Meeting: Monday, January 20th, 2020.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/ac

Email: info.bc@fsresidential.com

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

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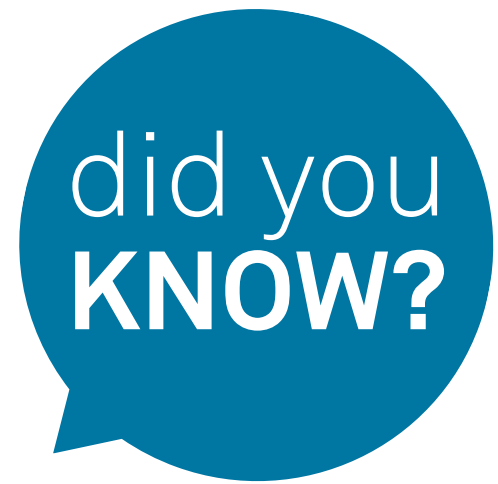
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**FS Insurance
Brokers**



Water Damage

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

Prevention Strategies

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



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS1558
REGENT COURT**

***Held on Monday, October 28, 2019
Within Laundry Room
3489 Ascot Place, Vancouver BC***

COUNCIL IN ATTENDANCE:	Josh J Johnson	President
	Tai Fat Au	Vice-President
	Macy Tang	Treasurer
	Karen Li	Member
	Susanna Li	Member
	Korrie Wu	Member
REGRETS:	Connie Ho	Member
GUESTS:	Strata Lot 58	Tenant
STRATA MANAGER:	Kimberly Cheung	FirstService Residential
	Peter Chan	Senior Director of Strata

The meeting was called to order at 7:15 p.m.

GUEST BUSINESS

1. ***SL 58 Tenant.*** The tenant of Strata Lot 58 attended the Council meeting seeking an update regarding the request for recovery of the lost personal items during a recent water damage incident happened in September 2019. The tenants submitted a list of the items stored within their locker valued at approximately \$2,047.00. In addition, the tenant is requesting Strata Council to confirm if the locker is still suitable for usage. The tenant requested a response from Strata Council by Thursday, October 31, 2019 by the end of day. Should no response be given by the deadline, they may submit a small claim seeking reimbursement for the loss of content. The tenant left the meeting at 7:22 p.m.

Following discussion with Council, their decision remains the same as the tenant should follow the right procedures and submit the claim through their insurance company. In addition, the Council instructed the Strata Manager to request an update from the mechanical company to confirm that the drain blockage concern has been fixed and to confirm that there is no further drainage issue. When the Council and the tenant were in the locker room, it was found that one of the fire stops might be missing. Therefore, the Strata Council instructed the Strata Manager to contact the contractors to further investigate this issue and provide a quotation for the firestop replacement should it be confirmed as missing. Council also discussed from now on, to have the horizontal drainage pipes flushed at least once a year and instructed the Strata Manager to put the drainage cleaning in the maintenance calendar.

CARETAKERS REPORT

The October 2019 Caretakers Report was reviewed by the Strata Council.

A copy of an invoice amounting to \$74.60 for regarding repairs to the stove within the Caretaker's unit was reviewed by the Council. It was moved and seconded to proceed with the reimbursement as circulated. **CARRIED.**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

1. **Council Member Comments:** As there were some concerns from a Council Member regarding the content of the last set of meeting minutes, the draft September meeting minutes was tabled for Council's discussion and approval. Following discussion, Council amended the minutes to add in some more details under the "guest business elevator" section to include the following: *The Strata is reviewing the elevator service contract. A representative from the elevator company provided some consideration to the aging elevator.*

It was moved and seconded to approve the Minutes of the Strata Council Meeting held September 30, 2019 as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The Accounts Receivable report dated October 27, 2019 was reviewed by the Strata Council.

Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential accounting department at 604-684-5329.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** It was moved and seconded to approve the financial statement(s) for September 2019. **CARRIED.**

The Strata Council noted that one of the GIC's is past due and the next will be due on October 30, 2019. Following further discussion, it was moved and seconded to renew the October 13, 2019 due date GIC with 18 month non-redeemable at 2.2% and the GIC maturing October 30, 2019 was renewed for 1 year 90 days redeemable at 1.95%.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. ***Free Parcel Locker Program:*** There is no update on this item.
2. ***Sump Pump Cleaning:*** After discussion and reviewing a second quotation from Latham's, it was moved and seconded to approve Latham's quotation of \$1,920.00 +GST for the sump pump cleaning. **CARRIED**
3. ***Foggy Window Replacement:*** It was brought to Council's attention that Wesco Glass is willing to beat Premier Glass with a 10% discount. After some discussion, Council instructed the Strata Manager to obtain a contract from Wesco Glass with the updated pricing.
4. ***BCIT Electric Vehicles Charging Station:*** There is no update on this item.
5. ***Power Wash:*** A Council member obtained another quotation for power washing and scraping of the exterior parkade level one garbage container area floor. The quoted price is \$735.00 +GST. After further discussion, Council instructed the Strata Manager to stay with the current planning and to confirm the power washing schedule with Pro Plus Cleaning.
6. ***Annual Fire Inspection:*** Voltech Fire Protection will attend the building Wednesday, November 20, 2019 and Thursday November 21, 2019 to do the annual fire inspection.
7. ***Elevator Issues:*** Thyssen Krupp Elevator representative offered a proposal of one free month maintenance service and one free service for providing elevator access for the annual fire inspection to compensate the missing service visits in 2016, which the Council was questioning at the last meeting. After some discussion, and reviewing another proposal from West Coast Elevator, it was moved and seconded for the Strata Manager to negotiate with Thyssen Krupp Elevator for a credit of 2 months or 3 months maintenance plus an additional fire inspection access as compensation. Upon the vote, 4 in favor and 2 opposed. **MOTION CARRIED**
8. ***Mechanical Deficiency Quote:*** Council approved the mechanical deficiency repair at the last Council meeting. Xpert Mechanical responded back to Council's instructions and provided some recommendations regarding the fan repair for Council's review once again. After discussion, it was moved and seconded to approve proceed with Xpert Mechanical's recommendation for the fan deficiency repair. **CARRIED**
9. ***Airbnb:*** There being no further update on Airbnb activity for one of the units, Council will keep on monitoring of any suspicious Airbnb activity.

10. **Drain Cleaning:** Xpert Mechanical is now scheduling the next upcoming horizontal drainage cleaning.

[Post meeting note: Xpert Mechanical will be on site on December 3 (Tuesday) and December 4 (Wednesday) from 8:30 am to 4:00 pm to clean all the horizontal lines from available cleanouts in the locker rooms and parkade.]

CORRESPONDENCE

1. **Bylaw Violation Reports:** A Bylaw violation report was attached for Council's review. After reviewing all the violations, instructions have been to the Strata Manager to inform Owners regarding Council decisions.
2. **Strata Lot #41 Renovation Application:** A renovation request submitted by a 4th floor unit was reviewed and approved by Council.
3. **Bylaw Violation Response:** Correspondence was received from a 2nd floor unit regarding a Bylaw violation. After further discussion, Council decided to treat this as a final warning for the last infraction. No fine will be applied for this Bylaw violation.
4. **Short Term Rental:** Council reviewed correspondence from a second floor Owner regarding to the short-term rental and fine reversal request. After further discussion, Council decided to keep the \$200 fine.

NEW BUSINESS

1. **Water Entry Room Exhaust Fan Quote:** Xpert Mechanical provided a quotation for installing an exhaust fan in the water entry room to control the moisture level. The quotation amount is \$2,800.00 + GST. Council requested the Strata Manager to obtain another opinion from another mechanical company for an additional quotation for their consideration.
2. **Carpet Cleaning:** As the Strata now purchased a carpet shampoo machine, we will no longer require janitorial company to attend for carpet cleaning. The Caretaker will shampoo the carpet every 6 months. Regular vacuuming will still be scheduled once every week.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:12 p.m.

Next Meeting: November 25, 2019 7:00 p.m. at Laundry Room

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS1558

KC/sb

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

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on Monday, September 30, 2019
Within the Laundry Room***

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Tai Fat Au	Vice-President
	Connie Ho	Member
	Susanna Li	Member
	Karen Li	Member
	Korrie Wu	Member
REGRETS:	Macy Tang	Treasurer
GUESTS:	Owner	Unit 608 (7:04 p.m. to 7:15 p.m.)
	Aurora Rawlings	Thyssenkrupp Elevator
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

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

GUEST BUSINESS

1. **Flood:** A Tenant from Unit 608 attended the meeting regarding to a recent flood from the 1st Floor kitchen sink backup. The Tenant complained that the personal property damage is not being taking care of by the Strata Corporation. The Tenant claimed that the approximately loss of personal property damage is approximately \$2,000.00. The Tenant requests the Strata to show the Plumber's Report for this incident. The Tenant vacated the meeting at 7:15 p.m. After the Tenant vacate the Meeting Room, further discussion among Council continued and Council denied the request to pay back the loss of personal belongings. Council instructed the Strata Manager to provide the Plumber's Report for the unit Owner's reference.
2. **Elevators:** The Account Manager at Thyssenkrupp Elevator attended the meeting regarding to some elevator's issues. The Account Manager recommended the Strata to report the elevator's issues to the elevator company with as detail as possible for further follow-up. The Account Manager at Thyssenkrupp Elevator will also follow up with previous inspection logbook records to confirm the elevator equipment was inspected and maintained on a regular schedule as listed under the elevator contract.

Council is reviewing the elevator service contract. The Account Manager from Thyssenkrupp Elevator provided some consideration for the aging elevator.

CARETAKER'S REPORT

The Caretaker's Report was reviewed by the Council. It was moved and seconded to approve a budget of no more than \$500.00 to purchase the steam clean carpet machine. The Council President will help to place the order for the Building Caretaker.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to amend the Council Meeting Minutes held on August 27, 2019.

Under "New Business"

Airbnb: The Special General Meeting is not necessary as a bylaw regarding Airbnb/short-term rental was passed at the Annual General Meeting in April 2019.

It was moved and seconded to approve the amended minutes of the Strata Council Meeting held on August 27, 2019. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The Accounts Received Report dated September 26, 2019 was reviewed by Council.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeOwners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential Accounting Department at 604.684.5329.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** The August 2019 financial statement will be table until the next meeting for approval.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Free Parcel Locker Program:** There is no update on this item.
2. **Sump Pump Replacement:** Council reviewed the Latham's quotation for sump pump cleaning. After comparing Latham's and McRae quotations, Council will follow up with McRae for the details of the scope of work before providing the final decision.
3. **Foggy Window Replacement:** Council reviewed 4 quotations from 4 different vendors and after discussion, it was moved and seconded to approve Premium Glass quotation of \$40,539.76 to replace the foggy window as per the list provided. The quotation of this window replacement comes with a 15 years warranty. **CARRIED.**

The Strata Manager was instructed to contact Premium Glass for coming to the building for a final accurate measurement for the units. A notice will be provided to the Owners once the appointment schedule is confirmed with Premium Glass. If Owners have unreported foggy window that needs to be replaced, please use this final chance to contact the Caretaker to have your foggy window replacement included in the scope of work.

4. **BCIT Electric Vehicle Charging Station:** There is no update on this item.
5. **Power Wash:** Council discussed further on the power wash for the parkade and instructed the Strata Manager to proceed with the power wash without waiting for ordering the new rubber mat under the garbage compactor. The Strata Manager was directed to contact the power washing company for this service schedule and provide notice to the Owners to remove their vehicles.
6. **Annual Fire Inspection:** Council reviewed the both Voltech Fire and Shore Fire Annual Fire Inspection quotations. As one of the Council Member found another vendor with cheaper pricing. This item will hold on until further update from Council.
7. **Elevator Issues:** Refer to Guest Business.
8. **Mechanical Deficiency Quote:** Xpert Mechanical provided their pricing for the deficiency repair as per Council's instructions. Council reviewed the Mechanical Deficiency Report and provided approval for the following items: Items C, E, F, J, L, M, N, R X. The Strata Manager will proceed and schedule the repair with Xpert Mechanical.

Council reviewed the booster pump seals replacement from Xpert Mechanical. After further discussion, Council directed the Strata Manager look for a second quote from Pioneer Plumbing and Latham's.
9. **P1 Garbage Compactor Floor:** Council reviewed all quotations for the P1 garbage compactor and after discussion, Council decided not to take any action until after the power wash.
10. **Snow Removal:** Council reviewed another quotation for snow removal from Symbiotic Landscapes. After some discussion, it was moved and seconded to continue using the existing contractor Snow-Pro for 2019/2020 snow removal.

CORRESPONDENCE

1. **Bylaw Violation Report:** Council reviewed the Bylaw Violation Report and instruction was given to the Strata Manager to contact the Owners of Council's decision.

NEW BUSINESS

1. **Kitchen Sink Back-up:** On September 20, 2019, a Plumber's Report was attached for the kitchen sink backup in one of the 1st Floor unit of September 20, 2019.
 - (a) **Drain Cleaning Quote:** A drain cleaning quotation from Xpert Mechanical of \$3,220.00 plus GST was submitted to Council for their approval. It was moved and seconded to approve the drain cleaning quote as circulated. **CARRIED.**
2. **Tree Trimming Quote:** Two tree trimming quotes from Davey Tree Expert and TVD Landscaping were tabled for Council's consideration. After some discussion, it was moved and seconded to approve TVD Landscaping quotation as tabled. **CARRIED.**

3. **Election Signs and Canvassing:** A notice from CHOA regarding the election signs and canvassing was submitted to Council for their reference.
4. **Big Brothers Donation:** It was recently brought to Council's attention that the Big Brother donation was being placed in the common area right in front of the fire panel. According to the Fire Code, the area in front of the fire panel cannot be blocked. The Strata Manager advised the Building Caretaker to be aware of the situation and not to allow Owners to put their donation items in front of the fire panel.
5. **Winterization:** Ratification of the Voltech winterization approval via email is approved.
6. **TVD Contract:** Council confirmed that the modified TVD contract was approved.

TERMINATION OF MEETING

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

Next Meeting: Monday, October 28, 2019 at 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/vp

Email: info.bc@fsresidential.com

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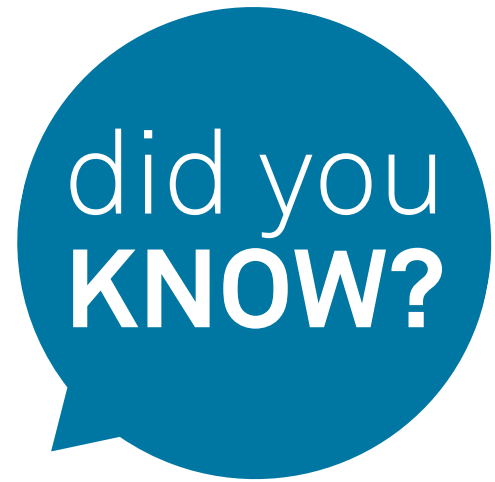
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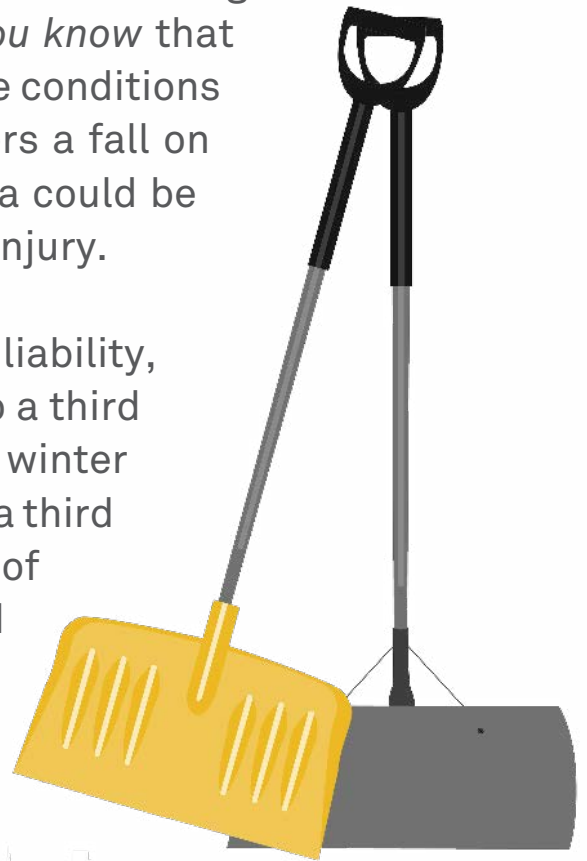
**FS Insurance
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Snow Removal & Deicing

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

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



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Tuesday, August 27, 2019
Within the Laundry Room*

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Tai Fat Au	Vice-President
	Macy Tang	Treasurer (<i>arrive at 7:24 p.m.</i>)
	Connie Ho	Member (<i>arrive at 7:20 p.m.</i>)
	Susanna Li	Member
	Karen Li	Member
	Korrie Wu	Member
GUESTS:	Owner	SL 117 (<i>arrive at 7:05 p.m.</i>)
	Ann Carnes	SL 89 (<i>arrive at 7:05 p.m.</i>)
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:05 p.m.

GUEST BUSINESS

Two Owners attended the meeting to provide their suggestions and comments regarding building maintenance matters to Strata Council. Strata Council acknowledged their feedbacks and thanks them for their attendance.

The two Owners left the meeting at 7:27 p.m.

CARETAKER'S REPORT

The August 2019 Caretaker's Report was reviewed by Strata Council. It was brought to Council's attention that an Owner from the 13th Floor did not submit a Form K. The Strata Council instructed the Strata Manager to send a reminder letter to the Owner.

The Caretaker also notify Council of his next vacation leave from October 14 – 25, 2019. Laura will be covering during his absence. The vacation request was approved by Council.

The Caretaker also requested that the Caretaker's report be submitted only once a month and only a monthly report will be prepared for the Council Meeting so he can more time to deal with building maintenance issues. After further discussion, Council agreed that a weekly report is not required as long as the Caretaker spend more time on cleaning and take on carpet shampooing as the addition scope of work, under the condition that the Strata provides the carpet shampoo machine and cleaning solutions, but if there is something special happened during the week, a report is required in that case.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held July 29, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The accounts received report dated August 23, 2019 was reviewed by Strata Council.

Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential Accounting Department at 604.684.5329.

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

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Free Parcel Locker Program:** There is no update on this item.
2. **Sump Pump Replacement:** The sump pump replacement has been completed by Pioneer Plumbing & Heating Inc. It was discovered that the sump pit was very dirty and will require cleaning. A quotation of \$1,970.30 from McRae’s for sump pump cleaning has been forwarded to Council for their consideration. After further review and discussion, Council instructed the Strata Manager to obtain two more quotes for price comparison.
3. **Foggy Window Replacement:** There is no update on this item.
4. **BCIT Electric Vehicle Charging Station:** There is no update on this item.
5. **Power Wash:** There is no update on this item.

CORRESPONDENCE

1. **Bylaw Violation Report:** The Strata Manager provided the Bylaw Violation Report for Council's review. After review, instructions were given to the Strata Manager to respond back to the Owners responsible for the violations.

NEW BUSINESS

1. **Air BnB:** An Owner reported to Strata Council that there is a unit advertising short term rental on AirBnB website. After further discussion, it was moved and seconded to arrange a Special General Meeting (SGM) for a bylaw amendment regarding short term accommodations. A vote was called. The results were as follows:

4 IN FAVOUR, 3 OPPOSED. **CARRIED.**

Council will provide more details once the SGM date has been confirmed.

2. **Annual Fire Inspection:** A quotation from Voltech Fire for the annual fire inspection has been received and forwarded to Council for their consideration. After some discussion, Council requested a quotation from Acme Fire and Shore Fire.
3. **Landscaping:** A quotation from Lubberts Landscaping and TVD Landscaping were submitted to Council for their review and approval. After discussion, Council approved the 10-month contract quotation of \$350 per month from TVD Landscaping with start date to begin in March 2020.

It was brought to Council's attention that tree trimming is required at the property. Strata Council instructed the Strata Manager to obtain a quote from Davey Tree and TVD Landscaping for this work.

4. **Elevator Issues:** It was brought to Council's attention that previous elevator monthly service may be missed. After discussion, Strata Council instructed the Strata Manager to contact the Account Manager of ThyssenKrupp Elevator to provide the service reports since 2015 for Council's review. It was also brought to Council's attention that constant noise was coming from Elevator #1. The Strata Manager will pass this information to ThyssenKrupp Elevator.
5. **Mechanical Deficiencies:** Expert Mechanical provided their mechanical deficiency report to Council. Council reviewed the report and instructed the Strata Manager to obtain a detailed quote from Expert Mechanical.
6. **P1 Garbage Compactor Floor Repair:** It was previously brought to Council's attention that P1 garbage compactor floor area is damaged and may require repair. The Strata Manager provided two quotations from two contractors for Council's review and consideration. This item will be tabled at the next meeting for further discussion.
7. **Snow Removal:** The Strata Manager provided a quotation for snow removal to Council for their review and consideration. After discussion, Council instructed the Strata Manager to obtain another quote from TVD Landscaping.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:25 p.m.

Next Meeting: September 30, 2019 at 7:00 p.m.
SGM Date: T.B.D.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/sm

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

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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on Monday, July 29, 2019
Within the Laundry Room***

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Macy Tang	Treasurer
	Connie Ho	Member
	Susanna Li	Member
	Karen Li	Member
REGRETS:	Korrie Wu	Member
	Tai Fat Au	Vice-President
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:14 p.m.

CARETAKER'S REPORT

The Caretaker's Report for July 2019 was tabled for Council's review. After Council reviewing the recent weekly Caretaker's Report, Council suggested that the weekly Caretaker's Report should include more details, especially for the major event happening throughout that week. The Strata Manager will relay the message to the Caretaker to improve the weekly Caretaker's Report.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on June 25, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential Accounting Department at 604.684.5329.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** The Treasure advised that there were some technical difficulties while attempting to log into **FSRConnect™**. The Strata Manager will pass on this issue to **FSRConnect™** Team for further assistance. The monthly financials statement approval will be tabled until next meeting.

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

4. **Account Balances:** The current balance for the 4th month as at June 30, 2019 in the appropriate funds as follows:

Total Operating Cash Balance	\$ 6,027.52
CRF Balance	\$162,263.65

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Free Parcel Locker Program:** The Strata Manager approached the Canada Post for an update of the free locker delivery schedule. According to Canada Post, the free parcel locker will be expecting to deliver to site at approximately fourth quarter of 2019.
2. **Storage Tank Replacement:** The hot water storage tank replacement project was completed by Pioneer Plumbing & Heating Inc. Due to some communication issue, the no hot water notice was not able to post prior to the hot water tank replacement work. The Strata Manager has communicated with the vendor and the Caretaker to confirm this will not be happening again in the future. We apologize for any inconvenience that this may have caused.
3. **Sump Pump Replacement:** The sump pump replacement has been completed by Pioneer Plumbing & Heating Inc.
4. **Foggy Window Replacement:** Per Council’s instructions, a second quotation has been obtained from Action Glass for the foggy window replacement project. Council reviewed both; the first quotation from Wesco Glass and the second quotation from Action Glass. After some discussion, Council instructed the Strata Manager to obtain another quotation for their further consideration.
5. **BCIT Electric Vehicle Charging Station:** There is no update for this item.
6. **Power Wash:** Since the garbage compactor floor mat is being replaced immediately following the power washing, the Strata Manager will coordinate with Smithrite Disposal and Proplus once confirmation of the new floor mat has been received.
7. **Chain Link Fence Repair P1:** The chain link fence at the visitor parkade P1 has been repaired by the Caretaker. This item is now closed.

CORRESPONDENCE

1. **Bylaw Violation Report:** The Strata Manager provided the Bylaw Violation Report for the month of July 2019 for Council’s review.

Council reviewed the Bylaw Violation Report and instructions have been provided to the Strata Manager to respond to Owner regarding their violation.

NEW BUSINESS

1. **Window Cleaning Quote – Sea to Sky:** The Strata Manager provided the window cleaning quotations for Council to consider. After some discussion, Council decided there is no need for window cleaning at this point. Window cleaning will be deferred until next spring for another consideration by Council.
2. **Patio Door Roller:** It was brought to Council's attention that a unit on the 8th Floor has a damaged patio door roller. Council instructed the Strata Manager to dispatch Wesco Glass to repair.
3. **Landscape:** Council did a walk-through around the landscape area after the last meeting. It was brought to Council's attention that some of the scope of work is not up to Council's satisfaction. Council instructed the Strata Manager to forward the current landscaping contract and scope of work to Council for their further review. The Strata Manager is also instructed by Council to contact the current landscaper and inform about the landscaping issue. Council also requested the Strata Manager to obtain three landscaping proposals for their further review.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:50 p.m.

Next Meeting: Tuesday, August 27, 2019 at 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/vp

General: 604.683.8900 (24 hours emergencies)

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

www.fsresidential.com

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

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Cigarette Disposal

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

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

Remember:

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



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on Tuesday, June 25, 2019
Within the Laundry Room***

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Tai Fat Au	Vice-President
	Macy Tang	Treasurer
	Connie Ho	Member
	Korrie Wu	Member
	Susanna Li	Member
REGRETS:	Karen Li	Member
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:18 p.m.

CARETAKER'S REPORT

The Strata Council reviewed the report submitted by the Caretaker and there are no further questions.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

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

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reported that there are few Owners in arrears for Strata fees. Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential accounting department at 604-684-5329.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** The financial statement(s) from February to April 2019 were approved.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account,

clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

REPORT ON LITIGATION

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

BUSINESS ARISING

1. ***Free Parcel Locker Program:*** There are no further updates on this item.
2. ***Storage Tanks Replacement:*** Quotations from Latham’s and Pioneer Plumbing & Heating Inc. for the storage tanks replacement were tabled for Council review and consideration. After discussion, it was moved and seconded to approve the quotation of \$23,850.00 plus taxes for replacing five (5) storage tanks that are located at the rooftop mechanical room. **CARRIED.**
3. ***Sump Pump Replacement:*** Quotations from Latham’s and Pioneer Plumbing & Heating Inc. for the sump pump replacement were tabled for Council review and consideration. After discussion, it was moved and seconded to approve the quotation of \$3,395.00 plus taxes for replacing the sump pump. **CARRIED.**
4. ***Bark Mulch Application:*** The Landscaper has applied the bark mulch at the landscaping area. Council confirmed that the work has been completed and this item is now closed.
5. ***Foggy Window Replacement:*** This item is tabled until the next meeting.

CORRESPONDENCE

1. ***Bylaw Violation Reports:*** The Bylaw Violation Report has been submitted to Council for review. Instructions have been given to the Strata Manager to response back to the Owners of Council’s decisions.
2. ***Landscaping:*** Correspondence was received from an Owner on the second floor unit regarding landscaping deficiencies. Council reviewed the correspondence and decided to arrange a walk through to look at the landscaping area on the following week after the meeting and confirm if further actions are required.
3. ***Response to Violation Dumping Dolls out of Window:*** Correspondence was received from an Owner on the fifth floor unit regarding to the response on the violation of dumping dolls from the unit. Council reviewed the correspondence. After further discussion, Council agreed not to fine against the Strata Lot.

NEW BUSINESS

1. ***BCIT Electric Vehicle Charging Station Program:*** BCIT is offering free electric vehicle charging station to some of the Strata Properties that are interested in installing electric vehicle charging station. The cost will be covered by the research program at BCIT.

Council has already filed an application with BCIT. The Council President will update this matter if Regent Court is being selected for the Electric Vehicle Charging Station Program.

2. **Complimentary Loss Prevention Offer:** FirstService Financial offered to provide a complimentary Loss Prevention Program which involves a walk through by a member of the Strata Protect Engineering team from BFL Canada. Council reviewed the offer. After further discussion, Council did not approve to proceed with the complimentary Loss Prevention Program walk through. This item is now closed.
3. **Valve Replacement:** Quotation for replacing the non-functioning valve that is located near the playground area was received from University Sprinklers. The quotation of \$765.02 plus taxes was tabled for Council consideration. Since it is getting close to the summer and water restrictions may be applied in Lower Mainland. Council decided to table this repair until next spring.
4. **Power Wash:** Quotations from ProPlus Professional Cleaners and Five Star Building Services for tile scrubbing, parkade and exterior power wash were tabled for Council consideration. After further discussion, it was moved and seconded to approve the quotation of \$2,000 plus taxes from ProPlus Professional Cleaners to power wash the underground parkade P1 and P2 including the staircase from ground floor to P1 and P2, the walkway to the laundry room at the ground floor and garbage area with the degreasing option; power wash the white metal fence at the east side of the building, and machine scrub clean floor tiles at the main lobby including the hallway leading to elevators.
CARRIED.
5. **Chain Link Fence Repair:** It was brought to the Council's attention that the chain link fence on P1 which separates the visitor parking and the residential parking was damaged on June 24, 2019. The Strata immediately arranged an emergency repair by blocking the damaged fence to avoid potential break-ins. Quotation of \$964.00 plus taxes from Nikls One Cell was obtained for Council consideration. After discussion, Council instructed the Strata Manager to obtain another quotation for consideration. Council will also be volunteered to repair the damaged changing fence if possible.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:27 p.m.

Next Meeting: Monday, July 29, 2019, 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/yl

General: 604.683.8900 (24 hours emergencies)

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

www.fsresidential.com

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Cigarette Disposal

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

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

Remember:

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



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Monday, May 27, 2019
Within the Laundry Room*

COUNCIL IN ATTENDANCE: Josh Johnson President
Macy Tang Treasurer
Tai Fat Au Vice-President
Karen Li
Connie Ho

REGRETS: Korrie Wu
Susanna Li

STRATA MANAGER: Kimberly Cheung FirstService Residential

The meeting was called to order at 7:21 p.m.

COUNCIL POSITIONS

As this is the first Council meeting after the Annual General Meeting, the following positions were decided:

President Josh Johnson
Vice-President Tai Fat Au
Treasurer Macy Tang

It was moved and seconded to approve the above positions. **CARRIED.**

CARETAKER'S REPORT

The Strata Council reviewed the report submitted by the caretaker. Some general cleaning items needing improvement were brought to Owners attention. Council instructed the Strata Manager to direct the caretaker to mop the lobby and the laundry room floor. The caretaker was also directed to check for litter around the exterior of the building and pick up any garbage, at least twice a week. After further discussion, it was brought to Councils attention that the lobby flooring may require professional cleaning. The Strata Manager was instructed by the Strata Council to arrange for two quotations for the lobby floor tile scrubbing. Council also instructed the Strata Manager to obtain the recommendations and quotation from the professional cleaners, on the exterior cleaning, including the metal fences and the stone retaining walls.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held March 19, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

Review of Accounts Receivable: Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized debit forms are available on our website www.fsresidential.com/bc/homeowners/forms. Should Owners need assistance in setting up their account, please contact the FirstService Residential accounting department at 604-684-5329.

1. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
2. **Monthly Statement(s):** The approval of the financial statement(s) from February to April 2019 will be tabled until the next meeting.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Mechanical Deficiency Repair:** Xpert Mechanical was on site to complete the mechanical deficiency repair. This item is now closed.
2. **Boiler Pump Motor Replacement:** Xpert Mechanical was on site to replace the boiled bump motor. This item is now closed.
3. **Parcel Locker Program:** There is no further update on this item. The Stata Corporation is still pending from Canada Post to provide further details on how to proceed with installing the free parcel locker.
4. **Insulation Cold Water Pipes on the 2nd Floor:** Xpert Mechanical was on site to complete the insulation of the cold water pipes in one of the 2nd floor units. This item is now closed.
5. **Storage Tank Replacement:** Council instructed the Strata Manager to re-send all the quotations that the Strata Corporation has received to Council by email. This item will be tabled until the next meeting.
6. **Sump Pump Replacement:** Council instructed the Strata Manager to obtain second quotations for the sump pump replacement for Councils consideration. This item will be tabled to the next meeting.

CORRESPONDENCE

1. **Bylaw Violation Reports:** There were no bylaw violation from March 19 to May 27, 2019.
2. **Request to Waive Move in Fee:** Correspondence was received from an Owner of a 1st floor unit requesting to waive the move in fee. Council reviewed the Owners request and after further discussion, Council denied the Owners request to waive the move in fee. The Strata Manager was instructed to respond back to the Owners with Councils decision.
3. **Request to Waive Late Fine & Interest:** Correspondence was received from an Owner of a 4th floor unit requesting to waive the late fine and interest. The Strata Manager provided a detailed statement of the Owner's account. Council reviewed the Owners statement and after further consideration, Council understands that the Owner paid the wrong Strata fee amount which lead to a small outstanding balance each month. As the Owner is now aware of the issue and is willing to pay back the overdue fees, it was moved and seconded to reverse the late fine and interest. **CARRIED.**
4. **Water Damage:** Correspondence was received from an Owner of a 5th floor unit regarding the in suite water damage. Council reviewed the correspondence and instructed the Strata Manger respond to the Owner noting that in suite water damage should be dealt with by the unit Owner as it is not the Strata's responsibility to repair and maintain the interior of the Strata lot.
5. **Suggestions to Council Regarding Building Maintenance:** Correspondence was received at the last Annual General Meeting from multiple Owners regarding building maintenance. Council reviewed the correspondence under the caretakers report section. Councils suggestion is to ask the Owners who would like to share their opinions with the Strata Council, to be more specific as it will be easier for the Strata Council to follow up with their concerns.

NEW BUSINESS

1. **Bark Mulch Ratification:** It was moved and seconded to ratify the decision as previously approved via email for the bark mulch application of \$1,500.00 by Vancouver Crown Landscaping. **CARRIED.**
2. **Foggy Window Replacement:** The Strata Manager reported that there are still Owners approaching the Strata Manager to include the unit for the foggy window replacement. The Strata Council instructed the Strata Manager to gather the last batch of unit Owners information and obtain a lump sum quotation for Council's review. Council also instructed the Strata Manager to obtain a second quote from another window contractor for their consideration.
3. **Clear Water Analysis Report up to May 2019:** The report indicates that all the testing is in good order.
4. **Carpet Cleaning:** Council instructed the Strata Manager to arrange for the carpet cleaning. A recommendation from Strata Council is to use the citric scented cleaners for better sent.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:29 p.m.

Next Meeting: Tuesday, June 25, 2019, 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/ef

General: 604.683.8900 (*24 hours emergencies*)

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

www.fsresidential.com

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Barbecue and Grilling

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

Things to consider:

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



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MEMORANDUM

TO: The Owners, Strata Plan LMS 1558

DATE: May 14, 2019

FROM: Kimberly Cheung, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on April 29, 2019. Please read and retain them for future reference.

STRATA FEES:

Owners please note that strata fees have increased, retroactive to March 1, 2019.

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

NEW COUNCIL:

- Macy Tang
- Josh Johnson
- Korrie Wu
- Tai Fat Au
- Karen Li
- Connie Ho
- Susanna Li

FSR *Connect*[™] REGISTRATION

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* * *

Encl.

KC/jh

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on Monday, April 29, 2019
Within The Lobby of Regent Court
3489 Ascot Place, Vancouver, BC***

The meeting was called to order at 7:00 p.m. by Kimberly Cheung, Strata Manager.

FirstService Residential BC Ltd. was represented by Kimberly Cheung.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 140 eligible voters, 21 represents quorum in this instance. At the commencement of the meeting there were 37 eligible voters in attendance and 3 represented by proxy for a total of 40 votes represented. The quorum requirements had been achieved and the meeting proceeded.

Post Meeting Note: At the meeting, the Strata Manager misunderstood the quorum Bylaw. According to Bylaw 25(1), *15% of the persons entitled to vote present in person or by proxy constitutes a quorum.*

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated April 9, 2019, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

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

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held on May 3, 2018 as previously circulated. **CARRIED.**

INSURANCE REPORT

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

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$20,000.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$28,158,000 based on information received from the Appraisal.

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

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

Strata Corporation Insurance Coverage

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

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

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

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

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

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

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.

- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

****Example****

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

BUDGET APPROVAL

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

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

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

Owners please note: Strata fees have increased, retroactive to March 1, 2019.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to **Strata Plan LMS 1558**, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

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

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

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

WHEREAS the Owners, Strata Plan LMS 1558, wish eventually to obtain a Depreciation Report as required under Section 94 of the *Strata Property Act* and feel it would be most beneficial to defer commencement of the Depreciation Report for the time being;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

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

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

Since 3/4 Vote Resolution “A” – Waiver of Depreciation Report passed, Majority Vote Resolution “B” – Depreciation Report was not put forth for consideration and vote.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "C"
BYLAW AMENDMENT – SHORT TERM ACCOMMODATIONS**

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

WHEREAS The Owners, Strata Plan LMS 1558, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan LMS 1558, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office;

by **adding** a new Bylaw 3(3)(s), to read as follows:

“3 (3) *An owner, tenant or occupant must not:*

(s)(i) *permit a Residential unit to be occupied under a short-term Residential tenancy lease, contractor, or license arrangement for transient, hotel or commercial purposes, including, without limitation, VRBO, Premier Executive Suites, Airbnb, or any newspaper, magazine or web base Residential home rental entities. Without limiting the generality of the foregoing, a resident must not enter into a license for the use of all or part of a strata lot.*

(ii) *Effective April 30, 2019, any breach of Bylaw 3.(3) (s) (i) is subject to a fine of \$1,000, which fine may be levied on a daily basis.”*

By **adding** Bylaw #3(3)(s), all Bylaws are hereby re-numbered sequentially.

It was moved and seconded to add “which is less than 30 days” to clarify and define the meaning of short term. Upon the vote:

15 IN FAVOUR, 20 OPPOSED, 5 ABSTAINED. **DEFEATED.**

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

27 IN FAVOUR, 4 OPPOSED, 9 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "D"
BYLAW AMENDMENT – USE OF PROPERTY**

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

WHEREAS The Owners, Strata Plan LMS 1558, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan LMS 1558, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office;

by **adding** a new Bylaw 3(4), to read as follows:

"3 (4) *A strata lot and the common property (including limited common property) must not be used, occupied or modified for the purpose of the growing, producing, harvesting, marketing, selling or distribution of cannabis or marijuana. Storage within a strata lot or transport through common property of cannabis or marijuana is also prohibited, except for quantities less than or equal to limits specified (if any) for legal personal possession of cannabis or marijuana under relevant Canadian or BC legislation.*"

By **adding** Bylaw #3(4), all Bylaws are hereby re-numbered sequentially.

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

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

**CONSIDERATION OF 3/4 VOTE RESOLUTION "E"
BYLAW AMENDMENT – EXEMPTION**

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

WHEREAS The Owners, Strata Plan LMS 1558, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan LMS 1558, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office;

by **adding** a new Bylaw 43, to read as follows:

"43 Exemption

The strata council may grant an exemption from the operation of a bylaw or rule in order to accommodate a disability in accordance with the BC Human Rights Code."

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

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

4 IN FAVOUR, 30 OPPOSED, 6 ABSTAINED. **DEFEATED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "F"
FOGGY WINDOW REPLACEMENT - FUNDED FROM CRF**

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

WHEREAS The Owners, Strata Plan LMS 1558, Regent Court; wish to replace the windows in affected units;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting that a sum of money not exceeding \$53,000 be spent for the purpose of Foggy Window Replacement, such expenditure to be charged against the Contingency Reserve Fund.

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

37 IN FAVOUR, 1 OPPOSED, 2 ABSTAINED. **CARRIED**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "G"
HOT WATER STORAGE TANKS REPLACEMENT - FUNDED FROM CRF**

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

WHEREAS The Owners, Strata Plan LMS 1558, Regent Court; wish to replace the hot water storage tanks;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting, that a sum of money not exceeding \$26,000 be spent for the purpose of replacing five (5) hot water storage tanks located in the roof top mechanical room, such expenditure to be charged against the Contingency Reserve Fund.

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

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

ELECTION OF COUNCIL

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

The following persons agreed to stand for Council:

- Macy Tang
- Josh Johnson
- Korrie Wu
- Tai Fat Au
- Karen Li
- Connie Ho
- Susanna Li

Hearing no objections, the above-noted were each declared as elected by a majority vote.

GENERAL DISCUSSION

General Maintenance: Some Owners expressed their concerns regarding the cleaning and janitorial services in common areas, including hallways, laundry room and the exterior of the building. These concerns will be addressed at the upcoming Council Meeting.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 9:48 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/jh

General: 604.683.8900 (24 hours emergencies)

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

www.fsresidential.com

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

FIRSTSERVICE OFFERS CONVENIENCE!

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

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

2. *Online/Telephone Banking*

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

I'M INTERESTED, HOW DO I DO THIS?

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

WHEN SHOULD I MAKE MY PAYMENTS?

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

LMS 1558 - REGENT COURT
Approved Annual Budget
Mar 01, 2019 to Feb 29, 2020

<u>A/C Description</u>	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
 <u>INCOME</u>	
 <u>STRATA FEES</u>	
4002 Operating Fund Contribution	372,324
4003 Contingency Fund Contribution	50,000
 TOTAL STRATA FEES	<hr/> 422,324
 4523 Bylaw / Late Payment Fine	500
4640 Interest Income	150
4680 Laundry Income	20,000
4700 Miscellaneous Income	1,000
4702 Move In / Move Out Fee	1,500
4747 Rental-Strata Suite	5,400
 TOTAL INCOME	<hr/> 450,874
 <u>EXPENSES</u>	
 <u>GENERAL EXPENSES</u>	
5015 Audit	3,600
5445 Caretaker Wages & Benefits	42,000
6300 Insurance	44,000
6700 Management Fees	38,500
6705 Miscellaneous	4,000
7600 Telephone and Pager	2,400
 TOTAL GENERAL EXPENSES	<hr/> 134,500
 <u>BUILDING & GROUND EXPENSES</u>	
5010 Alarm Monitoring	2,900
5705 Electricity	30,000
5715 Elevator Maintenance	16,000
5725 Enterphone	650
5903 Fire Prevention	8,000
6001 Garbage Removal	20,000
6005 Gas	35,000
6511 Landscaping	12,500
6712 Mechanical Repairs	15,778
7240 Repair and Maintenance	50,000
7423 Supplies	200
7850 Water / Sewer	66,000
7855 Window Cleaning	2,500

LMS 1558 - REGENT COURT
Approved Annual Budget
Mar 01, 2019 to Feb 29, 2020

<u>A/C Description</u>	<u>Approved 2019/2020 Budget</u> \$
7864 Water Management System	7,500
TOTAL BUILDING & GROUND EXPENSES	267,028
9010 Reserve - Contingency Fund	50,000
TOTAL EXPENSES	451,528
CURRENT YR NET SURPLUS/(DEFICIT)	(654)
9990 Operating Surplus (Deficit) Balance Forward	654
ENDING OP SURPLUS/(DEFICIT)	0

LMS 1558 - REGENT COURT
Approved Strata Fee Schedule
Mar 01, 2019 to Feb 29, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Mar-May/19 \$
1	103 - 3489 Ascot PI	741	272.80	36.63	309.43	298.46	32.91
2	104 - 3489 Ascot PI	467	171.92	23.09	195.01	188.10	20.73
3	105 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
4	106 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
5	107 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
6	108 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
7	109 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
9	102 - 3489 Ascot PI	735	270.58	36.34	306.92	296.04	32.64
10	204 - 3489 Ascot PI	757	278.69	37.42	316.11	304.90	33.63
11	205 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
12	206 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
13	207 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
14	208 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
15	209 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
16	210 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
17	211 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
18	201 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
19	202 - 3489 Ascot PI	743	273.53	36.73	310.26	299.27	32.97
20	203 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
21	304 - 3489 Ascot PI	757	278.69	37.42	316.11	304.90	33.63
22	305 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
23	306 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
24	307 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
25	308 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
26	309 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
27	310 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
28	311 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
29	301 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
30	302 - 3489 Ascot PI	743	273.53	36.73	310.26	299.27	32.97

LMS 1558 - REGENT COURT
Approved Strata Fee Schedule
Mar 01, 2019 to Feb 29, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Mar-May/19 \$
31	303 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
32	404 - 3489 Ascot PI	757	278.69	37.42	316.11	304.90	33.63
33	405 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
34	406 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
35	407 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
36	408 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
37	409 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
38	410 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
39	411 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
40	401 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
41	402 - 3489 Ascot PI	743	273.53	36.73	310.26	299.27	32.97
42	403 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
43	504 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
44	505 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
45	506 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
46	507 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
47	508 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
48	509 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
49	510 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
50	511 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
51	501 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
52	502 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
53	503 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
54	604 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
55	605 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
56	606 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
57	607 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
58	608 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
59	609 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57

LMS 1558 - REGENT COURT
Approved Strata Fee Schedule
Mar 01, 2019 to Feb 29, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Mar-May/19 \$
60	610 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
61	611 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
62	601 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
63	602 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
64	603 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
65	704 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
66	705 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
67	706 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
68	707 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
69	708 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
70	709 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
71	710 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
72	711 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
73	701 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
74	702 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
75	703 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
76	804 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
77	805 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
78	806 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
79	807 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
80	808 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
81	809 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
82	810 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
83	811 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
84	801 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
85	802 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
86	803 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
87	904 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
88	905 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33

LMS 1558 - REGENT COURT
Approved Strata Fee Schedule
Mar 01, 2019 to Feb 29, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Mar-May/19 \$
89	906 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
90	907 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
91	908 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
92	909 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
93	910 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
94	911 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
95	901 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
96	902 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
97	903 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
98	1004 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
99	1005 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
100	1006 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
101	1007 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
102	1008 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
103	1009 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
104	1010 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
105	1011 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
106	1001 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
107	1002 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
108	1003 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
109	1104 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
110	1105 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
111	1106 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
112	1107 - 3489 Ascot PI	546	201.01	26.99	228.00	219.92	24.24
113	1108 - 3489 Ascot PI	708	260.65	35.00	295.65	285.17	31.44
114	1109 - 3489 Ascot PI	621	228.62	30.70	259.32	250.13	27.57
115	1110 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
116	1111 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
117	1101 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11

LMS 1558 - REGENT COURT
Approved Strata Fee Schedule
Mar 01, 2019 to Feb 29, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Mar-May/19 \$
118	1102 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
119	1103 - 3489 Ascot PI	718	264.32	35.50	299.82	289.20	31.86
120	1204 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
121	1205 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
122	1206 - 3489 Ascot PI	625	230.09	30.90	260.99	251.74	27.75
123	1207 - 3489 Ascot PI	744	273.90	36.78	310.68	299.67	33.03
124	1208 - 3489 Ascot PI	720	265.06	35.60	300.66	290.00	31.98
125	1209 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
126	1201 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
127	1202 - 3489 Ascot PI	697	256.59	34.46	291.05	280.74	30.93
128	1203 - 3489 Ascot PI	651	239.66	32.18	271.84	262.21	28.89
129	1304 - 3489 Ascot PI	558	205.42	27.59	233.01	224.75	24.78
130	1305 - 3489 Ascot PI	480	176.71	23.73	200.44	193.33	21.33
131	1306 - 3489 Ascot PI	835	307.40	41.28	348.68	336.32	37.08
132	1307 - 3489 Ascot PI	713	262.48	35.25	297.73	287.18	31.65
133	1301 - 3489 Ascot PI	498	183.33	24.62	207.95	200.58	22.11
134	1302 - 3489 Ascot PI	548	201.74	27.09	228.83	220.72	24.33
135	1303 - 3489 Ascot PI	651	239.66	32.18	271.84	262.21	28.89
136	1404 - 3489 Ascot PI	551	202.85	27.24	230.09	221.93	24.48
137	1405 - 3489 Ascot PI	743	273.53	36.73	310.26	299.27	32.97
138	1401 - 3489 Ascot PI	711	261.75	35.15	296.90	286.38	31.56
139	1402 - 3489 Ascot PI	548	201.74	27.09	228.83	220.72	24.33
140	1403 - 3489 Ascot PI	651	239.66	32.18	271.84	262.21	28.89
84,280			31,026.95	4,166.59	35,193.54	33,946.28	3,741.78

Total Annual Strata Fees (x 12 months) =

422,322.48 **407,355.36**

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on, Tuesday, March 19, 2019
Within the Laundry Room***

COUNCIL IN ATTENDANCE: Josh Johnson President
Wai See Tang Treasurer
Kai Hui Wu Vice-President
Tai Fat Au

REGRETS: Hong Cao

STRATA MANAGER: Kimberly Cheung FirstService Residential

The meeting was called to order at 7:18 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held February 25, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** It was brought to Council's attention that a 4th floor unit has an outstanding payment. The Strata Manager reported that correspondence were not reaching the Owner due to the address not updated by the Owner. Council instructed the Strata Manager to resend the arrears notice to the Owner. The final arrears notice to the Owner at their civic address attention the envelope to the registered Owner. Owners are reminded that it is the owners' responsibility to provide their updated correspondence to the Strata Corporation.

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

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

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

4. **Account Balances:** The current balances for the 12th month as at February 28, 2019 in the appropriate funds are as follows:

Total Operating Cash Balance	\$15,132.21
CRF Balance	\$386,313.29

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Mechanical Deficiency Repair:** Council approved the mechanical deficiency repair at last meeting. Xpert Mechanical is in progress of arranging all the mechanical deficiency repairs.
2. **Water Ingress at 11th Floor Balcony:** The Strata Manager reported that Joandon Construction has completed the water ingress repair work at the 11th Floor balcony.
3. **Boiler Pump Motor Replacement:** The boiler pump motor replacement work is in progress by Xpert Mechanical.
4. **Free Parcel Locker Program:** Confirmation email has been sent to Canada Post to arrange the free parcel locker for the Strata Corporation. Prior to the meeting, an owner sent over her concerns regarding to the location of the locker at the lobby. Council instructed the Strata Manager to follow up with the fire safety company to confirm an appropriate location for the parcel locker.
5. **Insulation Cold Water Pipes:** The water in one of the 2nd floor units for the common cold water pipe installation is in progress by Xpert Mechanical.
6. **2nd Floor Hallway Painting:** Joandon Construction is arranged to complete the 2nd floor hallway painting.

CORRESPONDENCE.

1. **6th Floor Unit In-Suite Laundry Machine:** Correspondence was received from a 6th floor unit owner regarding in-suite laundry machine installation request. Council reviewed the Owner's request and after discussion, Council denied the Owner's request.

NEW BUSINESS

1. **Storage Tank Replacement:** Second quotation from Latham's and Pioneer was obtained for Council's consideration. After comparing the quotations from Latham's, Pioneer and Xpert Mechanical, Council instructed the Strata Manager to follow up with Pioneer Mechanical on the warranty information and also instructed the Strata Manager to put this

item to be tabled at the upcoming AGM for owners' approval to withdraw funds from CRF to proceed.

2. **Sump Pump Replacement:** Quotations from Latham's was obtained for sump pump replacement. After comparing the quotations from Latham's and Xpert Mechanical, it was moved and seconded to approve Latham's quotation for the sump pump replacement.
3. **Annual General Meeting:** The Annual General Meeting of LMS 1558 will be held on Monday, April 29, 2019 at 7:00 pm. The Strata Manager tabled the draft budget for Council's consideration. After further discussion, instruction was given to the Strata Manager to finalize the proposed budget for the AGM Notice. Council also instructed the Strata Manager to arrange the 3/4 vote resolutions on Depreciation Report, bylaw amendments, and window replacement and hot water tank replacement project.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:30 p.m.

Next Meeting: Annual General Meeting Monday, April 29, 2019 at 7:00 pm.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/db

General: 604.683.8900 (24 hour's emergencies)

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

www.fsresidential.com

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

FSRConnect™ REGISTRATION

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



**FS Insurance
Brokers**

did you
KNOW?

Toilet Leaks

Did you know that almost 30% of water use in an average home comes from the toilet? A silent leak inside or underneath the tank can lead to wasted water, damaged floors, high utility bills, and even damage to neighbouring units! If your toilet is leaking, you may see water on the floor, there may be a soft, spongy feeling on the floor near your toilet, or you may occasionally smell sewer gas. Leaks will typically occur in the tank, at the shutoff valve, in the supply line, or even underneath the toilet.

Things to consider:

- Learn to shut off your toilet valve before a leak occurs
- Recognize signs of a potential leak:
 - sounds of running water
 - the need to “jiggle” the handle to complete a flush
 - trickling water on inside of bowl
- Purchase a leak detection system
- Perform a leak test using a toilet tablet or food colouring
- Maintain adequate limits of personal insurance including water damage and sewer back-up



If a leak does occur, shut off the water supply and call a plumber ASAP!

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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on, Monday, February 25, 2019
Within the Laundry Room*

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Kai Hui Wu	Vice-President
	Tai Fat Au	
REGRETS:	Wai See Tang	Treasurer
	Hong Cao	
GUEST:	Suzanna Li	Strata Lot 15
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:19 p.m.

GUEST BUSINESS

Suzanna Li Owner of Strata Lot 15 appeared before Council to discuss her concern of the previous incident she had encountered with the building caretaker. Council listened to Ms. Li's statement and Ms. Li would like to formally request Strata Corporation to provide an apology for the misbehaviour of the building caretaker. Council listened to the Owners concern and agreed that the Owner is trying to obtain an apology from the Strata Corporation to end all her previous complains.

After the Owner vacated the Meeting, Council discussed further on this matter and agreed that the Strata Corporation can issue an apology letter to this Owner for settling all these complaints. The Strata Manager was instructed by the Strata Council to draft the apology letter for the Council President's approval before sending it to the Strata Lot 15 Owner.

CARETAKER'S REPORT

Council reviewed the Caretaker's report and there was no further questions.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held January 14, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reported that there are a few Owners in arrears for Strata fees.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized Debit (PAD) Forms are available at our website www.fsresidential.com/bc/homeowners/forms/. Should Owners need assistance in setting up the account, please contact the FirstService Residential accounting department at 604.684.5329.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** The financial statement for December 2018 and January 2019 will be tabled at the next meeting for approval as the Treasurer was absent at the meeting.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Window Replacement:** Strata Council received the quotation for the foggy window replacement quote. The total amount for all foggy windows replaced is at approximately \$47,000.00 plus tax. Council suggested that this item will be approved by the Owners at the Annual General Meeting.
2. **Mechanical Deficiency Repair:** Xpert Mechanical completed the deficiency repair and provided a quotation for further repair. Council reviewed the update from the mechanical company and agreed to approve the quotation of \$470.00 plus GST to complete the motor replacement for the garbage room exhaust fan. Council also instructed the Strata Manager to obtain a second quote for the sump pump replacement cost.
3. **Water Ingress at 11th Floor Balcony:** This repair work is weather permits and the contractor is scheduling to start the repair in spring 2019.

CORRESPONDENCE

1. **Bylaw Violation Reports:** Council reviewed the Bylaw violation report and the instruction was given to the Strata Manager to respond back to the Owner of Council's decision.
2. **Strata Council Meeting Minutes Feedback:** Correspondence was received from an 8th floor Owner regarding to some feedback with the Council Meeting Minutes. Council reviewed the Owners feedback and appreciated the Owners for the comments.

NEW BUSINESS

1. ***Insurance Summary:*** A copy of the insurance summary is attached in these minutes. Owners are reminded to provide the insurance summary page to your insurance agent and update your home insurance policy if required. If there is any questions or concerns, please do not hesitate to contact our office.
2. ***Boiler Pump Motor Replacement Quote:*** A quotation of \$1,692.00 plus tax for the boiler pump motor replacement by Xpert Mechanical was reviewed by Strata Council. It was moved and seconded to approve the boiler pump motor replacement quotation. **CARRIED.**
3. ***Parcel Locker Program:*** Council reviewed the Canada Post Parcel Locker Program Proposal. After review of the proposal and further discussion, it was moved and seconded to proceed for the parcel locker program. The parcel locker is designed for apartment buildings, which hold six large individually locked parcel compartments. In the future, Canada Post can then deliver a parcel inside one of the parcel lockers compartment and leave that compartment key inside the addressee's mailbox. The addressee can retrieve the parcel, lock the compartment and return the key in the compartment key returns lock.

Council hopes that this arrangement can bring more convenience to the Residents and the Owners at Regent Court.

4. ***Insulation of Cold Water Pipes:*** It was brought to our attention that one of the 2nd floor units has a condensation issue. After further investigation, it was found that the condensation came from a common cold water pipe. The quotation of \$300.00 plus tax to insulate the cold water pipe is reviewed by Council. It was moved and seconded to approve this quotation. **CARRIED.**
5. ***2nd Floor Hallway Painting Quote:*** It was previously brought to Council's attention that the 2nd floor hallway touch-up is not done to satisfaction. The Strata Manager requested a quotation to correct this problem. Council reviewed the quotation of \$1,400.00 plus tax to repaint the 2nd floor hallway walls to match the existing colour. It was moved and seconded to approve this quotation. **CARRIED.**
6. ***Storage Tank Replacement:*** A quotation from Xpert Mechanical of \$39,975 plus tax to remove and replace the five existing water storage tanks and piping in the rooftop mechanical room was received and reviewed by Council. After further discussion, Council instructed the Strata Manager to obtain a second quotation for further consideration.
7. ***The Caretakers Computer:*** The caretakers reported that the old computer is out of order and cannot be repaired due to some obsolete parts. The backup computer previously purchased by the Strata Corporation does not have Microsoft Office software. A quotation of \$79.00 subscription fee per year for the Microsoft Office software was forwarded to Council for their approval. It was moved and seconded to approve the Microsoft Office subscription for the caretaker. **CARRIED.**
8. ***No Hot Water on January 27, 2019:*** It was reported on January 27, 2019, at around 1:30 p.m. that there was no hot water at the building. Xpert Mechanical was called to attend for emergency repair.

9. **Booster Pump Replacement:** After the deficiency repair, Xpert Mechanical provided further update on the booster pump repair. A quotation of \$1,285.00 plus tax to rebuild the booster pump motor, replace the seal and reinstall for proper operation. Council reviewed the quotation and it was moved and seconded to approve the booster pump repair. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:44 p.m.

Next Meeting: March 19, 2019

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/bi

Email: info.bc@fsresidential.com
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours' non-emergency)

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FSRConnect™ REGISTRATION

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SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan LMS1558, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	REGENT COURT
Property Manager	FirstService Residential BC Ltd. dba FirstService Residential
Policy Period	December 31, 2018 to December 31, 2019
Policy Number	BFL04LMS1558
Insured Location(s)	3489 Ascot Place, Vancouver, BC V5R 6B6

INSURING AGREEMENT	DEDUCTIBLE	POLICY LIMIT
PROPERTY (Appraisal Date: December 31, 2018)		
All Property, Blanket By-Laws.		\$28,158,000
130% Extended Replacement Cost		\$36,605,400
Property Extensions		\$5,000,000
Lock & Key	\$250	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$5,000	
Sewer Backup	\$20,000	
Water Damage	\$20,000	
Earthquake (Annual Aggregate not to exceed \$ 36,605,400)	10%	
Flood (Annual Aggregate not to exceed \$ 36,605,400)	\$25,000	
Gross Rents, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
CRIME		
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000
COMMERCIAL GENERAL LIABILITY		
Bodily Injury & Property Damage	\$500	\$30,000,000
Non-Owned Automobile	\$500	\$30,000,000
Sudden and Accidental Pollution	\$5,000	\$1,000,000
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY		
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000
EQUIPMENT BREAKDOWN		
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$28,158,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered
LOSS PAYABLE		
All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.		
This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.		



BFL CANADA is proud to announce our new online home insurance website, www.leoinsurance.ca.
 Get a fast online quote and purchase home insurance in minutes. Visit leoinsurance.ca



**FS Insurance
Brokers**

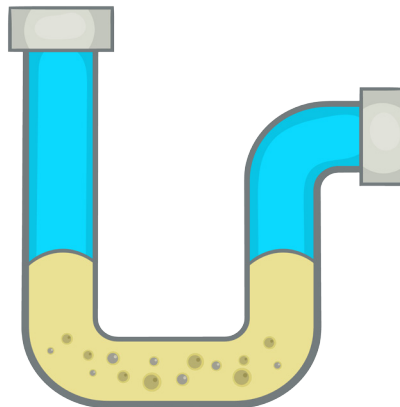
did you
KNOW?

Think Before Dumping it in the Sink

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

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

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



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

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Monday, January 14, 2019
Within the Laundry Room*

COUNCIL IN ATTENDANCE: Josh Johnson President
Kai Hui Wu Vice-President
Wai See Tang Treasurer
Hong Cao
Tai Fat Au

REGRETS: Jacky

STRATA MANAGER: Kimberly Cheung FirstService Residential

The meeting was called to order at 7:21 p.m.

CARETAKER'S REPORT

Council reviewed the Caretakers report and there is no further questions.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held December 4, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The Strata Manger reported that there are a few Owners in arrears for strata fees. Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month. Pre-authorized Debit Forms are available at the website www.fsresidential.com/bc/homeowners/forms, should Owners need assistance in setting up the account, please contact the FirstService Residential accounting department at 604.684.5329.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** The financial statement for November 2018 was approved.

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

REPORT ON LITIGATION

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

BUSINESS ARISING

1. **Second Floor Hallway Leak:** The permanent repair for the second floor hallway leak has been completed.
2. **Window Replacement:** West Coast Glass were onsite collecting the measurements for the faulty window replacement. The Strata Manager will forward the quotation to Council once West Coast Glass have finalized all the measurements and pricing.
3. **Wall Repair:** The final repair in one of the fifth floor unit's drywall has been completed. This item is now closed.

CORRESPONDENCE

1. **Bylaw Violation Reports:** There was no violations during the month of December.
2. **Second Floor Drywall Painting Touch Up & Complaint – Westco Glass:** Correspondence from a second floor unit regarding the hallway painting touch up and Westco Glass performance was received and reviewed by the Strata Council. Council instructed the Strata Manager to obtain a quotation to fix the painting deficiency on the second floor hallway. Regarding the glass company performance, Council has looked into other glass companies and found that within the price range, the service level is considered acceptable.
3. **Renovation of a Tenth Floor Unit:** Council moved and seconded to ratify the approval of a renovation request for a tenth floor unit, as previously approved via email.
4. **Bylaw Violation Response:** Correspondence was received from an eleventh floor unit Owner regarding a Bylaw violation response. After reviewing the correspondence and the reason from the Owner, it was moved and seconded to reverse the fine assessed to the Owners account. **CARRIED.**
5. **Fence Installation:** Correspondence was received from a first floor unit Owner regarding a request for Strata to install new fences. Council reviewed the Owners request and after further discussion, Council did not agree to proceed with any fence installation project at the time being. The fence installation project will have to be put forward at a General Meeting for the Ownership to approve as well; a City Permit is another factor that has to be considered.

NEW BUSINESS

1. **Dryer Vent Cleaning:** The dryer vent cleaning was completed on December 18, 2018. There were no deficiencies to report and this item is now closed.
2. **Patio Door Repair:** An estimate from Westco Glass for one of the tenth floor unit patio door repairs was submitted for Council's approval. The estimate to supply and install the new patio door rollers and track is \$275 plus tax. Upon review and discussion by Council, the quotation was approved.

3. **Fire Deficiency Quote:** The fire deficiency quotation from Voltec was tabled for Council's review and approval. The Council reviewed the deficiency quotation and instructed the Strata Manager to chargeback the missed inspection and the missing smoke alarm in one of the first floor units. Council also instructed the Strata Manager to clarify with Voltec on the performed sensitivity testing on 70 smoke detectors and replacement for the 12 HST required for extinguisher. Council also instructed the Strata Manger to cross off the unnecessary action from the list.
4. **Mechanical Deficiency Repair:** The mechanical deficiency repair quote from Xpert Mechanical was tabled for Council's review and approval. After reviewing the quarterly report and quotation, instruction was given to the Strata Manger to follow up with Xpert Mechanical of the deficiency repair.
5. **Water Ingress from Eleventh Floor Balcony:** One of the eleventh floor unit Owners reported water ingress from their balcony. Joandon Construction was dispatched to site for further investigation. The Owner was advised to report this issue to their insurance company.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:33 p.m.

Next Meeting: Wednesday, February 13, 2019 at 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/kc

Email: info.bc@fsresidential.com
Direct Line: 604.689.6951
General: 604.683.8900 (24 hours emergencies)
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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on December 4, 2018
in the Ground Floor Laundry Room, 3489 Ascot Place, Vancouver, BC***

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Kai Hui Wu	Vice-President
	Hong Cao	Member
	Tai-Fat Au	Member
REGRETS:	Wai See Tang	Treasurer
GUESTS:	Mr & Mrs Liu	Owner of SL 130
SENIOR STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:28 p.m.

GUEST BUSINESS

Mr and Mrs Liu, Owners of SL 130 appeared before Council to report tapping noise inside the wall. The Owners found the tapping noises a year ago, then the noise stopped for a period of time, and recently, the tapping noise started again. The noise is inside the wall, which may be coming from the Rooftop Mechanical Room. Council heard the description of the noise from the Owners, and after further discussion, Council agreed to send the Mechanical Company to further investigate this issue. Council instructed the Strata Manager to send Xpert Mechanical to investigate and report.

CARETAKERS REPORT

Council reviewed the report submitted for November 2018. There was no further questions.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 1, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** As of November 29, 2018 the total outstanding strata fee is approximately \$1161.99. Most of the outstanding strata fees are within 60 days owing.

Owners are reminded that strata fees are due on the 1st of each month. Council thanks all Owners who have made their monthly strata fee payments in full and on time each month. Preauthorized Debit Form are available at our website: www.fsresidentail.com/bc/homeowners/forms. Should Owners need assistance in setting up the account, please contact FirstService Residential Accounting Department at 604-684-5329.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** Council will defer the approval of the monthly statements until the next meeting, as the Treasurer was absent during the December 4th Council Meeting.

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

4. **Invoice Approval:** Council reviewed the Caretaker's reimbursement request and instructed the Strata Manager in reimbursing the Caretaker.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

1. **Supreme Court Registry #167686:** The Strata insurance company informed the Strata Corporation that the Legal matter has settled and has been formally concluded in BC Supreme Court. The Strata Manager tabled a copy of the file, **consent dismissal order**, for Council's reference. The Intent Legal Department will now be closing this file.

Council approved the payment of the insurance deductible of \$1,000 to Intact Insurance. This item is now closed.

BUSINESS ARISING

1. **Annual Fire Inspection:** The Annual Fire Inspection has been completed and the Deficiency Report by Voltach Fire Protection was tabled for Council's review and further instructions. Council revealed the required repairs scope and have made some comments. The Strata Manager will clarify Council's inquiry with Voltech Fire Protection and seek for a second quote from Shore Fire Protection.
2. **Boiler Repair:** Council moved and seconded to rectify the decision as previously approved via email for the Xpert Mechanical boiler repair quote.
3. **Piping Replacement:** The piping replacement final repair has been completed. There was no further deficiencies reported and this item is now closed.
4. **Carpet Cleaning:** The building carpet cleaning was completed. There was no further deficiencies reported and this item is now closed.
5. **2nd Floor Hallway Leak:** Xpert Mechanical is scheduled to come onsite to have the permanent repair completed in early December 2018. Once the leaking pipe replacement is completed, the Strata Manager will follow up with the dry wall repair with Joandon Construction.
6. **Water Ingress:** Water ingress has been reported from one of the 1st floor units. The Strata Manager has not yet received the report from the construction company. This item will be deferred until the next meeting.

CORRESPONDENCE

1. **FOB Replacement Request:** A correspondence was received from an Owner on the 1st floor regarding to their non-working fob, to be replaced. Council reviewed the fob replacement request and agreed that if the fob was purchase within the last 6 months, the Strata Corporation will replace the fob without extra costs to the Owner.
2. **Tree Trimming Request:** A correspondence was received from an Owner of a 3rd floor unit, regarding tree trimming. Council reviewed the correspondence and instructed the Strata Manager to follow up on the tree trimming request.
3. **Noise Complaint Response:** A correspondence was received from an Owner of a 4th floor unit regarding their noise complaint received. Council reviewed the Owners response and instruction was given to the Strata Manager to follow up with the Owner.
4. **Comments from an Owner:** A correspondence was received from a 9th floor unit Owner regarding some suggestions and comments to the Strata Council. Council looked at the received comments & suggestions, and thanked the Owner for their contribution.
5. **Balcony Water Pooling:** A correspondence was received from a 10th floor unit Owner regarding the balcony water pooling problem. The Strata Manager has arranged for the Contractor for a quotation to repair. Council reviewed the quotation of \$650 plus tax from Joandon Constructions for the balcony water pooling repair. It was moved and seconded to approve the quote. **CARRIED.**
6. **Noise Complaint:** Council received a noise complaint against an 11th floor unit Owner, and bylaw infraction letters was sent to the 11th floor unit Owner.
7. **Renovation Without Approval:** A correspondence was received from a 11th floor unit Owner regarding their renovation without approval issue. Council reviewed the Owner's response and instruction was given to the Strata Manager to follow up with the Owner.
8. **Water Damage Complaint:** A correspondence was received from a 12th floor unit Owner regarding the complaint against the unit above, of water damage. The Strata Manager was instructed to write the Owners, the water damage letters will be sent accordingly.

NEW BUSINESS

1. **Anchor Report:** SSI Suspended Stages completed the Annual Anchor Inspection for Regent Court. A copy of the Anchor Report is posted at the rooftop, and this item is now closed.
2. **Window Survey:** A copy of the window survey form has been distributed to Owners. The Strata Manager will arrange with the window company to provide a scope of work and quote to repair all necessary damaged windows.
3. **Wall Repair:** A quotation of \$1,200 plus tax from Joandon Construction for a 5th floor unit wall repair, due to a previous water damage was tabled for Council's consideration. Council reviewed the quotation and approval was given to the Strata Manager to proceed with the repair.

4. **Balcony Door Repair.** An estimate of \$275 was received from West Coast Glass Restoration for the installation of the new patio door rollers and track. Council reviewed the quotation and approval was given to proceed with the repair.
5. **Christmas Bonus for Caretaker.** Council approved a \$500 Christmas bonus for the Caretaker. Council instructed the Strata Manager to arrange for the Christmas bonus.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:17 p.m.

Next Meeting: TBD by Council

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558
KC/cn

Email: info.bc@fsresidential.com
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)
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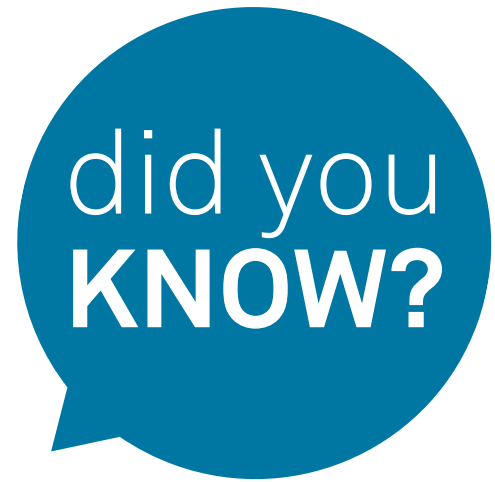
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**FS Insurance
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Electric Space Heaters

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

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



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Source: National Fire Protection Agency*

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Monday, November 5, 2018 at 7:00 p.m.
in the Ground Floor Laundry Room
3489 Ascot Place, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Kai Hui Wu	Vice-President
	Hong Cao	Member
REGRETS:	Tai-Fat Au	Member
	Wai See Tang	Treasurer
GUEST:	Ming Lee & C. Ho	SI #80 Owner (Joined Meeting around 8:14 p.m. and left around 8:20 p.m.)
SENIOR STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:09 p.m.

GUEST BUSINESS

Owners of an 8th floor unit was in attendance to provide their comments and evaluation of the caretaker. Council thanks for the Owners comments and the caretakers performance evaluation.

CARETAKERS REPORT

Council reviewed the report submitted for October 2018. Council noted that the report received and provided some comments and suggestions to the caretaker. The Strata Manager was instructed to pass on Council's instructions to the caretaker.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 1, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** The Strata Manager reported that there are few Owners in arrears for Strata fees. The total outstanding for Strata fees is approximately \$1,804.15. The total outstanding after the prepaid amount is \$801.62 approximately. Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized Debit Forms are available at our website at www.fsresidential.com/bc/homeowners/forms Should Owners need assistance in setting up the account, please contact FirstService Residential, Accounting Department, at 604-684-5329.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** The financial statement for September 2018 will be deferred until the next meeting for approval. Council instructed the Strata Manager to send an email to the Treasurer to see if there are any questions for the recent financial statement.

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

REPORT ON LITIGATION

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

1. **Supreme Court Registry #167686:** Nothing to update.

BUSINESS ARISING

1. **Annual Fire Inspection:** The Annual Fire Inspection was completed on October 24th, 2018. The Strata Manager has not yet received the deficiency repair and annual fire inspection report yet. It will be forwarded to Council's review once it has been received.
2. **Boiler Failure Repair Quote:** The boiler repair quote from Expert Mechanical is still pending. The Strata Manager will follow-up with Expert Mechanical.
3. **Piping Replacement Final Repair:** The dry wall final repair for the piping replacement project is in progress. All the drywall repairs are expected to be completed at around mid November 2018.

CORRESPONDENCE

1. **Bylaw Violation Report:** The Strata Manager reported that in the month of October there were two Bylaw violation letters sent. Both of these violations are not yet due for compliance. They will be revisited at the next Council Meeting.
2. **Comments from an Owner:** A correspondence was received from an Owner of a 9th floor unit regarding some of the Strata's common area suggestions regarding securities, Bylaw violations and other repair and maintenance area. Council reviewed all the suggestions and thanked all the Owners for their input. Instructions were provided to the Strata Manager to follow-up on some issues including the compactor and the laundry room repair maintenance item. Council also thanks the Owner for her suggestions about the building security. Council instructed the caretaker to proceed with a fob audit and Owners should be reminded that the Strata Building parking is only for the use of the Residents. Owners should not be renting the parking stall to any Non-Residents to use. Violators found renting the parking stall to a Non-Resident will be fined and the fob will be deactivated.

NEW BUSINESS

1. ***Carpet Cleaning:*** KC Cleaning will be on site to do the carpet cleaning on November 20th, 2018.
2. ***2nd Floor Hallway Leak:*** The Strata Manager tabled a permanent repair quote from Expert Mechanical for the 2nd floor hallway leak repair. Council reviewed the quote of \$1,495 plus GST from Expert Mechanical. After some discussion, it was moved and seconded to approve the recirculation pipping replacement for the permanent repair pipe leak at the 2nd floor hallway. **CARRIED.**
3. ***Snow Removal:*** The Strata Manager obtained a couple of quotations for snow removal for Council's consideration. Council reviewed all the proposals and quotations from the vendors. After discussion, it was moved and seconded to approve Snow Pro snow removal proposal. **CARRIED.**
4. ***Water Ingress:*** It was reported that one of the first four units was recently experiencing minor water ingress problem. The Strata Council arranged XTR Building Services to attend for an investigation and provide a quote to repair.
5. ***Foggy Window:*** It was brought to Council's attention that one of the Owners from the 10th floor has a foggy window in their unit. The Strata Council instructed the Strata Manger to send out a notice to request Owners to report if there are any other units experiencing any situation and to arrange all these units with the foggy window replacement.
6. ***Landscape:*** It was brought to Council's attention that the landscape at the East side of the building might require some attention. The Strata Manager provided some pictures taken at the East side of the building for Council's review. The landscaper reported to Strata Council that once all the tree leaves have fallen down, all the leaves will be removed from site. The Council instructed the caretaker to follow-up and look after this with the landscaper to make sure everything is in order.
7. ***Relief Caretaking Quotation:*** It was brought to the Council's attention that the current full time caretaker may be in need of medical leave at the end of the year or the beginning of 2019. The Strata Manager has asked two janitorial companies to come for a walk around and provide a quotation for relief caretaking service at Regent Court. A full time and part time relief caretaking coverage proposal from Five Star Building Maintenance Ltd. was tabled for Council's review. Council instructed the Strata Manager to try and obtain two more pricing for them to have a further consideration.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:36 p.m.

Next Meeting: Tuesday, December 4th, 2018 at 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/bi

Email: info.bc@fsresidential.com
General: 604.683.8900 (24 hours emergencies)

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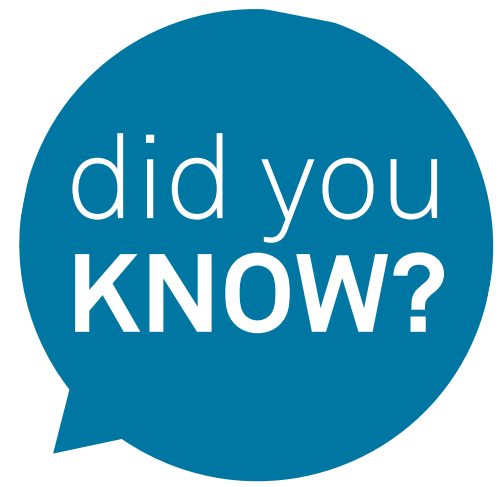
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**FS Insurance
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Christmas Tree Fires

According to the National Fire Protection Association, over 200 fires per year involve Christmas trees, causing over \$15 million of property damage. Sadly, one out of every 34 Christmas tree fires results in death.

Did you know that dry trees, electrical lights, and nearby heat sources like fireplaces, radiators, wood stoves or candles are the main causes of Christmas tree fires? **Tree fires can fill a room with heavy, black smoke in under 30 seconds**, making it nearly impossible for occupants to see, breathe or escape. Use the tips below stay safe with your next tree.

- ▶ Choose a tree with fresh, green needles that do not fall off when touched
- ▶ Cut two inches from the base of the trunk before placing it in the stand
- ▶ Make sure the tree does not block an exit
- ▶ Check light strings for worn or broken cords before placing on the tree
- ▶ Turn off tree lights before leaving the house or going to bed
- ▶ Keep live trees well watered
- ▶ Dispose of trees before they dry out; do not store dry trees inside a home or garage



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Monday, October 1, 2018 at 7:00 p.m.
in the Ground Floor Laundry Room
3489 Ascot Place, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Kai Hui Wu	Vice-President
	Wai See Tang	Treasurer
	Hong Cao	Member
	Tai-Fat Au	Member
GUEST:	Rachel Ji	10 th Floor Tenant
SENIOR STRATA MANAGER:	Kimberly Cheung	FirstService Residential

The meeting was called to order at 7:15 p.m.

GUEST BUSINESS

Rachel Ji, a representative from the 10th floor unit appeared before Council in regards to a complaint against the caretaker. Council reviewed her statement and some supporting documents from both the Tenant and the caretaker. Council agreed that the caretaker might have made a wrong accusation to the tenant. After further discussion, Council agreed that more improvement could be done by the caretaker on handling Owner's complaint and communications with the Residents in the building. Council agreed to proceed an evaluation with the caretaker in October. The Tenant requested an apology from the Strata Corporation. After some discussion, Strata Council instructed the Strata Manager to draft an apology letter on behalf of the Strata Corporation to this Tenant.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held August 28, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable report and it was brought to the attention that some unit Owners are still not yet settled the Strata fee catch-up payment. The Owners with the outstanding catch-up fees have been fined a \$100 late fine already. Council instructed the Strata Manager to reverse the late fine if the Owners are acting in good faith and willing to settle the catch-up fee in a timely manner. Owners are advised to confirm their account balance and contact our accounts receivable department at 604-684-5329 if there is any questions or concerns.

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

each month. Preauthorized Debit Form are available at our website. Should Owners need assistance in setting up the account, please contact FirstService Residential accounting department.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** Council wish to defer the monthly statement approval to the next meeting as the new transferor is still reviewing the recent monthly statements.

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

4. **Invoice Approval:** Council reviewed the caretaker's reimbursement request and instructed the Strata Manager in reimbursing the caretaker.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

1. **Supreme Court Registry #167686:** Nothing to update.

BUSINESS ARISING

1. **Annual Fire Inspection:** Two quotations from Shore Fire Safety and Voltech Fire Safety were tabled for Council's review and consideration. After further review the quotations, it was moved and seconded to approve Voltech Fire's quotation of \$2,614.00 plus tax. The Strata Manager will arrange the Annual Fire Inspection date with Voltech Fire Protection.
2. **Boiler Repair:** Xpert Mechanical's quotation is still pending. The Strata Manager will follow up with the Contractor and email the quotations to Council for approval once it's received.
3. **Drain Cleaning and Maintenance Report:** Expert Mechanical will come on site for drain cleaning. A date will be confirmed and the notice will be posted to advise the Owners of the drain cleaning date.
4. **Piping Replacement Dry Wall Repair Quote:** The quotation for final repairs for the piping replacement project were received. Quotations of \$20,527.50 from Joandon Construction and quotation of \$64,291.00 from Phoenix Restoration were tabled for Council's review and consideration. After discussion, it was moved and seconded to approve Joandon's quotation of \$20,527.50 for all the dry wall repairs. **CARRIED.**

CORRESPONDENCE

1. **Bylaw Infractions:** Council reviewed the Bylaw infractions report and instructions were provided to the Strata Manger.
2. **Second Floor Hallway Leak:** Correspondence was received from a 2nd floor Owner regarding the hallway leak. The Strata Manager was instructed to arrange a plumber to site the next day for the leak repair. The leak was previously reported and at the time when the inspection was done, the area was dry. It was confirmed that on the Council Meeting date that there is some very minor seepage from the hallway pipes. Expert Mechanical will be dispatched on October 2, 2018 for repairs.
3. **Complaint against Caretakers:** This item was previously discussed at the hearing when the guest attended the meeting.
4. **Dispute Expert Mechanical Invoice W54588:** A correspondence was received from a 14th floor Owner regarding a chargeback dispute. Council reviewed all documents and plumber's report. Council instructed the Strata Manger to reverse the chargeback. This cost will be responsible by the Strata Corporation.
5. **Late Fine Dispute:** A correspondence was received from an 8th floor unit Owner regarding the reverse of the late fine request. Council reviewed the correspondence. An approval was granted to reverse the \$100 late fine as the Owner will settle the outstanding catch-up fee.
6. **Comments to Strata Council:** A correspondence was received from a 4th floor Owner regarding a comment for Strata Council. Council reviewed the comment and noted with thanks.

NEW BUSINESS

1. **Fifth Year Safety Test:** The elevator five-year safety test is due for testing. The Strata Manager has already arranged ThyssenKrupp Elevator to attend for the safety test. As this is the safety code for elevators and provincial regulations by BC Safety Authority, that the safety test must be performed at the interval of five years. The test is not covered under regular maintenance contract and a charge of service fee of \$1,295 per elevator plus GST will be invoiced later on to the Strata Corporation.
2. **Irrigation/Sprinkler Winterization:** University Sprinkler System will attend to site and winterize the irrigation sprinkler system.
3. **Organic Bins Account Update:** It was brought to Growing City accounting department's attention that the current charges for our Strata for the organic bins collection and rental fees are not correct. After the account reconciliation, the Strata will be charged for 35-gallon bins for weekly collection and six bins for the monthly rental fees. The total increased to reflect the current service will come to \$64.45. This increase should reflect on the invoice as of October 1, 2018.
4. **Power wash Quote:** Power wash quotation from Pro Plus Professional Cleaners of \$1,700 was tabled for Council's consideration. After some discussion, Council approved

the quotation but requested the surface to be arranged in spring 2019. The Strata Manager will arrange with the Contractor for a date in February 2019.

5. **Water Analysis Update Report – September 2018:** The water analysis report update September 2018 from Clearwater was presented to Council for their reference. As per the report, the recent testing indicates that there was no copper found in our samplings and our readings are in the optimum range.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:50 p.m.

Next Meeting: November 5th, 2018 at 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/bi

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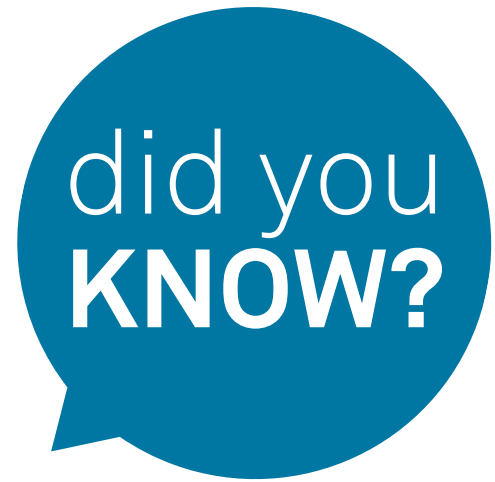
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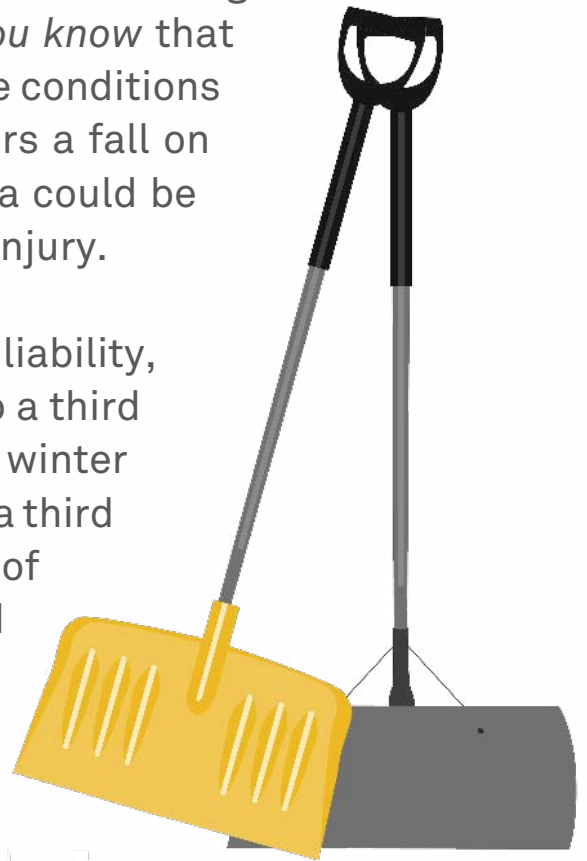
**FS Insurance
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Snow Removal & Deicing

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

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



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

*Held on Tuesday, August 28, 2018 at 7:00 p.m.
in the Ground Floor Laundry Room
3489 Ascot Place, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Josh Johnson	President
	Tai-Fat Au	Vice-President
	Jackie Cao	
	Connie Ho	
REGRETS:	Macy Tang	Treasurer
STRATA MANAGER:	Kimberly Cheung	FirstService Residential

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

As this is the first Council Meeting after the AGM, Council briefly discussed the appointment of the Council positions as follows:

President	Unit 901	Josh Johnson
Vice-President	Unit 409	Tai-Fat Au
Treasurer	Unit 1009	Macy Tang

It was moved and seconded to approve the above Council positions. After a show of hands, the above was approved unanimously.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held April 11, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council briefly reviewed the Accounts Receivable and there seems to be no major issues. Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month. Pre-authorized Debit Forms are available at our website. Should owners need assistance in setting up the account, please contact FirstService Residential, Accounting Department, at 605-684-5329.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** Council wish to defer the monthly statement approval to the next meeting as the new Treasurer will need more time to review the monthly statements.

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

4. **Invoice Approval:**

- (a) Joandon Construction Inc.-Invoice #20180411 \$5,200 plus tax
- (b) Centrum Solutions – Invoice #102151364 \$3,100 plus tax

Council reviewed the invoices and instructed the Strata Manager to arrange for payment if the invoice matches the approved quotations.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

- 1. **Supreme Court Registry #167686:** There is nothing to update.

BUSINESS ARISING

- 1. **Expansion Tank Replacement:** The expansion tank replacement is completed and the payment will be arranged after confirmation with matching with the original quotation pricing.
- 2. **Transfer Fan Repair:** This item is completed.
- 3. **Window Cleaning:** The window cleaning was scheduled in early June 2018. This item is now completed and closed.

CORRESPONDENCE

- 1. **Carpet Cleaning Request:** Correspondence was received from a 2nd Floor Owner regarding carpet cleaning. As it was brought to Council's attention that there are some hallway repairs that haven't been completed. Council instructed the Strata Manager to get the hallway drywall repairs done first before arranging Casey Carpet Cleaning to come to clean the carpet.
- 2. **Laundry Room Door:** Correspondence was received from a 2nd Floor unit owner regarding the laundry room door issues. It was brought to the Owners' attention that the laundry room door is not locked during the hours not permitted to use the laundry room. Council reviewed the correspondence and instructed the Strata Manager to check with the caretaker's contract to confirm if this task is being included originally in the caretaker's scope of work. This item will be further discussed at the next meeting.
- 3. **Bylaw Violation Response:** Correspondence was received from a 2nd Floor unit owner regarding their Bylaw infraction. Council reviewed the correspondence and instructed the Strata Manager to write back to the Owners of Council's decision.
- 4. **Leaking from 5th Floor Unit:** Correspondence was received from a 4th Floor unit Owner regarding a leak from the unit above. This issue has been resolved.
- 5. **Renovation Request:** Correspondence was received from a 6th Floor unit Owner regarding the renovation request. Council reviewed the renovation request and approval was granted for the renovation. Council requested that the Owner notify the neighbouring units as a courtesy of such renovation.

6. **Renovation & Patio Door Repair:** Another renovation request was received from a 10th Floor unit Owner. Council requested that the Owner notify the neighbouring units as a courtesy of such renovation. Council instructed the Caretaker to look at the patio door repair. If that is something beyond the Caretaker's ability to repair, the Strata will arrange for a window company to attend for repair.
7. **BC Hydro Power Smart Letter:** Council reviewed the BC Hydro Power Smart Letter. Council will review same further on line and will complete the application if everything is in order.

NEW BUSINESS

1. **Annual Fire Inspection:** Council received a quote submitted by Voltech Fire Protection for the annual fire inspection in October was tabled for Council's consideration. Council reviewed the quotation and instructed the Strata Manager to obtain a second quote from Shaw Fire.
2. **Boiler Failure Repair Quote:** A boiler failure repair quote from Black & McDonald was received. Council reviewed the quotation and requested the Strata Manager obtain a second quote from Xpert Mechanical.
3. **Compactor Repair & Maintenance:** A quotation was received for the compactor repair and maintenance from Smithrite Disposal Ltd. The maintenance agreement is a 2-year term with the rate of \$225 per visit. After review, the repair quote and the compactor maintenance agreement, it was moved and seconded to approve the 2-year compactor maintenance agreement and to proceed with the necessary repair of the compactor.
4. **Drain Cleaning:** A quotation was received from Xpert Mechanical for the drain cleaning. The quotation price is \$2,850 plus GST. Council reviewed the quotation and it was moved and seconded to approve it. Upon the vote, the result was all in favour. **CARRIED.**
5. **Elevator Assessment Report and Capital Budget Plan:** The Elevator Assessment Report and Capital Budget Plan was tabled and prepared by Thyssen Krupp Elevator was presented to Council at the Council Meeting. Council will review the report and get back to the Strata Manager if there are any further questions.
6. **Dryer Vent Cleaning:** A quotation of \$1,390 plus GST for cleaning the vents by Citi Air was tabled for Council's approval. After review of the quotation, approval was granted. The Strata Manager will arrange for cleaning of the vents with Citi Air.
7. **Handrail at Garbage Room:** It was previously brought to Council's attention that the garbage room steps may create a potential problem and issues when people walk up to dispose their garbage, especially for elderly persons. There was an incident that an elderly woman accidentally fell off the steps while disposing of her garbage. Council immediately arranged for installment of a handrail on the steps. Council instructed the Caretaker to check on the elderly woman to see if she is satisfied with the new railing installed.
8. **Advertisement by the Owner:** An Owner requested to post their Parking Rental Ad on the Lobby Notice Board. Owners are reminded that the Lobby Notice Board is strictly for Council's Notice posting only. Owners who wish to post individual advertisements should use the Notice Board inside the laundry room.

9. **Piping Replacement Final Repair:** It was brought to Council's attention that some of the drywall has not been repaired after the re-piping by Shaw Fire. Council instructed the Strata Manager to arrange for a contractor to come in for a final quotation of the remaining drywall repair.
10. **Snow Removal Quote:** A quotation for snow removal by Snow Pro was presented for Council's review. The Strata Manager stated the importance of arranging snow removal for the building. Council reviewed the quotation and instructed the Strata Manager to check with the last year's contract and obtain a quotation from last year's vendor.
11. **Drainage Backup:** It was brought to the attention of the Council that one of the 14th Floor units has drainage backup and quotations to clean up the blockage is \$475 plus GST from Xpert Mechanical. Owners are again reminded that if the problem is found to come from within a strata lot, the strata lot Owner will be responsible for the chargeback of such repair. The Strata Corporation will only be responsible for any blockage within the common piping and the main drains.
12. **City of Vancouver Waterworks:** The foreman at the City of Vancouver Waterworks informed that a water shutdown was required. The Strata Council arranged with Xpert Mechanical to attend for arranging the water shutdown and facilitate the City of Vancouver Waterworks project.

ADJOURNMENT OF MEETING

There being no further business, the meeting was adjourned at 9:14 p.m.

Next Meeting: Council Meeting, Monday, October 1, 2018 at 7:00 p.m.

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS1558

KC/kn

Email: info.bc@fsresidential.com

General: 604.683.8900 (24 hours emergencies)

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

www.fsresidential.com

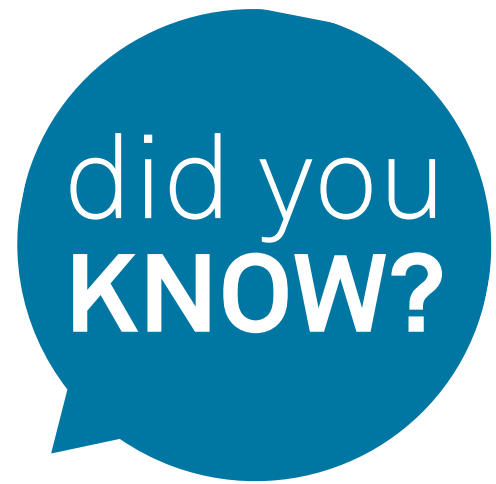
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

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



**FS Insurance
Brokers**



Candle Fire Hazards

Did you know that home fires started by candles can cause property damage, displacement, bodily injury and loss of life. Most candle fires start in the bedroom, and occurring during the months of December and January—especially on Christmas Eve, Christmas Day, and New Year's Day. **On average, 25 home candle fires are reported daily across North America,** causing 115 deaths and \$418 million in property damage every year.

Tips to prevent fires associated with candles:

- ▶ Trim the wick to ¼ inch each time before burning
- ▶ Keep candles at least foot away from flammable items
- ▶ Always burn candles in a well-ventilated room, but avoid drafts, vents or air currents to prevent rapid or uneven burning
- ▶ Do not leave burning candles unattended; blow out candles before leaving a room or going to sleep
- ▶ Do not place burning candles where they can easily be knocked over
- ▶ Never touch or move a burning candle; never move a votive or container candle when the wax is liquefied
- ▶ Use caution if burning candles during a power outage
- ▶ Always follow the manufacturer's recommendations on burn time and proper use



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

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on Thursday, May 3, 2018
in the Ground Floor Lobby, Regent Court
3489 Ascot Place, Vancouver, BC***

The meeting was called to order at 7:10 p.m. by Douglas Mak, Senior Strata Manager.

FirstService Residential BC Ltd. was represented by Douglas Mak and Kimberly Cheung

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 15% of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 140 eligible voters, 21 represents quorum in this instance. At the commencement of the meeting there were 36 eligible voters in attendance and 4 represented by proxy for a total of 40 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated April 12, 2018, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

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

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held April 27, 2018 as previously circulated. **CARRIED.**

INSURANCE REPORT

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

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$20,000.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$26,000,000 based on information received from the Appraisal.

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

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

Strata Corporation Insurance Coverage

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

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

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

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

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

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

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.

- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

****Example****

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

BUDGET APPROVAL

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

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

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

Owners please note: Strata fees have increased, retroactive to March 1, 2018.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan LMS 1558, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

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

**CONSIDERATION OF 3/4 VOTE RESOLUTION "1"
BYLAW AMENDMENT – USE OF PROPERTY**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "1" reads as follows:

WHEREAS The Owners, Strata Plan LMS 1558, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan LMS 1558, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office:

by *adding* a new Bylaw 3 (3) (s), to read as follows:

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

 (s) *grow marijuana in their strata lot.*

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

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

**CONSIDERATION OF 3/4 VOTE RESOLUTION "2"
WAIVER OF DEPRECIATION REPORT**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "2" reads as follows:

WHEREAS The Owners, Strata Plan LMS 1558, wish eventually to obtain a Depreciation Report as required under Section 94 of the *Strata Property Act* and feel it would be most beneficial to defer commencement of the Depreciation Report for the time being;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 1558, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

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

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

Since 3/4 Vote Resolution "2" – Waiver of Depreciation Report is passed by the Owners, there was no need to consider Majority Vote Resolution "3" – Depreciation Report

ELECTION OF COUNCIL

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

The following persons agreed to stand for Council:

Hearing no objections, the above-noted were elected by majority vote.

Josh Johnson	Unit 901
Macy Tang	Unit 1009

Tai-Fat Au Unit 409
Jackie Cao Unit 811
Korrie Wu Unit 1206:

GENERAL DISCUSSION

1. Garbage Room: There was a suggestion to put railings on both sides of the platform by the garbage compactor in the garbage room.
2. Change of Strata Manager: It was noted that Kimberly Cheung will be taking over as the new Strata Manager of Regent Gate with immediate effect. Kimberly can be reached by phone at 604-689-6951 by email at info.bc@fsresidential.com

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 8:05 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Kimberly Cheung
Strata Manager
Per the Owners
Strata Plan LMS 1558

KC/cm

Email: info.bc@fsresidential.com
General: 604.683.8900 (*24 hours emergencies*)
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Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FIRSTSERVICE OFFERS CONVENIENCE!

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

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

2. *Online/Telephone Banking*

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

I'M INTERESTED, HOW DO I DO THIS?

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

WHEN SHOULD I MAKE MY PAYMENTS?

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

**2018/2019 BUDGET WORKING PAPER
STRATA PLAN LMS-1558**

10-May-18
YEAR END: FEBRUARY

CATEGORY CODE	NAME	2017/2018 BUDGET	2017/2018 DRAFT AUDIT	2018/2019 FINAL
INCOME				
4002-0000	Operating Fund Contribution	\$ 338,344	\$ 338,341	\$ 357,356
4003-0000	CRF Contribution	50,000	50,000	50,000
	Total Strata Fees	388,344	388,341	407,356
4523-0000	Bylaw / Late Payment Fine	500	1,253	500
4640-0000	Interest Income	250	289	250
4680-0000	Laundry Income	19,000	23,280	19,000
4700-0000	Miscellaneous Income	2,000	1,200	1,100
4702-0000	Move In / Out Fee Revenue	3,000	2,100	2,000
4782-0000	Prior Year Surplus / (Deficit)	20,000	20,000	5,000
4747-0000	Rental-Strata's Suite #101	5,400	5,400	5,400
	TOTAL REVENUE	\$ 438,494	\$ 441,863	\$ 440,606
EXPENSES				
5015-0000	Audit	3,600	3,600	3,600
5445-0000	Caretaker Wages & Benefits	43,000	39,093	42,000
6300-0000	Insurance *	36,000 *	36,533 *	37,000 *
6700-0000	Management Fees	36,265	36,271	36,990
6705-0000	Miscellaneous	5,000	4,217	4,000
6504-0000	Legal Fees	-	4,511	-
7600-0000	Telephone and Pager	2,400	2,301	2,400
5010-0000	Alarm Monitoring	2,900	2,382	2,900
5705-0000	Electricity	32,000	33,741	33,000
5715-0000	Elevator Maintenance	15,000	13,657	15,000
5725-0000	Enterphone	1,250	653	650
5903-0000	Fire Prevention	7,000	22,277	7,000
6001-0000	Garbage Removal	17,000	20,437	19,000
6005-0000	Gas	34,000	35,162	35,000
6511-0000	Landscaping	11,000	10,152	12,500
6712-0000	Mechanical Repairs	9,000	6,967	9,000
7240-0000	Repair and Maintenance	57,000	57,021	45,000
7423-0000	Supplies	200	-	200
7850-0000	Water / Sewer *	53,000 *	57,808 *	58,000 *
7864-0000	Water Management System	8,000	7,620	7,500
7855-0000	Window Cleaning	2,200	2,247	2,400
	TOTAL OPERATING EXPENSES	\$ 375,815	\$ 396,650	\$ 373,140
9003-0000	Deficit Reduction	\$ 12,679	\$ 12,679	\$ 17,466
9010-0000	Reserve - Contingency Fund	\$ 50,000	\$ 50,000	\$ 50,000
	TOTAL EXPENSES	\$ 438,494	\$ 459,329	\$ 440,606
	CURRENT YR. OP. SURPLUS/(DEFICIT)	\$ -	\$ (17,466)	\$ -

*Note: Deficit to be recovered by accumulated operating surplus

GST (5%) is included in all categories except as denoted * which is exempt.

Any owner who would like further information or specific details is invited to call the management company prior to the Annual General Meeting.

STRATA PLAN LMS-1558
Strata Fees Schedule

10-May-18
YEAR END: FEB. 28

PASSED ON: May 3, 2018

UNIT	S.L.	U/E	TOTAL STRATA FEES DUE
101	8	Strata suite	\$0.00
102	9	735	\$296.04
103	1	741	\$298.46
104	2	467	\$188.10
105	3	625	\$251.74
106	4	708	\$285.17
107	5	621	\$250.13
108	6	498	\$200.58
109	7	498	\$200.58
201	18	498	\$200.58
202	19	743	\$299.27
203	20	718	\$289.20
204	10	757	\$304.90
205	11	480	\$193.33
206	12	625	\$251.74
207	13	546	\$219.92
208	14	708	\$285.17
209	15	621	\$250.13
210	16	498	\$200.58
211	17	498	\$200.58
301	29	498	\$200.58
302	30	743	\$299.27
303	31	718	\$289.20
304	21	757	\$304.90
305	22	480	\$193.33
306	23	625	\$251.74
307	24	546	\$219.92
308	25	708	\$285.17
309	26	621	\$250.13
310	27	498	\$200.58
311	28	498	\$200.58
401	40	498	\$200.58
402	41	743	\$299.27
403	42	718	\$289.20
404	32	757	\$304.90
405	33	480	\$193.33
406	34	625	\$251.74
407	35	546	\$219.92
408	36	708	\$285.17
409	37	621	\$250.13
410	38	498	\$200.58
411	39	498	\$200.58
501	51	498	\$200.58
502	52	697	\$280.74
503	53	718	\$289.20
504	43	711	\$286.38
505	44	480	\$193.33
506	45	625	\$251.74
507	46	546	\$219.92
508	47	708	\$285.17
509	48	621	\$250.13

STRATA PLAN LMS-1558
Strata Fees Schedule

10-May-18
 YEAR END: FEB. 28

PASSED ON: May 3, 2018

UNIT	S.L.	U/E	TOTAL STRATA FEES DUE
510	49	498	\$200.58
511	50	498	\$200.58
601	62	498	\$200.58
602	63	697	\$280.74
603	64	718	\$289.20
604	54	711	\$286.38
605	55	480	\$193.33
606	56	625	\$251.74
607	57	546	\$219.92
608	58	708	\$285.17
609	59	621	\$250.13
610	60	498	\$200.58
611	61	498	\$200.58
701	73	498	\$200.58
702	74	697	\$280.74
703	75	718	\$289.20
704	65	711	\$286.38
705	66	480	\$193.33
706	67	625	\$251.74
707	68	546	\$219.92
708	69	708	\$285.17
709	70	621	\$250.13
710	71	498	\$200.58
711	72	498	\$200.58
801	84	498	\$200.58
802	85	697	\$280.74
803	86	718	\$289.20
804	76	711	\$286.38
805	77	480	\$193.33
806	78	625	\$251.74
807	79	546	\$219.92
808	80	708	\$285.17
809	81	621	\$250.13
810	82	498	\$200.58
811	83	498	\$200.58
901	95	498	\$200.58
902	96	697	\$280.74
903	97	718	\$289.20
904	87	711	\$286.38
905	88	480	\$193.33
906	89	625	\$251.74
907	90	546	\$219.92
908	91	708	\$285.17
909	92	621	\$250.13
910	93	498	\$200.58
911	94	498	\$200.58
1001	106	498	\$200.58
1002	107	697	\$280.74
1003	108	718	\$289.20
1004	98	711	\$286.38
1005	99	480	\$193.33

STRATA PLAN LMS-1558
Strata Fees Schedule

10-May-18
YEAR END: FEB. 28

PASSED ON: May 3, 2018

UNIT	S.L.	U/E	TOTAL STRATA FEES DUE
1006	100	625	\$251.74
1007	101	546	\$219.92
1008	102	708	\$285.17
1009	103	621	\$250.13
1010	104	498	\$200.58
1011	105	498	\$200.58
1101	117	498	\$200.58
1102	118	697	\$280.74
1103	119	718	\$289.20
1104	109	711	\$286.38
1105	110	480	\$193.33
1106	111	625	\$251.74
1107	112	546	\$219.92
1108	113	708	\$285.17
1109	114	621	\$250.13
1110	115	498	\$200.58
1111	116	498	\$200.58
1201	126	498	\$200.58
1202	127	697	\$280.74
1203	128	651	\$262.21
1204	120	711	\$286.38
1205	121	480	\$193.33
1206	122	625	\$251.74
1207	123	744	\$299.67
1208	124	720	\$290.00
1209	125	498	\$200.58
1301	133	498	\$200.58
1302	134	548	\$220.72
1303	135	651	\$262.21
1304	129	558	\$224.75
1305	130	480	\$193.33
1306	131	835	\$336.32
1307	132	713	\$287.18
1401	138	711	\$286.38
1402	139	548	\$220.72
1403	140	651	\$262.21
1404	136	551	\$221.93
1405	137	743	\$299.27
RESIDENTIAL U/E		84280	\$33,946.28
STRATA SUITE U/E		498	X 12
TOTAL U/E		84778	\$407,355.36
STRATA SUITE U/E		(498)	
TOTAL ASSESSABLE U/E		84280	\$407,356.00
			2018/2019 Budget

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 1558
REGENT COURT**

***Held on Wednesday, April 11, 2018 at 7:00 p.m.
in the Ground Floor Laundry Room
3489 Ascot Place, Vancouver, BC***

COUNCIL IN ATTENDANCE: Josh Johnson President
 Franklin Low Vice-President
 Macy Tang Treasurer
 Connie Ho
 Tai-Fat Au

REGRETS: Jackie Cao

SENIOR STRATA MANAGER: Douglas Mak FirstService Residential

The meeting was called to order at 7:20 p.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held March 14, 2018 as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statements:*** Council will review the February 2018 financial statement at the next Council meeting.

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

4. **Account Balances:** The current balances for the 11th month as at January 31, 2018 in the appropriate funds are as follows:
 - Total Operating Cash Balance \$24,940.37
 - CRF Balance \$330,966.04
5. **Draft Budget for 2018/2019:** Council reviewed the draft budget for 2018/2019. One amendment was made. The Strata Manager will revise the draft budget accordingly. This revised draft budget will be presented to the Owners at the next Annual General Meeting for approval.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

1. **Supreme Court Registry #167686:** Nothing to report.

BUSINESS ARISING

1. **Sprinkler Pipe Leaks Repair:** It was noted that Shore Fire Protection has completed the replacement of sprinkler pipes in 15 units and the hallways on six levels. Also, a quote was obtained to repair the drywalls in these 15 units and the hallways. The quoted price is \$42,450 plus GST. Council directed the Strata Manager to obtain two more quotes for comparison.
2. **Expansion Tank Replacement:** Council reviewed three quotes for replacement of the expansion tank in the building. Following discussion, it was moved and seconded to accept a quote from Centrum Solutions. **CARRIED.** The quoted price is \$3,100 plus GST.
3. **Replacement of Bearing and Shaft of the Transfer Fan:** Three quotes were obtained for the replacement of the bearings and shaft of the transfer fan in the parkade. Following discussion, it was moved and seconded to accept a quote from Xpert Mechanical. **CARRIED.** The quote price is \$1,495 plus GST.
4. **Annual General Meeting:** Council reviewed and approved the agenda package for the upcoming Annual General Meeting. The AGM will be held on Thursday, May 3, 2018 at 7:00 p.m. in the Lobby of 3489 Ascot Place. The notice of the AGM will be issued on April 12, 2018.

CORRESPONDENCE

1. A letter was received from an Owner regarding the cleanliness of the building. Council directed the Strata Manager to follow up with the Building Manager to make sure he performs the cleaning duties as per his job description.

NEW BUSINESS

1. **Window Cleaning:** Council received a quote submitted by Seymour Sky Contracting to clean the exterior inaccessible windows of the building. The quoted price is \$2,140 plus GST. It was moved and seconded to accept this quote. **CARRIED.**

2. **Purchase of Additional Key Fobs:** For the security of the building, it was decided by Council that only the registered Owners or persons authorized by the registered Owners are allowed to purchase additional or replacement key fobs from the Building Manager.

ADJOURNMENT OF MEETING

There being no further business, the meeting was adjourned at 8:30 p.m.

Next Meeting: Annual General Meeting, Thursday, May 3, 2018 at 7:00 p.m. in the ground floor lobby of 3489 Ascot Place, Vancouver, BC.

FirstService Residential BC Ltd.



Douglas Mak
Senior Strata Manager
Per the Owners
Strata Plan LMS 1558

DM/ys

Email: info.bc@fsresidential.com
General: 604.683.8900 (24 hours emergencies)

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

www.fsresidential.com

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

FSRConnect™ REGISTRATION

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