

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, MAY 21, 2020, AT 6:30 P.M., VIA ZOOM

Council in Attendance:	Bonnie Elster	Unit #312	President
	Theresa Waterhouse	Unit #413	Vice-President
	Myrna Phillips	Unit #207	Treasurer
	Dolly Sengara	Unit #308	Secretary
	Barry Truter	Unit #205	Member
	Brenda Kelly	Unit #315	Privacy Officer
	Craig Cooper	Unit #412	Member

Strata Manager: Kathleen Gorman The Wynford Group

1. CALL TO ORDER

The strata manager called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the minutes of the April 16, 2020 council meeting. **CARRIED**

3. BUILDING SECURITY

Bike Thefts: Council reviewed the areas that continue to have thefts. Bikes are being stolen and cars have been broken into. Council Member Craig Cooper is reviewing options to create a more secure bike area.

Doors Left Open: Residents continue to prop open doors for easy ingress / egress to the building. This also encourages thieves to enter the building. A crowbar was found at the building in the parkade area which may have been used for illegal activity.

Alarms on Doors: The strata manager was directed to contact Al Scott Lock & Key to obtain a quote for placing timed alarms on the doors to minimize the amount of time the doors are being left propped open.

Report Suspicious Activity: If owners notice suspicious activity around the property, Council requests that they call 911 and report the incident. If you wish to report an incident where there is no suspect or evidence, you can report the incident online (Vancouver.ca/police) or call the non-emergency number, 604-717-3321. Also report the incident to the strata management office for Council's information.

4. **BUSINESS ARISING FROM THE MINUTES**

A. Strata Windup – Updates

Council reported that the contract with Cushman & Wakefield is now on a month to month basis. The property is still listed with Cushman & Wakefield. There is no activity to report.

B. Landscaping Committee

It was **MOVED / SECONDED** to approve watering bags for two trees to help during the dry weather during the summer. The cost is \$25.00 each. **CARRIED**

The strata manager was directed to obtain the schedule from Piper Landscaping with respect to fertilizing and liming on the property. The strata manager was also directed to follow up on a new permitted treatment for chafer beetles to be done in July and for re-seeding the area damaged by the chafer beetle.

C. Pool Repairs

It was **MOVED / SECONDED** to approve changing the sand and new dial valve for the filtration system for the pool by Imperial Paddock Pools in the amount of \$1,635 plus GST. **CARRIED**

D. Roof Repairs

Design Roofing was on site and completed membrane and penetration leak repairs above unit #305.

5. **FINANCIAL REPORT (SEPTEMBER 30TH YEAR-END)**

A. Operating Statements

The treasurer reported on the operating accounts. It was **MOVED / SECONDED** to approve the Operating Statements from March and April 2020, as presented. **CARRIED**

B. Receivables Report

The owner of a strata lot with outstanding strata fees had made the payments required.

Council thanks the owners for keeping their accounts current.

C. Caretaker Suite Washer & Dryer

The caretaker suite required a new washing machine. It was **MOVED / SECONDED** to approve the purchase of a new washing machine and dryer in the amount of \$2,313.66. **CARRIED**

6. **NEW BUSINESS**

A. Insurance Claim

Council Member Craig Cooper reviewed the insurance claim for stolen tools that took place in 2019. The strata manager advised she had been following up with the claim's adjuster. The deductible for the claim is \$1,000.00. A reimbursement cheque will be sent to the strata corporation in the amount of \$835.86.

B. Pool & Amenity Room

After lengthy discussion, the pool is temporarily closed until further notice. When it is re-opened it will be restricted to residents only. Council is awaiting direction from authorities to open the pool.

C. Window Cleaning

It was **MOVED / SECONDED** to approve the quote from Men in Kilts in the amount of \$1,722.00 including tax. **CARRIED**

7. **CORRESPONDENCE**

Council reviewed four (4) items of correspondence. Items requiring a decision or response from Council were dealt with either in these minutes or owners will be contacted directly. No notices were posted.

8. **MEETING TERMINATION**

The council meeting terminated at 9:00 p.m. The next meeting is scheduled for **Thursday, June 18, 2020**, at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your Strata Corporation's business. Replacement of minutes will be at the Owner's expense and not the Strata Corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
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WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account.

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Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

CANADA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Canada Day on:

Wednesday, July 1, 2020

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, APRIL 16, 2020, AT 6:30 P.M., VIA ZOOM, VANCOUVER, BC

In Attendance:	Bonnie Elster	Unit #312	President
	Theresa Waterhouse	Unit #413	Vice-President
	Myrna Phillips	Unit #207	Treasurer
	Dolly Sengara	Unit #308	Secretary
	Barry Truter	Unit #205	Member
	Brenda Kelly	Unit #315	Privacy Officer
	Craig Cooper	Unit #412	Member

Strata Manager: Kathleen Gorman The Wynford Group

1. CALL TO ORDER

The strata manager called the meeting to order at 6:55 p.m.

2. NEW TREASURER

Council welcomed Myrna Phillips as the new treasurer for the strata corporation.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the minutes of the February 13, 2020 council meeting.
CARRIED

4. BUILDING SECURITY

Mailboxes

Council discussed the recent mailbox vandalism that occurred in the middle of the night. Nikl's One Call repaired the mailboxes.

Repairs to North Side Doors

The council president walked around with Al Scott Locksmiths and the caretaker to identify several doors that required minor repairs. The work was completed.

5. BUSINESS ARISING

A. Strata Windup – Updates

There was no report.

B. Drywall Repairs

The strata manager reported drywall repairs were completed in a unit.

C. Landscaping

Council Member Craig Cooper met with Bartlett Tree Experts on March 14. Gardening Committee Member Serenia brought up several concerns. Someone was seen loitering around the northeast door. Landscape needs to be trimmed in that area. A question was brought forth on who is responsible to pick up the garbage at the property; the landscaper or the caretaker. Craig will follow up with Piper. The chafer beetle eradication was not approved by the Council. There are two rhododendrons that don't look very good on the south side of the building. Craig inquired if Council were interested in purchasing water bags. Craig will follow up with Piper on the costs. The pine needles are being left in the garden area as mulch.

D. Pool Repairs

A quote received for replacement of the sand filtration was tabled until the next meeting.

6. FINANCIAL REPORT (September 30th Year-End)

A. Operating Statements

The treasurer provided an extensive review of the financial statements from September 2019 to December 2019 and January and February 2020.

It was **MOVED / SECONDED** to approve the Operating Statements from September 2019 to December 2019 and January and February 2020, as presented. **CARRIED**

The strata manager was directed to recode an invoice for legal fees in the amount of \$3,170.86 to the CRF line item approved by the owners at the 2019/2020 AGM. **CARRIED**

B. Receivables Report

The strata manager reported that one strata lot has outstanding strata fees. The strata manager was directed to send correspondence to the owner's bank to advise of outstanding strata fees before the strata places a lien against the property. The strata fees have been outstanding since December 2019.

Council thanks the owners for keeping their accounts current.

7. NEW BUSINESS

A. Covid-19

The caretaker is continuing to sanitize the common areas. Council has concerns with guests visiting the building and not using proper protocols for ensuring safe distancing. Large gatherings and social functions must be avoided.

B. Insurance Claim

Council reviewed the insurance claim for stolen tools and other strata property that took place several months ago. Council discussed the claim. The strata manager was directed to follow up with the insurance agent on the status of the claim.

C. Electrical Repairs

Council reviewed the report received for after-hours electrical work required in the electrical room. It was **MOVED / SECONDED** to approve the invoice from 24 Hour Licence to Electrify in the amount of \$677.25. **CARRIED**

D. Pest Control

The Council reviewed the Orkin Pest Control report. The strata manager was directed to follow up if wasp control is included in the monthly pest control contract.

E. Window Cleaning

Council reviewed the window cleaning quotation received from the contractor Aurora Window Cleaning. The strata manager was directed to obtain a quote from Men in Kilts for inaccessible window cleaning and the cost for owners to individually choose to have their balconies cleaned at their own expense.

F. Roof Repairs

Council reviewed a quote for roof repairs. It was **MOVED / SECONDED** to approve the quote from Design Roofing in the amount of \$4,584.09. **CARRIED**

The Council tabled roof maintenance.

G. Elevator Contract Renewal

Council reviewed the elevator maintenance contract renewal. They are satisfied with the elevator company services.

H. Potential Power Shut Down

No further information has been provided from BC Hydro for a potential power shut down.

I. Canada Post Lockers

Council reviewed the proposal from Canada Post for a parcel locker in the lobby area. Due to space restrictions, the Council will not be installing a parcel locker from Canada Post.

J. Portal

The strata manager was directed to follow up as to why the year does not appear on the column for owners accessing the portal.

8. CORRESPONDENCE

Council reviewed five (5) items of correspondence. Items requiring a decision or response from Council were dealt with either in these minutes or owners will be contacted directly. Two (2) notices were posted.

9. MEETING TERMINATION

The council meeting was terminated at 9:00 p.m. The next meeting is scheduled for **Thursday, May 21, 2020**, at 6:30 p.m.

ATTENTION – LEGAL RECORD

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WYNFORD OFFICE HOURS & CONTACT INFORMATION

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URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

VICTORIA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Victoria Day on:

Monday, May 18, 2020

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, FEBRUARY 13, 2020, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Bonnie Elster	Unit #312	President
	Theresa Waterhouse	Unit #413	Vice-President
	Dolly Sengara	Unit #308	Secretary
	Barry Truter	Unit #205	Member

Regrets:	Don Maxwell	Unit #306	Treasurer
	Brenda Kelly	Unit #315	Privacy Officer
	Craig Cooper	Unit #412	Member

Strata Manager: Kathleen Gorman The Wynford Group

1. CALL TO ORDER

The vice-president called the meeting to order at 6:30 p.m.

2. RESIGNATION OF COUNCIL MEMBER

Council Member Don Maxwell has resigned from Council. The Council wish to thank Don for his service. The council president will canvas several owners to fill the position of treasurer.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the minutes of the January 16, 2020 council meeting.
CARRIED

4. BUSINESS ARISING

A. Strata Wind Up Discussions

No new information to report on.

B. Drywall Repairs

In late 2019, an owner contacted the strata manager about water damage to their ceiling. At that time, it was determined that the ceiling damage was the result of a roof leak. ~~minor ceiling repairs~~. The strata manager dispatched Murray Fedorchuk to complete the repairs in January 2020.

C. Landscaping

1. Council Member Craig Cooper met with Bartlett Tree Experts with respect to several discrepancies with the tree maintenance completed November 22, 2019. Bartlett Tree Experts returned to the property and did additional work around the property at no additional costs. Council is satisfied that this matter was addressed.

2. It was **MOVED / SECONDED** to approve the revised landscape contract for Piper Landscaping from a 12-month term to a 9-month term commencing March 1, 2020. **CARRIED**

D. Security

Council President Bonnie Elster and the building manager met with the technician from Al Scott Locksmiths. Several recommendations for increased security were proposed and accepted for improved security at the property. The building manager had some concerns that were addressed by the technician.

E. Pool Repairs

The building manager coordinated repairs with Weber for a humidity problem in the pool area. The heat exchanger was replaced. Notices were posted that the pool is now open.

Sand

The strata manager was directed to obtain a quote for replacement of sand which is used for the filtration of the water for the pool.

5. FINANCIAL REPORT (September 30th Year-End)

A. Operating Statements

Due to the resignation of the treasurer the financial statements were tabled.

B. Receivables Report

The strata manager reported that all strata fees are up to date. Council thank the owners for keeping their accounts current.

C. Year-to-Date Cash Flow & Expenses

There is no report.

6. NEW BUSINESS

A. BC Hydro Potential Power Outage

BC Hydro contacted the strata manager to advise that work is being scheduled in the area and a power outage may affect Langara Court. The strata manager was directed to request the work be scheduled when the weather is warmer, if possible. When more information is available, a notice will be posted for owners.

B. Recycling / Garbage

The strata manager provided a report on follow up with Waste Management for sporadic services during the bad weather.

Council Member Theresa Waterhouse noted that owners are continuing to ignore proper use of the recycling bins. Items, such as paper, cardboard, cans and hard plastics should NOT be deposited in large, regular garbage bins. Please put these items in appropriately marked recycle bins.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

C. Relocation of Bike Rack

Council reviewed a request from an owner that an area on the plaza level be considered for a more secure rack. The strata manager was directed to follow up with the fire department to ensure this area can be used for a bike rack. Council will review this item when Council Member Craig Cooper is available to determine if this is a suitable location for a bike rack.

7. CORRESPONDENCE

1. To two units re: account arrears

8. MEETING TERMINATION

The council meeting was terminated at 7:22 p.m. The next meeting is scheduled for **Thursday, March 19, 2020**, in the garden room at 6:30 p.m.

ATTENTION – LEGAL RECORD

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WYNFORD OFFICE HOURS & CONTACT INFORMATION

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, JANUARY 16, 2020, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Bonnie Elster	Unit #312	President
	Theresa Waterhouse	Unit #413	Vice-President
	Dolly Sengara	Unit #308	Secretary
	Brenda Kelly	Unit #315	Privacy Officer
	Craig Cooper	Unit #412	Member
Regrets:	Barry Truter	Unit #205	Member
	Don Maxwell	Unit #306	Treasurer
Strata Manager:	Kathleen Gorman	The Wynford Group	

1. CALL TO ORDER

The council vice-president called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the minutes of the December 12, 2019 council meeting.
CARRIED

3. BUSINESS ARISING

A. Strata Wind Up Discussions

No new information to report on.

B. Drywall Repairs

To date, there have been no requests for drywall repairs in connection with valve replacements.

C. Landscaping

The strata manager was directed to follow up with Bartlett Tree Experts with respect to several discrepancies with the tree maintenance completed November 22, 2019.

D. Annual Fire Inspection Deficiency Repairs

Replacement of the dry sprinkler accelerator was completed in December 2019.

E. Insurance Renewal

Council reviewed the recent insurance renewal. A copy of the 2019/2020 insurance declaration page is attached to these minutes. Council urges owners to ensure their Individual insurance policies are up to date with the recent increases to the strata corporation deductible amounts. The earthquake deductible is 5%.

F. In suite Repairs

As of January 1, 2020, the Strata Council is adopting a new policy based on the chart, prepared by Clark Wilson LLP, outlining who is responsible for repairs to a unit when damage occurs as a result of a common property event. A copy of the chart is attached to these minutes and is posted on the portal.

G. Roof Repairs

Council reviewed the report with respect to roof repairs adjacent to #414. All repairs were completed.

H. Security

The strata manager reviewed three areas of concern with Council:

1. Exterior cameras – computer system required to manage cameras as well as extra wiring;
2. Exterior lighting audit – strata manager requested clarification on areas that require additional lighting; and
3. Police audit – the strata manager advised that there was no availability of a security police audit.

Change Door Handles

The strata manager was directed to review the exterior door handles to be removed for egress only to doors to increase security at several locations. Council will follow up with use of a stairwell that may be in use by several owners for access into the building.

Secure Area for Bikes

Council is considering moving one of the bike racks to a more secure location on the plaza near the elevator. This item was tabled for further investigation.

I. Gutter Cleaning

Men in Kilts completed gutter cleaning on January 2, 2020.

J. Pool Repairs

The strata manager confirmed parts for the heat exchanger have been ordered by Imperial Paddock and will be installed in early February.

4. FINANCIAL REPORT (September 30th Year-End)

A. Operating Statements

Due to the absence of the treasurer the financial statements were tabled.

B. Receivables Report

The strata manager reported the current owners' arrears report had two strata lots with outstanding strata fees. The strata manager was directed to follow up on warning letters to the owners to pay their strata fees so no fine or interest will be charged against their strata lot. Owners are reminded that bylaw 2 sets out the requirement for payment of strata fees. Any outstanding strata fees may incur fines and interest charges in the future. Council thank the owners for keeping their accounts current.

C. Year-to-Date Cash Flow & Expenses

This item was tabled due to the absence of the treasurer.

D. Cushman Wakefield Invoice

The strata manager confirmed Cushman Wakefield had paid the outstanding invoice for rental of the Langara Golf Club in the summer of 2019.

5. **NEW BUSINESS**

A. Landscaper

The strata manager requested direction for the landscaping proposal. Council directed the strata manager to contact Piper Landscaping to review the scope of work to reduce the costs of landscaping.

REMINDER: DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

B. Portal

Council reviewed the costs of the Wynford portal. The strata will continue to use the Wynford portal for those owners that use it. Anyone interested in registering for the portal may refer to instructions on the last page of these minutes.

C. Recycling

Council Member Theresa Waterhouse noted that owners are continuing to ignore proper use of the recycling bins. The City may start charging for improper disposal of recycling materials. This will impact strata fees for everyone.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. **CORRESPONDENCE**

1. To a unit re: request for ceiling repairs

7. **MEETING TERMINATION**

The council meeting was terminated at 8:15 p.m. The next meeting is scheduled for **Thursday, February 20, 2020**, in the garden room at 6:30 p.m.

ATTENTION – LEGAL RECORD

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FAMILY DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Family Day on:

Monday, February 17, 2020

24-hour emergency service is provided by calling 604-261-0285

Attachment(s): Insurance Summary
Repair to Damage Flowchart

These Minutes have been reviewed and edited by Council prior to distribution.

Policy No. CVR519 **Summary of Coverage**

Named Insured: The Owners of Strata Plan VR 519 Langara Court
 Additional Insured(s): The Wynford Group
 Mailing Address: c/o The Wynford Group
 815 - 1200 73rd Avenue W, Vancouver, BC V6P 6G5
 Location Address(es): 333 Wethersfield Drive, Vancouver, BC V5X 4M9
 Policy Period: **December 31, 2019 to December 31, 2020** 12:01 a.m. Standard Time
 Loss Payable to: The Insured or Order in Accordance with the Strata Property Act of British Columbia
 Insurers: As Per List of Participating Insurers Attached.

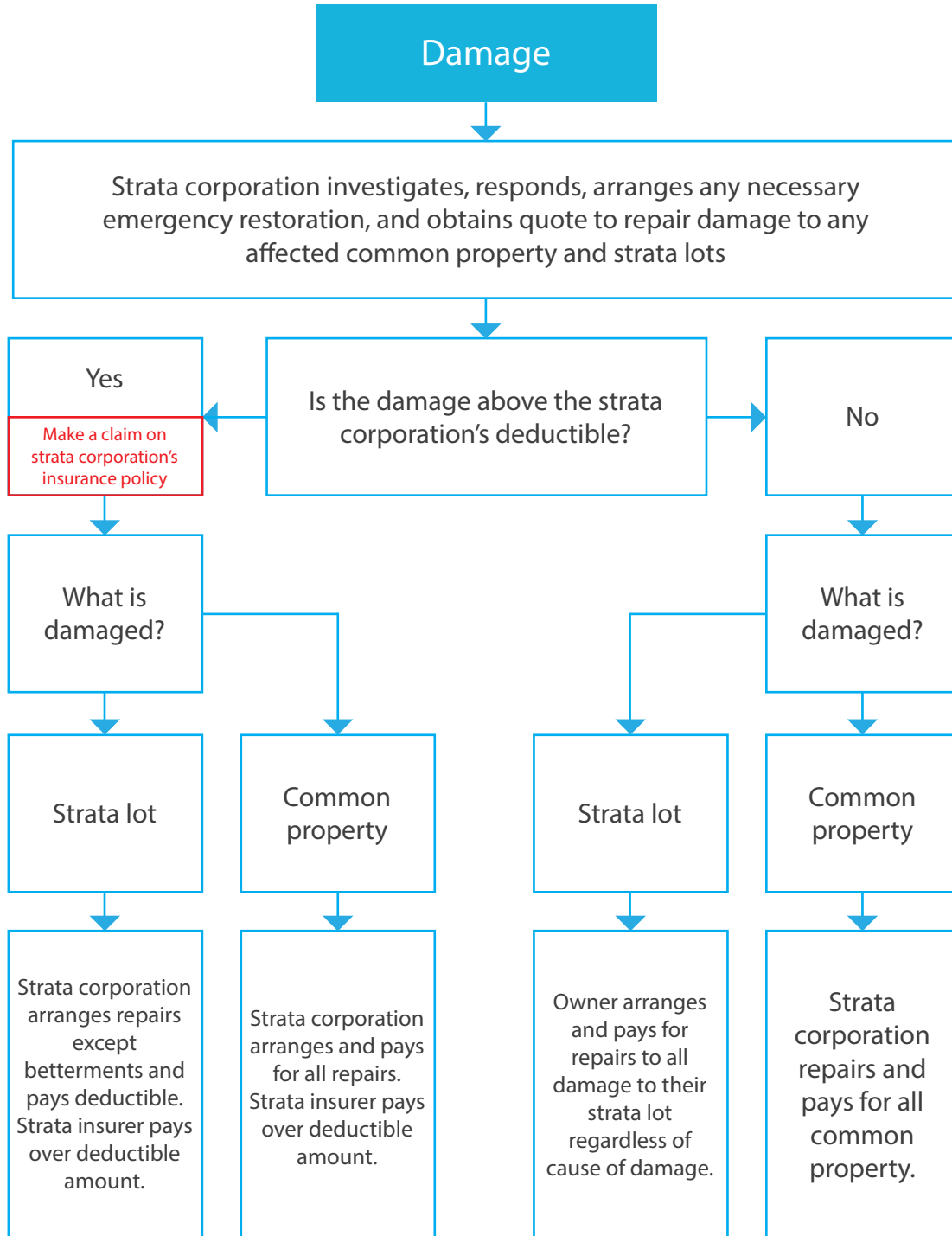
Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Extended Replacement Cost 130%	\$10,000	\$15,000,000
Additional Living Expenses	Included	\$1,000,000
Water Damage	\$100,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$100,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$100,000	Included
Key and Lock Replacement	Nil	\$50,000
EARTHQUAKE DEDUCTIBLE BUY DOWN		
10% to 5% deductible buy down	\$750,000	\$1,500,000
BLANKET EXTERIOR GLASS INSURANCE		
	Residential	\$ 100
	Commercial	\$ 250
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$ 500	\$10,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Products & Completed Operations - <i>Aggregate</i>		\$10,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>		\$10,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
Primary Policy Excess - Master Policy # 530500785	Nil	\$20,000,000
Cyber Security and Privacy Liability		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of \$500,000 or 7.5x Annual Salary		\$500,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$1,000,000
Broad Form Money & Securities	Nil	\$60,000
Program Aggregate Limit		\$10,000,000

Insuring Agreements	Deductibles	Limit
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$15,000,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES		
	Nil	\$50,000
TERRORISM		
	\$ 500	\$500,000

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

December 30, 2019 - E&OE

REPAIR TO DAMAGE FLOWCHART



A strata corporation may be able to charge back the deductible or damage below the deductible if there is a valid chargeback bylaw and the threshold set out in the bylaw is met (i.e. negligence or responsibility). Where damage is below the deductible, the "innocent" owner may sue for reimbursement of strata lot repairs if the damage was caused by the negligence of the strata corporation or the negligence of another owner.

NOTE: this flow chart does not replace actual legal advice and opinions. Legal advice should be obtained where there are complex facts. In this chart, "common property" includes those portions of the strata lot the strata corporation is required to maintain under the bylaws.

Veronica Franco
 Partner
 604 891 7714
 vfranco@cwilson.com

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुबुती नसुवती विरथा वरवे विमे वेले इस द उलेषा वरवारि

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, DECEMBER 12, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Bonnie Elster	Unit #312	President
	Theresa Waterhouse	Unit #413	Vice-President
	Dolly Sengara	Unit #308	Secretary
	Barry Truter	Unit #205	Member
	Don Maxwell	Unit #306	Treasurer
	Brenda Kelly	Unit #315	Privacy Officer

Regrets: Craig Cooper Unit #412 Member

Strata Manager: Kathleen Gorman The Wynford Group

1. CALL TO ORDER

The council vice president called the meeting to order at 6:30 p.m.

2. MEETING PROCEDURES / GENERAL INFORMATION

As this was the first meeting with the new Council, various procedures and protocols were reviewed. This included such things as the importance of the *Strata Property Act*, Regulations, Strata Bylaws and Rules that govern the decisions and actions of Council; procedures for approving expenses (emergency, Contingency Reserve Fund, and Operating Fund); meeting times, communication with owners, emails, privacy of owner information, and other common topics.

The following council members were voted as the executive for the Strata Council:

Bonnie Elster	Council President
Theresa Waterhouse	Vice-president
Don Maxwell	Treasurer
Dolly Sengara	Secretary
Brenda Kelly	Privacy Officer
Barry Truter	Member
Craig Cooper	Member

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the minutes of the October 17, 2019 council meeting. **CARRIED**

4. **BUSINESS ARISING**

A. Strata Wind Up Discussions

No new information to report on.

B. Isolation Valve – Replacement

The strata manager confirmed the replacement of the cold-water isolation valve was completed.

C. Drywall Repairs

The Council advised the strata manager that six of the units do not require drywall repairs.

D. Landscaping

Council reviewed the Bartlett Tree Experts work that was completed. Lengthy discussion took place with respect to one tree that may not have been trimmed according to requests. Council Member Don Maxwell will meet with the caretaker to review the trees that are of concern.

E. Chafer Beetle

Council reviewed the quote for topping up the soil surrounding the area damaged by the chafer beetle. After careful consideration, Council will not be proceeding with topsoil in this area.

F. Strata Lot 25

The strata manager confirmed that the carpet in the hallway and closet of the unit was steam cleaned.

G. Dryer Duct Cleaning

The strata manager confirmed insuite and exterior dryer vent cleaning had been completed November 15, 2019.

H. Annual Fire Inspection

Council reviewed the annual fire inspection reports. Several units missed the mandatory annual inspection. The bylaws of the strata corporation require owners to provide access with 48 hours' notice. Bylaw fines may be levied against strata lots that do not provide access for mandatory inspections in the future.

I. Annual Fire Inspection Deficiency Repairs

It was **MOVED / SECONDED** to approve replacement of the dry sprinkler accelerator in the amount of \$1,701.00, including tax. **CARRIED**

It was **MOVED / SECONDED** to schedule missed suite and elevator shaft testing for units missed during the annual inspection. **CARRIED**

J. Overhead Door

Repairs to the overhead parkade gate were completed.

K. Insurance Renewal

The strata manager advised she had not received the renewal documents from the insurance provider. The insurance representative had been notified of the Wynford holiday hours. The strata manager reviewed the large increases in insurance for strata corporations with the Council, and how it may impact Langara Court.

5. **FINANCIAL REPORT (September 30th Year-End)**

A. Operating Statements

The treasurer requested the financial statements be tabled until he is familiar with the procedure for reviewing and approving the financial statements.

B. Receivables Report

The strata manager reported the current owner's arrears report had two strata lots with outstanding strata fees. The strata manager was directed to send warning letters to the owners to pay their strata fees so no fine or interest will be charged against their strata lot. Owners are reminded that bylaw 2 sets out the requirement for payment of strata fees. Any outstanding strata fees may incur fines and interest charges in the future. Council thank the owners for keeping their accounts current.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no unusual invoices for payment.

6. **NEW BUSINESS**

A. Caretaker Vacation Request

Council reviewed and approved the caretaker vacation request. Coverage has been scheduled for January 9 to January 17, 2020.

B. Exterior Timer Light Report

The caretaker provided a report on the operation of the exterior lights for Council's information.

C. Gutter Cleaning

The strata manager provided two quotes for gutter cleaning. Council requested a follow-up on the quote from Men in Kilts before the work is approved and scheduled for the new year.

D. Security Concerns

A lengthy discussion took place on security breaches at Langara Court. A break-in to the elevator room and a list of items were removed was discussed. Several car windows were smashed. Someone had placed an object in a side door which allowed anyone access to the pool area. A suggestion for a security guard was considered but was tabled due to cost.

The strata manager was directed to obtain further information for security:

1. Quote for security including exterior cameras;
2. Exterior lighting audit;
3. Vancouver Police Audit.

E. Roof Repairs

Design Roofing completed temporary repairs adjacent to SL 54. It was **MOVED / SECONDED** to approve permanent repairs in the amount of \$1,831.00 plus tax. **CARRIED**

F. Overflowing Sink

An overflowing sink was cleared before any damage occurred. Owners are reminded they are responsible for any damage to adjacent strata lots should a water leak or event take place within their strata lot that impacts common property or other strata lots.

G. Pool Heat Exchanger

Council reviewed the quote for replacement of the heat exchanger for the pool. The work was approved for February 2020, to allow time for the parts to be ordered and the caretaker to be available. It was **MOVED / SECONDED** to approve the quote for replacement of the heat exchanger in the pool area in the amount of \$1,825.00 plus tax. **CARRIED**

H. Landscaper

Council reviewed the proposal from Piper Landscaping. The strata manager was directed to obtain two more landscaper quotes.

REMINDER: DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

I. Portal

Council reviewed the costs of the Wynford portal. The strata will continue to use the Wynford portal for those owners that use it. Anyone interested in registering for the portal may refer to instructions on the last page of these minutes.

J. Recycling

Council Member Theresa Waterhouse noted that owners are not properly using the recycling bins. The city may start charging for improper disposal of recycling materials. This will impact strata fees for everyone.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

7. CORRESPONDENCE

1. To a unit re: account arrears

General / Other

1. Notice to owners & residents of units re: isolation valve inspection
2. Notice to owners & residents of units re: isolation valve inspection – revised
3. Notice to owners & residents of units re: fire alarm audibility testing

8. MEETING TERMINATION

The council meeting was terminated at 8:55 p.m. The next meeting is scheduled for **Thursday, January 16, 2020**, in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours: Monday to Friday (except for statutory holidays)
9:00 am to 5:00 pm

General Office: p: 604 261 0285 f: 604 261 9279 e: property@wynford.com

Website: wynford.com

Accounts Receivable: p: 604 261 0285 press "3" e: ar@wynford.com

After-hour Emergencies: p: 604 261 0285 press "1" – for emergencies only outside of office hours

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account.

The Strata Council would like to encourage all Owners to register as soon as possible as this will save the Strata Corporation monies for photocopying and postage charges.

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- Javascript enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

HOLIDAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed over the holidays on:

Tuesday, December 24, 2019 – closed at 2:00 pm

Wednesday, December 25, 2019 – closed

Thursday, December 26, 2019 – closed

Friday, December 27, 2019 – closed

Tuesday, December 31, 2019 – closed at 2:00 pm

Wednesday, January 1, 2020 – closed

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुधी नोटवनी विद्युत वरने विमे वेले रिम द उल्लेख वरवर्त

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 519 – LANGARA COURT, HELD ON MONDAY, NOVEMBER 25, 2019, AT 7:00 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, B.C.

In Attendance: 27 strata lots represented in person.
7 strata lots represented by proxy.
34 strata lots represented in total.

Strata Manager: Kathleen Gorman The Wynford Group

1. CERTIFICATION OF PROXIES

The strata manager advised that the proxies were certified to be correct, a quorum was established, and that the meeting was duly constituted to proceed.

2. CALL TO ORDER

The Annual General Meeting was called to order at 7:10 p.m. by the council president.

3. ELECTION OF CHAIRPERSON

An election of a chairperson for the meeting was not necessary as the council president was in attendance.

4. FILING OF PROOF OF NOTICE OF MEETING

The strata manager confirmed that the Notice of the Annual General Meeting was mailed to all Owners of record on or before November 4, 2019, as required by the *Strata Property Act*.

5. APPROVAL OF AGENDA

It was **MOVED / SECONDED** (#108 / #412) to approve the agenda, as presented. **CARRIED (all in favour)**

6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** (#312 / #413) to approve the minutes of the Annual General Meeting held on November 22, 2018, as previously circulated. **CARRIED (all in favour)**

7. COUNCIL REPORTS

The council president highlighted the activities of the last year. A copy of his report is attached to these minutes.

8. REPORT ON INSURANCE

The insurance declaration of the strata corporation was attached to the Notice of the Annual General Meeting for information purposes. A brief report was given with respect to the insurance policy reviewing the limits

and deductibles. The property is currently insured to a value of \$14,450,000.00. The insurance deductibles are as follows:

All Risks	\$ 1,000.00
Water Damage	\$ 10,000.00
Sewer Backup	\$ 10,000.00
Flood Damage	\$ 10,000.00
Earthquake Damage	10%

Owners should be aware that these deductibles may be covered by their homeowner insurance policies. Please inform your personal insurer of these deductibles and have your policy adjusted to cover these amounts.

The strata corporation's insurance does not cover contents, upgrades (betterments and improvements), loss of rental income, or relocation to other living accommodations during repairs that may have be required as a result of an insurance claim. All owners are reminded of the importance of carrying homeowner insurance for damage to personal property. If you rent out your unit, please ensure your tenant has insurance. You are also encouraged to ensure you have betterments or tenants' improvements insurance if you have carried out any upgrades or betterments to your Strata Lot.

Earthquake: The earthquake coverage deductible is 10% of the total value of the building. Currently the building is valued at \$14,450,000.00 and in case of damage caused by an earthquake, the strata corporation would have to pay the first \$1,445,000.00 of repairs. This would be assessed to owners by way of unit entitlement. Coverage for this is relatively inexpensive on your homeowner insurance.

Water: Currently, the strata corporation will charge any owner deemed responsible for a damage claim up to the insurance policy deductible. That means, for example, should a dishwasher or bathtub overflow in your unit, all costs will be charged to you for up to the water damage deductible of \$10,000.00.

Please retain a copy of the insurance declaration provided in the Notice of the Annual General Meeting as your homeowner insurance representative will ask you for a copy when you renew your homeowner insurance.

9. APPROVAL OF MAJORITY VOTE RESOLUTION #1 – 2019-2020 OPERATING BUDGET

It was **MOVED / SECONDED** (#303 / #308) to approve majority vote resolution #1.

***WHEREAS** the Owners, Strata Plan VR 519, Langara Court (the "Strata Corporation"), have reviewed the proposed 2019-2020 Operating Budget included with the notice of the Annual General Meeting on November 25, 2019;*

***BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Strata Plan VR 519, Langara Court (the "Strata Corporation"), that the proposed 2019-2020 Operating Budget be approved.*

An owner requested a motion from the floor to change the budget to reflect the previous strata fees. It was **MOVED / SECONDED** (#209 / #307) to amend the budget to reflect the previous strata fees. The strata manager requested input from the ownership to change the budget to reflect the owner's wishes. After careful consideration, the owner withdrew her motion from the floor and requested the resolution be voted as presented.

After a general discussion, the question was called. **CARRIED (32 in favour, 2 opposed, 0 abstention)**

10. APPROVAL OF 3/4 VOTE RESOLUTION #1 – CONTINGENCY RESERVE FUND EXPENSE

It was **MOVED / SECONDED** (#412 / #413) to approve 3/4 vote resolution #1.

WHEREAS the Owners, Strata Plan VR 519, Langara Court (the “Strata Corporation”) may incur costs, during fiscal year 2019-2020, for legal advice sought by the Strata Corporation in connection with a possible strata windup;

BE IT THEREFORE RESOLVED as a 3/4 vote resolution of the Owners, Strata Plan VR 519, Langara Court (“the Strata Corporation”), that a sum of money not exceeding \$10,000.00 (including tax and all related expenses), be spent for the purpose of paying any legal costs incurred, during fiscal year 2019-2020, in connection with a possible strata windup, such expenditure to be charged against the Contingency Reserve Fund.

After a general discussion, the question was called. **CARRIED (33 in favour, 1 opposed, 0 abstentions)**

11. NEW BUSINESS

- Alberta Street Traffic – The new council will be reviewing owners’ concerns.
- Consider a survey of owners regarding Wynford portal and distribution of minutes.
- Bartlett Trees – Discussion on recent tree trimming activity.
- Garbage Room and Disposal of Recyclables – Owners requested to properly dispose of garbage and recyclable material.

12. ELECTION OF THE 2019–2020 STRATA COUNCIL

As per the *Strata Property Act*, the entire Strata Council vacated office. A vote of thanks was extended by the owners to the outgoing council members for their dedication and participation. The floor was open for nominations for the 2019-2020 Strata Council.

Several of the incumbent council members agreed to put their names forward, and the floor was opened for further nominations. The following owners accepted nominations for election to the 2019-2020 Strata Council:

Barry Truter	#205	Don Maxwell	#306	Bonnie Elster	#312
Theresa Waterhouse	#413	Craig Cooper	#412	Brenda Kelly	#315
Dolly Sengara	#308				

There being no further nominations, the nominations were declared closed.

It was then **MOVED / SECONDED** to elect the above owners by secret ballot to Council for the 2019-2020 term of office. **CARRIED (all in favour)**

Council thanked the three owners that assisted with counting the ballots.

It was then **MOVED / SECONDED** to destroy the ballots. **CARRIED (all in favour)**

13. MEETING TERMINATION

There being no further business, it was **MOVED / SECONDED** that the Annual General Meeting be terminated at 9:00 p.m. **CARRIED (all in favour)**

Following the Annual General Meeting, the new Council met briefly, and the following state of officers were confirmed:

President	Bonnie Elster
Vice-president	Theresa Waterhouse
Treasurer	Don Maxwell

ATTENTION – LEGAL RECORD

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Tuesday, December 24, 2019 – closed at 2:00 pm
Wednesday, December 25, 2019 – closed
Thursday, December 26, 2019 – closed
Friday, December 27, 2019 – closed
Tuesday, December 31, 2019 – closed at 2:00 pm
Wednesday, January 1, 2020 – closed

24-hour emergency service is provided by calling 604-261-0285

Attachments: Council President Report
2019-2020 Operating Budget
2019-2020 Assessment Schedule

STRATA PLAN VR 519 – LANGARA COURT

2019 COUNCIL PRESIDENT REPORT

I would first like to officially welcome our newest strata manager, Kathleen Gorman. Wynford shuffled Eric Labis in April and Tim Reinert came on board. Another change in late September and Kathleen joined us just a month ago. We look forward to the change.

I would like to thank Council for all their time and effort. Without all the routine decisions and meetings, a lot of stuff just doesn't get done.

I would also like to thank Igor for his support and his tireless efforts in the care and upkeep of our building. There are not many like him!

And thank you for keeping involved and caring about our direction. Your attendance here tonight is testament to that!

And to address to elephant in the room, I will speak to our strata listing situation, but I will leave it to last. I know you're paying attention.

You guys all know the day-to-day stuff. Our regular council meetings can contain any number of the following:

General Building Exterior

- Roofing vents & stacks
- Exterior cleaning: windows & exterior walls
- Landscaping / pruning / lawn & garden / pest control
- Gutters
- Garbage
- Security: locks / keys / garage door

Interior

- Carpets / floors
- HVAC
- Fire alarms / sprinklers
- Ducting (dryer) / vents
- Flush plumbing pipes / drains
- Elevator

To name some, we are already very aware of these various contracts and have been ensuring that as they come due, we are putting them on the short term so as not to incur penalties down the road.

Year In Review

- | | |
|---------------|--|
| November 2018 | -First redevelopment info session |
| December 2018 | -No to irrigation (exterior) system
-Cancelled CHOA / Council is aware of long-term contracts. |
| January 2019 | -CRT claim is withdrawn, however our cost of about \$2,000 is non recoverable.
-Retained lawyer re: strata wind-up / sale |

- February 2019 -Second wind-up info session.
 -new depreciation report delivered by H. Touwslager Engineering.
- March 2019 -Isolation survey initiated
 -Listing agreement signed with Cushman.
- April 2019 -Work completed on 4th floor walkway
 -Lost Eric / new strata manager – Tim Reinert appointed.
 -Break-in: \$600 vacuum / bike / Igor's stuff.
- May 2019 - Re-keying.
- June 2019 -Townhall meeting with Cushman.
 -\$12,000 + on roof repairs and maintenance
- November 2019 -Isolation valve project this week.
 -Tree pruning project last week.

Strata Sale

There isn't really much to say. I think you will all know by now that the City has mandated that all 4 stratas must be packaged and presented to them as 1 entity.

So although we are in concert with the other 3 stratas, there is still individual confidentiality. Each strata pursues their own deal.

This action by the City has now made this deal very cumbersome, complicated and expensive. It will be a very lengthy process. In discussion with our lawyer last week, he said that even if we were to sign a deal this week, it would be about 3 years before we receive our money.

Please remember, first and foremost, Council are owners. Our mandate is to negotiate and provide to you the best possible offers. As I've said, at this point, Council is bound by confidentiality, but I will say we have nothing under serious consideration.

Should circumstances change, there will be an information session scheduled.

**Strata Plan VR 519 - Langara Court
Final 2019-2020 Operating Budget
September 30th Year-end**

6-Dec-19

GL Code	Description	Actual to Sept 30, 2019 (Draft)	2018-2019 Budget	Approved 2019-2020 Budget
400000	REVENUES			
405000	Strata Fees	305,249.16	305,250	277,539
415000	Bylaw Fines/Late Fines	-	-	-
422500	Interest Income - Operating	1,165.26	550	550
424000	Interest On Overdue Accounts	-	-	-
424500	NSF & Lien Charges	-	-	-
428500	Move-in/Move-out Charges	-	-	-
429500	Key Revenue	85.00	-	-
431500	Lounge Rental	530.00	-	-
432500	Caretaker's Suite	7,800.00	7,800	7,800
439600	Parking Revenues	1,312.50	1,250	1,250
440600	Door Openers - Transmitters	135.00	-	-
443500	Prior Year Operating Surplus	-	-	16,774
441600	Miscellaneous Revenue	-	-	-
499900	TOTAL REVENUES	316,276.92	314,850	303,913
500000	OPERATING EXPENSES			
510000	ADMINISTRATIVE EXPENSES			
511000	Management Fees	21,672.00	21,672	21,672
511600	Bank Administration Fee	756.00	780	780
512000	Audit / Review	144.96	2,900	2,900
513000	Duplication/Postage/Courier	2,266.26	2,000	2,250
513200	Legal	8,268.61	500	500
513600	Audit - <i>Real Estate Services Act</i>	91.19	145	145
514200	Insurance Expense	33,380.24	34,150	43,500
514800	Insurance Evaluation/Appraisal	-	-	850
514900	Dues & Subscriptions	(11.00)	400	-
517600	Wages - Caretakers	53,211.42	54,000	56,500
523800	Caretaker Suite Strata Fees	4,515.60	4,516	4,516
526400	Meetings & Miscellaneous	3,313.34	1,500	2,500
529900	TOTAL ADMINISTRATIVE EXPENSES	127,608.62	122,563	136,113
530000	UTILITIES			
531100	BC Hydro / Electricity	28,248.75	32,889	30,000
535100	Water / Sewer	18,915.14	21,500	20,000
535500	Garbage Disposal	6,627.38	6,300	7,250
537500	Enterphone	365.84	900	900
537600	Telephone	2,400.00	2,400	2,400
539900	TOTAL UTILITIES	56,557.11	63,989	60,550
540000	BUILDING MAINTENANCE			
541400	Supplies	2,147.84	1,200	1,200
541700	Supplies - Cleaning	2,980.53	1,500	2,000
542000	Pest Control	2,517.53	2,300	2,500
543500	Elevator Maintenance	4,406.35	4,400	4,400

Budget

Strata Plan VR 519 - Langara Court
Final 2019-2020 Operating Budget
September 30th Year-end

6-Dec-19

GL Code	Description	Actual to Sept 30, 2019 (Draft)	2018-2019 Budget	Approved 2019-2020 Budget
544700	Light Bulbs	1,431.69	1,250	1,250
545000	Plumbing	9,592.23	4,000	5,000
547400	Mechanical & Generator	516.60	4,500	1,000
549800	Fire Equipment	2,659.57	4,000	2,500
550100	General Interior Repairs	3,107.50	2,500	3,000
550700	Electrical Repairs	194.25	1,000	500
551900	Dryer Vent Cleaning	-	2,700	2,700
553700	Carpet Cleaning	-	1,200	1,200
556700	Repairs & Maintenance, Building	19,010.22	16,015	15,000
559900	TOTAL BUILDING MAINTENANCE	48,564.31	46,565	42,250
560000	EXTERIOR MAINTENANCE & REPAIRS			
560700	Roof Repairs & Maintenance	18,206.92	24,000	24,000
561700	Gutters, Drains & Sewers	-	4,000	3,000
562700	Window Cleaning	4,536.00	2,400	4,500
563300	Garage Door	-	1,500	2,500
569900	TOTAL EXTERIOR MAINTENANCE & REPAIRS	22,742.92	31,900	34,000
570000	GROUNDS & GARDENS			
571000	Landscaping Services	14,694.75	15,500	15,500
571400	Landscape Improvements	1,449.32	5,000	5,000
579900	TOTAL GROUNDS & GARDENS	16,144.07	20,500	20,500
580000	RECREATION CENTRE			
582200	Pool Maintenance	1,342.01	2,683	1,800
582500	Recreation Centre - Gas	7,925.48	7,500	7,800
584400	Chemicals	618.69	1,150	900
589900	TOTAL RECREATION CENTRE	9,886.18	11,333	10,500
599900	TOTAL OPERATING EXPENSES	281,503.21	296,850	303,913
600000	BALANCE BEFORE RESERVES & OTHER TRANSFERS	34,773.71	18,000	-
700000	TRANSFER TO RESERVES			
700100	Contingency Reserve Fund	18,000.00	18,000	-
705000	TOTAL TRANSFER TO RESERVES	18,000.00	18,000	-
800000	NET OPERATING SURPLUS (DEFICIT)	16,773.71	-	-

**STRATA PLAN VR 519 - LANGARA COURT
APPROVED 2019-2020 MONTHLY STRATA FEES CRF CONTRIBUTIONS**

Annual Operating Contributions	\$277,539.00	Total Aggregate	<u>1,000,000</u>
Annual CRF Contributions	<u>0.00</u>		
Total Annual Strata Fees	<u>\$277,539.00</u>		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	2019-2020 Monthly Operating Contribution	2019-2020 Monthly CRF Contribution	2019-2020 Total Monthly Strata Fees	One-time Adjustment for Oct, Nov & Dec 2019
1	101	15,760	0.0157600	\$364.50	\$0.00	\$364.50	-\$109.17
2	102	14,590	0.0145900	337.44	0.00	337.44	-101.07
3	103	14,576	0.0145760	337.12	0.00	337.12	-100.98
4	104	14,244	0.0142440	329.44	0.00	329.44	-98.67
5	105	14,244	0.0142440	329.44	0.00	329.44	-98.67
6	106	14,576	0.0145760	337.12	0.00	337.12	-100.98
7	107	14,590	0.0145900	337.44	0.00	337.44	-101.07
8	108	15,760	0.0157600	364.50	0.00	364.50	-109.17
9	201	15,919	0.0159190	368.18	0.00	368.18	-110.28
10	202	14,605	0.0146050	337.79	0.00	337.79	-101.16
11	203	14,605	0.0146050	337.79	0.00	337.79	-101.16
12	204	14,374	0.0143740	332.45	0.00	332.45	-99.57
13	205	14,273	0.0142730	330.11	0.00	330.11	-98.88
14	206	14,605	0.0146050	337.79	0.00	337.79	-101.16
15	207	14,605	0.0146050	337.79	0.00	337.79	-101.16
16	208	15,919	0.0159190	368.18	0.00	368.18	-110.28
33	209	19,690	0.0196900	455.40	0.00	455.40	-136.38
34	210	21,380	0.0213800	494.48	0.00	494.48	-148.11
35	211	14,793	0.0147930	342.14	0.00	342.14	-102.48
36	212	21,048	0.0210480	486.80	0.00	486.80	-145.83
37	213	18,072	0.0180720	417.97	0.00	417.97	-125.22
38	214	18,072	0.0180720	417.97	0.00	417.97	-125.22
39	215	18,072	0.0180720	417.97	0.00	417.97	-125.22
40	216	20,022	0.0200220	463.07	0.00	463.07	-138.72
32	301	20,759	0.0207590	480.12	0.00	480.12	-143.82
31	302	17,624	0.0176240	407.61	0.00	407.61	-122.10
30	303	17,624	0.0176240	407.61	0.00	407.61	-122.10
29	304	20,528	0.0205280	474.78	0.00	474.78	-142.20
28	305	20,528	0.0205280	474.78	0.00	474.78	-142.20
27	306	17,624	0.0176240	407.61	0.00	407.61	-122.10
26	307	17,624	0.0176240	407.61	0.00	407.61	-122.10
25	308	20,759	0.0207590	480.12	0.00	480.12	-143.82
41	309	20,080	0.0200800	464.42	0.00	464.42	-139.08
42	310	18,245	0.0182450	421.97	0.00	421.97	-126.42
43	311	18,260	0.0182600	422.32	0.00	422.32	-126.51
44	312	21,941	0.0219410	507.46	0.00	507.46	-151.98
45	313	18,274	0.0182740	422.65	0.00	422.65	-126.57
46	314	18,274	0.0182740	422.65	0.00	422.65	-126.57
47	315	18,274	0.0182740	422.65	0.00	422.65	-126.57
48	316	20,398	0.0203980	471.77	0.00	471.77	-141.30
24	317	21,725	0.0217250	502.46	0.00	502.46	-150.51
23	318	17,624	0.0176240	407.61	0.00	407.61	-122.10
22	319	17,624	0.0176240	407.61	0.00	407.61	-122.10
21	320	20,528	0.0205280	474.78	0.00	474.78	-142.20
20	321	20,528	0.0205280	474.78	0.00	474.78	-142.20
19	322	17,624	0.0176240	407.61	0.00	407.61	-122.10
18	323	17,624	0.0176240	407.61	0.00	407.61	-122.10

**STRATA PLAN VR 519 - LANGARA COURT
APPROVED 2019-2020 MONTHLY STRATA FEES CRF CONTRIBUTIONS**

Annual Operating Contributions	\$277,539.00	Total Aggregate	<u>1,000,000</u>
Annual CRF Contributions	<u>0.00</u>		
Total Annual Strata Fees	<u><u>\$277,539.00</u></u>		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	2019-2020 Monthly Operating Contribution	2019-2020 Monthly CRF Contribution	2019-2020 Total Monthly Strata Fees	One-time Adjustment for Oct, Nov & Dec 2019
17	324	21,768	0.0217680	503.46	0.00	503.46	-150.78
49	409	20,036	0.0200360	463.40	0.00	463.40	-138.81
50	410	18,245	0.0182450	421.97	0.00	421.97	-126.42
51	411	18,288	0.0182880	422.97	0.00	422.97	-126.69
52	412	20,080	0.0200800	464.42	0.00	464.42	-139.08
53	413	18,274	0.0182740	422.65	0.00	422.65	-126.57
54	414	18,274	0.0182740	422.65	0.00	422.65	-126.57
55	415	18,274	0.0182740	422.65	0.00	422.65	-126.57
56	416	18,274	0.0182740	422.65	0.00	422.65	-126.57
		<u>1,000,000</u>	<u>100%</u>	<u>\$23,128.29</u>	<u>\$0.00</u>	<u>\$23,128.29</u>	<u>-\$6,927.42</u>

Yearly (x12)	<u><u>\$277,539.48</u></u>	<u><u>\$0.00</u></u>	<u><u>\$277,539.48</u></u>
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IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुबुती नसुवती विरथा वरवे विमे वेले इस द उलेंषा वरवसि

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, OCTOBER 17, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Theresa Waterhouse	Unit #413	Vice-President
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member (stayed until 7:30)
	Bonnie Elster	Unit #312	Member
	Craig Manuel	Unit #204	Treasurer
	Don Maxwell	Unit #306	Privacy Officer
Regrets:	Craig Cooper	Unit #412	President
Strata Manager:	Kathleen Gorman	The Wynford Group	

1. CALL TO ORDER

The council vice president called the meeting to order at 6:31 p.m.

2. NEW STRATA MANAGER

Kathleen Gorman, strata manager, introduced herself to the Council. She will be replacing Tim Reinert who had a change in his portfolio at The Wynford Group.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#315) to approve the minutes of the September 19, 2019 council meeting. **CARRIED**

4. BUSINESS ARISING

A. Strata Wind Up Discussions

No new information to report on.

B. Isolation Valve – Replacement

The strata manager was directed to schedule the work with Vancouver City Plumbing for cold water isolation valve replacement. Notices will be posted for those units affected.

C. Drywall Repairs

The strata manager will schedule drywall repairs with a contractor after the isolation valve replacement.

D. Alarm Buzzers

Two Owners would not allow access for repairs. Matter was resolved.

E. Landscaping

Council reviewed the Bartlett Tree Experts proposal. Two items were not approved by the Landscape Committee. It was **MOVED / SECONDED** to approve the quote for tree maintenance in the amount of \$4,704.53 which had been approved by the Landscape Committee. **CARRIED**

F. Strata Lot 25

The strata manager confirmed that the carpet in the unit would be steam cleaned in the hallway and in a closet. This work relates to a previous water damage claim in this unit.

G. Dryer Duct Cleaning

The strata manager confirmed insuite and exterior dryer vent cleaning had been scheduled for November 15, 2019. Notices will be posted by the caretaker.

H. Annual Fire Inspection

Elite Fire Protection will be on site November 7, 2019 for the annual mandatory fire inspection. Notices will be posted by the caretaker.

5. FINANCIAL REPORT (September 30th Year-End)

A. Operating Statements

It was **MOVED (#204) / SECONDED (#312)** to approve the August 2019 Operating Statements, as presented. **CARRIED**

B. Receivables Report

The strata manager reported the current owner's arrears report was in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

It was **MOVED / SECONDED** to approve invoice from Clark Wilson in the amount of \$875.14. **CARRIED**

It was **MOVED / SECONDED** to approve invoice from Unitus Painting in the amount of \$3,903.90. **CARRIED**

6. NEW BUSINESS

A. AGM / Preliminary 2nd Draft Budget

Council reviewed the updated Draft Budget and requested several changes to be included in the AGM package. To date there is a small strata fee decrease based on changes to the budget.

B. HUB Insurance

The strata manager provided an update information form from HUB Insurance. The strata manager was directed to complete the form and submit it to HUB Insurance using the information from the building appraisal.

C. Building Appraisal

Council reviewed the Ocean Province year 3 Appraisal of the property which is currently valued at \$15,000,000 for insurance purposes.

D. Chafer Beetle

The strata manager confirmed she had contacted Piper Landscaping regarding the chafer beetle infestation on the north side of the property. A quote will be forthcoming for treatment.

E. Seasonal Message

Attached to these minutes is the fall seasonal message from Wynford.

F. Woodpecker

The strata manager reported that pest control had been on site to cover a hole on the north side of the building caused by a woodpecker. The strata manager was directed to follow up on removal of the woodpecker from the property.

G. Garage Gate

Council reviewed a quote for repairs to the safety edge on the garage door. It was **MOVED** (#204) / **SECONDED** (#312) to approve the quote for \$1,056.37 for repairs. **CARRIED**

Residents are not allowing enough time for the gate mechanism to react. Residents are reminded to allow enough time for the gate to react to fobs before proceeding.

H. Gutter Cleaning

Strata Manager was directed to follow up on gutter cleaning.

REMINDER: DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

I. Recycling

Council Member Barry obtained Vancouver Zero Waste pamphlets which will be distributed to every owner. A copy of the pamphlet will be available on the portal.

J. Emergency Contact Information

Council request owners to ensure their emergency contact information is up to date with Wynford. Leaving a key with a neighbour or having someone close by as your emergency contact is recommended.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

7. CORRESPONDENCE

1. To a unit re: account arrears

General / Other

1. Notice to owners & residents of units re: isolation valve inspection
2. Notice to owners & residents of units re: isolation valve inspection – revised
3. Notice to owners & residents of units re: fire alarm audibility testing

8. **MEETING TERMINATION**

The council meeting was terminated at 8:10 p.m. The next meeting is the Annual General Meeting scheduled for **Monday, November 25, 2019**, in the Garden Room at 7:00 p.m. Registration time is 6:30 p.m. Official AGM packages will be mailed.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

REMEMBRANCE DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Remembrance Day on:

Monday, November 11, 2019

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

Attachment: Seasonal Reminders

SEASONAL MESSAGE FROM THE WYNFORD GROUP

As an owner, it is important to take an active role in maintaining your strata lot to help prevent damage during the winter months. With this in mind, we thought the following information would be helpful.

Balconies, Decks & Patios

Keep your drains clear of leaves and debris. When it snows, make a trough in the snow leading towards the drain to help guide the water to the drain.

Exterior Taps (Hose Bibs) – Winterizing

Freezing temperatures can cause considerable damage to strata lots. If you have a tap on your balcony or patio, it is your responsibility to winterize it. Find the shut-off valve for the tap – this may be located in your unit; turn it off; go outside to the tap and turn it on to drain the remaining water out. If you cannot locate the shut-off valve, contact a council member or the strata manager.

Windows & Condensation

As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your strata lot use your humidistat, exhaust fans and / or open your windows periodically to exchange the inside air.

Holidays Away

Maintain heat in unoccupied strata lots throughout the winter months to avoid pipes from freezing and bursting. Please remember to leave your heat at 16 degrees Celsius.

For those who winter elsewhere; shut-off the water to your toilets, hot water tank, washing machines and dishwashers. Check your homeowner insurance policy before you go away to find out how often your unit should be checked while you are away. Remember, you may be held financially responsible for any damage to your unit and other units.

It is essential that your emergency contact information is current and that someone you trust has a key to your unit, preferably a neighbor.

Fireplaces – Wood

If your strata corporation does not inspect chimneys on an annual basis, make sure that you have it done to prevent chimney fires. Birds may have nested in your chimney during the warmer months or cracking may have occurred.

Snow & Ice

Please report any slippery areas that need attention to your building caretaker or strata manager.

Pest Control

Check typically dark areas such as storage rooms, lockers and the back of cupboards. Report any mouse droppings immediately to your building caretaker or strata manager.

Inspect Your Unit

Check your unit from time to time from top to bottom, inside and out. If you have ceramic tiles in your kitchen or bathrooms, caulk and fill any cracks to prevent water from getting into the wall behind the tiles.

Look for dampness at the base of outside walls and for water staining on the walls and ceilings. If you find any of these symptoms, please contact your building caretaker or strata manager.

<p>IMPORTANT INFORMATION Please have this translated</p> <p>RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire</p> <p>INFORMACIÓN IMPORTANTE Busque alguien que le traduzca</p> <p>CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ</p>	<p>重要資料 請找人為你翻譯</p> <p>これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。</p> <p>알려드립니다 이것을 번역해 주십시오</p> <p>सुवृती नसुवृती विरथा वरवे विमे वेले इम ए सुलेषा वरवर्ष</p>
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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, SEPTEMBER 19, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Theresa Waterhouse	Unit #413	Vice-President
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member (stayed until 7:30)
	Bonnie Elster	Unit #312	Member
	Craig Cooper	Unit #412	President
	Don Maxwell	Unit #306	Privacy Officer
Regrets:	Craig Manuel	Unit #204	Treasurer
Strata Manager:	Tim Reinert	The Wynford Group	

1. CALL TO ORDER

The council president called the meeting to order at 6:28 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the August 15, 2019 council meeting. **CARRIED**

3. BUSINESS ARISING

A. Strata Wind Up Discussions

No new information to report on.

B. Isolation Valve – Survey

The strata is in receipt of a quote from Artisan for this project. A second plumbing company has reviewed this work and will be quoting soon.

C. Alarm Buzzers

The strata manager has arranged one last visit with Elite Fire Protection regarding alarm buzzers for outstanding suites.

D. Landscaping

The Council is reviewing quotes for the strata’s tree pruning from two pruning companies and hopes to make a decision soon.

E. Re-Keying

This project is now complete. Owners may dispose of any old common area keys.

F. Horizontal Parkade Pipe

This project is now complete.

G. No Smoking Signs

These have been delivered and will be posted by Council.

H. Drywall Quotes

There are a few suites that are still waiting for drywall repairs to be completed. These repairs are underway.

I. Unit #308

Moisture and mold testing have been completed on this unit, and no water has been found. The strata manager is currently getting a second quote for repairs.

4. FINANCIAL REPORT (September 30th Year-End)

A. Operating Statements

The August Operating Statements were deferred until the next meeting.

5. NEW BUSINESS

A. AGM / Preliminary Draft Budget

A draft budget was reviewed, and will be reviewed further at the next meeting. The Strata Council informed the strata manager that they currently have no bylaw changes or other AGM Agenda items to propose. This may change.

B. Duct Cleaning

It was **MOVED / SECONDED** to approve a duct cleaning quote from Michael A. Smith Duct Cleaning to clean the inside and outside of all dryer ducts for \$45.00 per duct. **CARRIED**

C. Wynford Group Amendment

It was **MOVED / SECONDED** to approve several amendments to the current management contract between the strata and The Wynford Group. **CARRIED**

D. Elections Act

The strata manager reminded the Strata Council of their obligations regarding the current federal election according to the Canada Elections Act.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

6. CORRESPONDENCE

1. To a unit re: bylaw complaint – security – garage gate
2. From / To a unit re: challenge – letter of infraction
3. To a unit re: smoke alarm malfunction
4. From / To a unit re: internet connection issue

7. MEETING TERMINATION

The council meeting was terminated at 8:10 p.m. The next meeting is scheduled for **Thursday, October 17, 2019**, in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

THANKSGIVING OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Thanksgiving on:

Monday, October 14, 2019

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुवर्ण नोटवरी विरथा वरवे विमे वेले हिम दा तुलेंबा वरवारि

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, AUGUST 15, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Theresa Waterhouse	Unit #413	Vice-President
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member
	Bonnie Elster		Member
	Craig Cooper	Unit #412	President
	Don Maxwell		Privacy Officer

Regrets: None

Strata Manager: Tim Reinert The Wynford Group

As per the strata corporation's bylaws:

41.12 *A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.*

46.3 *When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.*

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the July 18, 2019 council meeting.
CARRIED

3. BUSINESS ARISING

A. Strata Wind Up Discussions

No new information to report on.

B. Isolation Valve – Survey

Artisan has provided a new quote for this project. The strata manager was asked to contact Artisan regarding this quote to get a detailed breakdown, and then send this to Council. They also asked the strata manager to contact a second company for a quote.

C. Alarm Buzzers

The strata manager will attempt to set up one last visit with Elite Fire Protection regarding alarm buzzers for two outstanding suites.

D. Roof Leak Report & Quote

The strata manager reported that all roof leaks have been repaired.

E. Landscaping

The new Landscaping Committee has gotten one quote for the strata's tree pruning and is still waiting for two more. The Committee will speak to Piper Landscaping regarding a summer plan. The strata manager was asked to contact Southvan Manor regarding branches on the property.

F. Re-Keying

The strata's caretaker has distributed new keys to all residents for the outside doors that are being re-keyed. Please do not get rid of your old keys.

G. Horizontal Parkade Pipe

The cleaning of these pipes will take place in August.

H. No Smoking Signs

The strata manager will order new 'no smoking' signs for the strata, based on Strata Council direction.

4. FINANCIAL REPORT (September 30th Year-End)

A. Operating Statements

The July Operating Statements were reviewed by the treasurer and approved.

It was **MOVED** (#204) / **SECONDED** (#412) to approve the July 2019 Operating Statements, as presented. **CARRIED**

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no invoices to approve.

5. NEW BUSINESS

A. Restoration in Unit #308

This owner has reported some damage due to roof leaks. The strata president will visit the suite and then direct the strata manager accordingly.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. CORRESPONDENCE

1. To a unit re: derelict vehicle repair
2. From / To a unit re: water leak
3. From / To a unit re: request to rent – Council response

General / Other

1. Notice to all residents re: re-keying project

7. MEETING TERMINATION

The council meeting was terminated at 8:12 p.m. The next meeting is scheduled for **Thursday, September 19, 2019**, in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

LABOUR DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Labour Day on:

Monday, September 2, 2019

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

IMPORTANT INFORMATION Please have this translated

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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुबुती नसुवती विरुधा वरवे विमे वेले इम द्द सुलेषा वरुवर्ष

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, JULY 18, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Theresa Waterhouse	Unit #413	Vice-President
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member
	Bonnie Elster		Member
	Craig Cooper	Unit #412	President
	Don Maxwell		Privacy Officer

Regrets: None

Strata Manager: Tim Reinert The Wynford Group

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:29 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the June 20, 2019 council meeting, with the following amendments: 1) That "the owner's unit" mentioned in item 4.D. be specified as unit 308. 2) That Theresa Waterhouse called the meeting to order. That other business be deleted, and that Theresa Waterhouse terminated the meeting at 7:35 PM. **CARRIED**

3. **BUSINESS ARISING**

A. Strata Wind Up Discussions

In regard to the townhall reported on in the last minutes, it was noted that owners received a handout at the meeting. After the meeting an email was sent to all owners.

B. Isolation Valve - Survey

Artisan has quotes on the isolation valve repairs. The strata manager will follow up to get more information regarding the quote.

C. Alarm Buzzers

The strata manager will attempt to set up one last visit regarding Elite Fire Protection for two outstanding suites. All owners are reminded that providing access for strata contractors is mandatory.

D. Roof Leak Report & Quote

It was **MOVED / SECONDED** to approve a quote from Design Roofing to repair the roof leak above unit 308 permanently for \$2,554.01. **CARRIED**

E. Landscaping

The new Landscaping Committee will get two quotes for the strata's tree pruning.

F. Re-Keying

The strata's caretaker will be distributing new keys to all residents for the outside doors that are being re-keyed. Please do not get rid of your old keys until notified by the strata.

4. **FINANCIAL REPORT (September 30th Year-End)**

A. Operating Statements

The May 2019 Operating Statements were reviewed by the treasurer and approved.

It was **MOVED (#204) / SECONDED (#412)** to approve the June 2019 Operating Statements, as presented. **CARRIED**

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no invoices to approve.

5. **NEW BUSINESS**

A. Rental Hardship Request

An owner wrote to the Strata Council asking for a hardship exemption for the strata's rental restrictions. After some discussion, it was **MOVED / SECONDED** to not allow this request. **CARRIED**

B. Horizontals Stack Cleaning Quote

It was **MOVED / SECONDED** to approve a quote from Artisan Plumbing to hydro flush all accessible sanitary horizontals in the strata's parkade at a total cost of \$3,835.00, plus GST. **CARRIED**

C. No Smoking Signs

The strata manager was asked to have no smoking signs created. A council member will advise him as to wording and size.

D. Drywall Quotes

The strata manager was asked to follow up with a drywall contractor regarding finishing up outstanding drywall work in several suites.

E. Waste Management

The strata manager was asked to inform the strata's caretaker that he is credited two hours for doing unasked work on the weekend recently.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. CORRESPONDENCE

1. To a unit re: derelict vehicle
2. From / To a unit re: plumbing invoice

General / Other

1. Notice to all residents (ground floor units) re: accessing ground floor balconies
2. Notice to all residents re: summer watering – north side & visitor parking area on the street
3. Notice to all residents (facing the plaza) re: power washing project
4. Notice to all residents re: fire alarm audibility repairs

7. MEETING TERMINATION

The council meeting was terminated at 7:45 p.m. The next meeting is scheduled for **Thursday, August 15, 2019**, in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
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BRITISH COLUMBIA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for BC Day on:

Monday, August 5, 2019

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

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सुदुर्ग नटवरी विरथा वरवे विमे वेले एम एा सुलेषा वरवरी

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, JUNE 20, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Theresa Waterhouse	Unit #413	Vice-president
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member
	Bonnie Elster		Member
Regrets:	Craig Cooper	Unit #412	President
	Don Maxwell		Privacy Officer
Strata Manager:	Tim Reinert	The Wynford Group	

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the May 30, 2019 council meeting, as distributed. **CARRIED**

3. BUSINESS ARISING

A. Strata Wind Up Discussions

A Town Hall Meeting took place on Wednesday, June 12, 2019, at 7:00 p.m. sharp, at the Langara Golf Course Clubhouse, with Cushman & Wakefield; in order to update owners on marketing strategy and

relevant discussions with the City. In addition, Cushman and Wakefield have arranged for an environmental assessment of the strata to be done.

B. Isolation Valve - Survey

Artisan has reviewed the failed isolation valves in June and will then be quoting on the repair.

C. Alarm Buzzers

The strata manager is waiting to hear back from Elite Fire Protection regarding the status of this project.

D. Roof Leak Report & Quote

The strata manager is waiting for a date from Design Roofing on the roof repairs and maintenance approved at the last meeting. He was asked to expedite repairing two recent leaks above an owner's unit.

E. Re-Keying

The strata manager is waiting for a date from the strata's key company as to when the strata's exterior doors will be rekeyed. Further information will be announced as it arrives.

4. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The May 2019 Operating Statements were reviewed by the treasurer and approved.

It was **MOVED** (#204) / **SECONDED** (#412) to approve the May 2019 Operating Statements, as presented. **CARRIED**

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no invoices to approve.

5. NEW BUSINESS

A. Landscaping / Tree Pruning

A landscaping committee will be formed headed by Craig Manuel.

B. Depreciation Report

If you have borrowed the depreciation report from the meeting room, please return it as soon as possible.

C. Legal / Civil Resolution Tribunal (CRT)

Per Sections 167 and 189.4 of the *Strata Property Act*, the strata corporation must inform owners of legal suits and CRT actions in which the strata corporation is a party. At this time, there are no legal suits or CRT actions involving the strata corporation.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. CORRESPONDENCE

1. To a unit re: owner responsibility
2. To a unit re: parking rental
3. From / to a unit re: skylight - cracked
4. To a unit re: plumbing invoice – response
5. To a unit re: owner responsibility
6. To a unit re: owner responsibility

General / Other

1. Letter to Robert Ross re: key deposit – refund

7. MEETING TERMINATION

The council meeting was terminated at 8:33 p.m. The next meeting is scheduled for **Thursday, July 18, 2019**, in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

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सुबुती नसुवती विरथा वरवे विमे वेले इम ए सुलेषा वरवर्ष

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, MAY 30, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president
	Craig Manuel	Unit #204	Treasurer
	Barry Truter	Unit #205	Member
	Bonnie Elster		Member
	Don Maxwell		Privacy Officer (arrived at 7:00 p.m.)
Regrets:	David Martin	Unit #315	Secretary
Strata Manager:	Tim Reinert	The Wynford Group	

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:31 p.m.

2. GUEST

The owner of unit 311 spoke to Council about an outstanding chargeback for after hours plumbing work related to their hot water boiler. After the guest left, the Council discussed this issue and it was **MOVED / SECONDED** to reverse the chargeback. **CARRIED**

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the April 18, 2019 council meeting as distributed. **CARRIED**

4. **BUSINESS ARISING**

A. Strata Wind Up Discussions

As previously reported, a Town Hall Meeting will take place on Wednesday, June 12, 2019 at 7:00 p.m. sharp at the Langara Golf Course Clubhouse, with Cushman & Wakefield, in order to update owners on marketing strategy and relevant discussions with the City.

B. Isolation Valve - Survey

Artisan will be reviewing the failed isolation valves in June and will then be quoting on the repair.

C. Window Cleaning

Completed.

D. Carpet Cleaning & Floor Waxing

Aurora has now completed this.

E. Alarm Buzzers

Three of the suites recently inspected by Elite Fire Protection require adjustments to their sound levels as per the BC building code. The strata manager arranged this but was informed that this may not have been done. He will investigate.

F. 3 Year Flow Test – Dry Sprinkler

This has been completed by Elite Fire

G. Roof Leak Report & Quote

It was **MOVED / SECONDED** to approve three quotes from Design Roofing:

\$12,250.00 plus GST to complete the 2019 Roof Repairs and Maintenance, the roof repairs above unit 413, and to replace the skylight above unit 403. **CARRIED**

In addition, the strata asked the strata manager to arrange for repairs to be made to units 413 and 213 related to this leak.

5. **FINANCIAL REPORT (September 30th Year-end)**

A. Operating Statements

The April 2019 operating statements were reviewed by the treasurer and approved.

It was **MOVED** (#204) / **SECONDED** (#412) to approve the April 2019 operating statements, as presented. **CARRIED**

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no invoices to approve.

6. **NEW BUSINESS**

A. Break In

A break-in was reported in May. At this time, it appears that the thieves got into the building through the parkade gate as it was being left open. The strata's vacuum was stolen, and it was **MOVED / SECONDED** via email to replace this for \$600.00 plus GST. **CARRIED**

It was also **MOVED / SECONDED** to approve a quote from All Scott's Lock and Safe to rekey the main entrance ways and provide two replacement keys to each suite. **CARRIED**

B. Waste Management Contract

The strata manager informed Council that the strata's waste management contract is up for renewal in December. The Council asked him to contact other companies to see if one company can do all waste removal for the building.

C. Elevator Contract

The strata manager informed Council that the strata's elevator contract is up for renewal in December. The strata manager was asked to get a new contract from Richmond Elevator to review.

D. Snow Removal

It was **MOVED / SECONDED** to approve paying a neighbouring property \$200.00 as part of recent snow removal expenses. **CARRIED**

E. Pressure Washer

Due to recent misuse, the strata will no longer be lending the strata's power washer to owners or residents.

F. Pest Control

The strata manager was asked to contact Orkin Pest Control regarding some ant and wasp issues throughout the strata.

G. Recycling

The Strata Council would like to thank all owners that have been recycling in the proper bins. Residents are reminded that the City of Vancouver is fining stratas that do not comply with the City's waste guidelines.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

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There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

7. **CORRESPONDENCE**

1. To #213 (SL 37) re: owner responsibility
2. To #215 (SL 39) re: parking rental
3. From / to #303 re: skylight - cracked
4. To #311 (SL 43) re: plumbing invoice – response
5. To #313 (SL 45) re: owner responsibility
6. To #413 (SL 53) re: owner responsibility

General / Other

1. Letter to Robert Ross re: key deposit – refund

8. **MEETING TERMINATION**

The council meeting was terminated at 8:33 p.m. The next meeting is scheduled for **Thursday, June 20, 2019**, in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

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CANADA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Canada Day on:

Monday, July 1, 2019

24-hour emergency service is provided by calling 604-261-0285

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सुबुती नसुवती विरथा वरवे विमे वेले इस एा सुलेषा वरवसि

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, APRIL 18, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member
Strata Manager:	Eric Labis	The Wynford Group	
	Tim Reinert	The Wynford Group	
Regrets:	Don Maxwell	Unit #306	Privacy Officer
	Bonnie Elster	Unit #312	Member

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:32 p.m.

2. NEW STRATA MANAGER

Eric Labis introduced Tim Reinert to the Strata Council, as Mr. Reinert will be managing the strata going forward on behalf of The Wynford Group. The Strata Council thanked Mr. Labis for his hard work on the strata's behalf.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the March 21, 2019 council meeting as distributed. **CARRIED**

4. **BUSINESS ARISING**

A. 4th Floor Walkway

This work has now been completed. Medirike Contracting has done its best to match the new colour with the existing tile, but unfortunately there is a noticeable difference.

B. Strata Wind Up Discussions

The Strata Council noted that Council met with Cushman & Wakefield, our realtors. As a result, a new Town Hall Meeting will take place on Wednesday, June 12, 2019 at 7:00 p.m. sharp at the Langara Golf Course Clubhouse, with Cushman & Wakefield, in order to update owners on marketing strategy and relevant discussions with the City. A notice will be delivered to all owners.

C. Isolation Valve - Survey

This has now been completed. The strata manager will contact Artisan Plumbing regarding quoting and prioritizing the repairs. When a date has been announced, owners will have the option to have Artisan do work on their behalf.

D. Window Cleaning

Aurora will complete this in late April.

E. Carpet Cleaning & Floor Waxing

Aurora has now completed this.

F. Alarm Buzzers

Three of the suites recently inspected by Elite Fire Protection require adjustments to their sound levels as per the BC building code. The strata manager will arrange this.

G. Owner Response to Water Leak Chargeback

An owner wrote to Council stating their opinion that a chargeback is not their responsibility. Though the Strata Council maintains that this is the owner's responsibility, the owner will be invited to attend the next council meeting to discuss this with Council.

5. **FINANCIAL REPORT (September 30th Year-end)**

A. Operating Statements

The March 2019 operating statements were reviewed by the treasurer and approved.

It was **MOVED** (#204) / **SECONDED** (#412) to approve the March 2019 operating statements, as presented. **CARRIED**

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

It was **MOVED** (#204) / **SECONDED** (#412) to approve the invoice from Artisan Plumbing for \$5,632.35 relating to the replacement of a sump pump, to be expensed as an emergency expense via the Contingency Reserve Fund. **CARRIED**

E. Financial Audit

The treasurer and the council president have signed off on the financial audit year ending September 30, 2018.

6. NEW BUSINESS

A. Caretaker Holidays

Igor has requested vacation time from April 1-9, 2019. The strata manager has informed Council that Platinum Star Building Maintenance will be providing coverage while Igor is away.

B. 3 Year – Dry Sprinkler Flow Test

The strata manager has informed Council that the three-year dry sprinkler flow test is up for renewal. Elite Fire has been issued a purchase order in the amount of \$250.00 plus GST to perform the test. Owners will be advised in advance if they must move their vehicles while the test is being conducted. It will only affect a few of the parking stalls.

C. Roof Leak

The Strata Council reviewed a recent roof leak. This will be repaired as part of upcoming roof repairs. As the total cost of the resulting damage will be under the strata's deductible, the owners involved will be notified that repairing the damage to their units will be their responsibility.

D. Snow Removal

It was **MOVED / SECONDED** to approve paying a neighbouring property \$200.00 as part of recent snow removal expenses. **CARRIED**

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

7. CORRESPONDENCE

1. To #213 (SL 37) re: owner responsibility
2. To #215 (SL 39) re: parking rental
3. From / to #303 re: skylight - cracked
4. To #311 (SL 43) re: plumbing invoice – response
5. To #313 (SL 45) re: owner responsibility
6. To #413 (SL 53) re: owner responsibility

General / Other

1. Letter to Robert Ross re: key deposit – refund

8. **MEETING TERMINATION**

The council meeting was terminated at 7:20 p.m. The next meeting is scheduled for **Thursday, May 30, 2019** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

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Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

VICTORIA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Victoria Day on:

Monday, May 20, 2019

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुदुरी नदवरी विरथा वरवे विमे वेले इस द उलेंबा वरवारि

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, MARCH 21, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Bonnie Elster	Unit #312	Member
	Barry Truter	Unit #205	Member

Strata Manager: Eric Labis The Wynford Group

Regrets: Don Maxwell Unit #306 Privacy Officer

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council vice-president called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the February 21, 2019 council meeting as distributed. **CARRIED**

3. BUSINESS ARISING

A. 4th Floor Walkway

Medirike Contracting is expected to be on site within the next few weeks. There has one small development to the project in order to have the same membrane applied it must be done by a certified

installer approved by Tufdec. There is an option to go with a similar product that would be less expensive. Council has requested a sample to compare the product and the colour before the work commences.

B. Strata Wind Up Discussions

Bonnie presented the following motion to Council.

Motion #1

Motion to move to approve the terms of the listing agreement and authorize two council members to execute the agreement with Cushman Wakefield as the real-estate brokerage firm representing Strata Plan VR 519.

It was **MOVED** (#412) / **SECONDED** (#204) to approve motion #1 as presented by Bonnie Elster. **CARRIED**

C. Isolation Valve - Survey

Owners are reminded that if you have not yet filled out the survey to please do so. Once you have filled out the survey you can give it to Igor the building caretaker or email it to the strata manager.

D. Window Cleaning

Council reviewed two quotes submitted by the strata manager one from Cleantech and the second from Aurora. The quote from Aurora came in considerably cheaper. Council has approved to proceed with Aurora. Owners will be notified in advance as to when the windows will be cleaned.

E. Carpet Cleaning

Council reviewed two quotes submitted by the strata manager one from Cleantech and the second from Aurora. The quote from Aurora came in a bit higher. Council has approved to proceed with Aurora only if they match the price of Cleantech. Owners will be notified in advance as to when the carpets will be cleaned.

4. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The December 2018, January and February 2019 operating statements were reviewed by the treasurer and approved.

It was **MOVED** (#204) / **SECONDED** (#412) to approve the December 2018, January and February 2019 operating statements, as presented. **CARRIED**

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

It was **MOVED** (#204) / **SECONDED** (#412) to approve the invoice from Clark Wilson for legal fees of \$1,136.80 relating to the strata wind up. **CARRIED**

It was **MOVED** (#204) / **SECONDED** (#412) to approve the invoice from Artisan Plumbing for \$5,632.35 relating to the replacement of a sump pump, to be expensed as an emergency expense via the Contingency Reserve Fund. **CARRIED**

E. Financial Audit

The treasurer and the council president have signed off on the financial audit year ending September 30, 2018.

5. NEW BUSINESS

A. Caretaker Holidays

Igor has requested vacation time from April 1-9, 2019. The strata manager has informed Council that Platinum Star Building Maintenance will be providing coverage while Igor is away.

B. Alarm Buzzers

Elite Fire had previously installed buzzers in several units a few years back. The City of Vancouver has informed Elite Fire that 3 of the buzzers did not meet specification. The strata is working with Elite Fire on how this can be resolved with minimal disruption to the three units.

C. Unit #311 – Charge Back

Council received a response back from the unit owner regarding a recent charge back they received to a plumbing call out. The Council has instructed the strata manager to respond accordingly.

D. 3 Year – Dry Sprinkler Flow Test

The strata manager has informed Council that the three-year dry sprinkler flow test is up for renewal. Elite Fire has been issued a purchase order in the amount of \$250.00 plus GST to preform the test. Owners will be advised in advance if they must move their vehicles while the test is being conducted. It will only affect a few of the parking stalls.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. CORRESPONDENCE

1. To #210 re: leak
2. To #210 (SL 34) re: owner responsibility – damaged unit
3. To #212 re: parking rental cancellation
4. From / to #304 re: condensation concern follow-up
5. To #304 (SL 29) re: parking rental
6. To #311 (SL 43) re: owner responsibility
7. To #311 (SL 43) re: charge back

8. From / to #311 (SL 43) re: plumbing invoice
9. To #323 re: garbage disposal reminder
10. To #415 (SL 55) re: chimney inspection

General / Other
None

7. **MEETING TERMINATION**

The council meeting was terminated at 7:20p.m. The next meeting is scheduled for **Thursday, April 18, 2019** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

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WYNFORD OFFICE HOURS & CONTACT INFORMATION

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EASTER WEEKEND OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Easter Weekend on:

Friday, April 19, 2019
Monday, April 22, 2019

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by Council prior to distribution.

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुबुती नसुवती विरथा वरवे विमे वेले इस द उत्तेश वरवर्ष

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, FEBRUARY 21, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Theresa Waterhouse	Unit #413	Vice-president
	David Martin	Unit #315	Secretary
	Bonnie Elster	Unit #312	Member
	Don Maxwell	Unit #306	Privacy Officer

Strata Manager: Eric Labis The Wynford Group

Regrets:	Craig Cooper	Unit #412	President
	Craig Manuel	Unit #204	Treasurer
	Barry Truter	Unit #205	Member

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council vice president called the meeting to order at 6:30 p.m.

2. GUEST SPEAKER – HENRY TOUWSLAGER, TOUWSLAGER ENGINEERING

Henry Touwslager met with Council to review and discuss the reviewed depreciation report. Council has provided their comments and Henry will be make the necessary changes. Once finalized, Henry will submit the final copy.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#315) to approve the minutes of the January 17, 2019 council meetings as distributed. **CARRIED**

4. **BUSINESS ARISING**

A. 4th Floor Walkway

Medirike Contracting will be on site once the weather is suitable to make the repairs to the 4th floor walkway and soffits. They will also be applying caulking to the vents located on the north side of the plaza. The total cost of the repairs will be \$2,780.00 plus GST.

B. Strata Wind Up Discussions

Council has continued to meet on several occasions with regard to the strata wind up. The next owner's information meeting is scheduled for February 23, 2019 at the Langara Golf Course. The purpose of the meeting is Q & A session for owners; it will be moderated by Bonnie Elster. In the event that you are unable to attend, attached to these minutes are the hand outs that will be distributed.

Bonnie presented the following three motions to Council. The first motion is based on feedback from owners who completed surveys after the January 26, 2019 broker presentations. The survey results showed that more owners preferred to list with Cushman and Wakefield than Rennie and Associates.

Motion #1

Motion to move to select Cushman Wakefield as the real-estate brokerage firm to represent Strata Plan VR 519.

Motion #2

Motion to move to select Clark Wilson LLP to advise on behalf of Strata Plan VR 519 as legal counsel for the possible strata wind up.

Motion #3

Motion to hold a Townhall Meeting with the owners of Strata Plan VR 519 with the strata's lawyer from Clark Wilson scheduled to be held on Sunday, March 24, 2019 at 1:00 p.m. at the Langara Golf Course.

It was **MOVED** (#413) / **SECONDED** (#306) to approve the three motions as presented by Bonnie Elster.
CARRIED

C. CRT Application

Council has received confirmation that the dispute has been withdrawn.

D. Annual Chimney Cleaning

Classic Chimney completed the annual chimney inspection and all but one unit was inspected. The unit that did not provide access has since been contacted and arrangements are being made to have the chimney inspected.

E. Revised Depreciation Report - Updated

Once Council has reviewed the draft and discussed the corrections, Henry will make the changes and release the final revised version which will be available to the owners. The revised depreciation report will be made available via the portal or owners could request a copy via the Records Department at a cost of \$0.25/page.

Council has approved the final draft of the revised depreciation report subject to the changes that Council has request.

F. Isolation Valve - Survey

To date only 7 units have responded to the recent survey, Council would like to thank those owners that did take the time to respond. Council has instructed the strata manager to attach the survey to these

minutes, allowing an opportunity for those who did not respond to take a few minutes and respond to the 3 questions. Once you have filled out the survey you can give it to Igor the building caretaker or email to the strata manager.

G. Telus – Optik

No new updates to report.

H. Unit #204 – Windows

Action Glass has been on site to repair the windows and replaced the moulding preventing any further water leaks. The cost of the repairs was \$356.17 including GST.

I. Unit #304 – Window Concerns

The strata manager met with the unit owner on February 8, 2019 to review the concerns with the windows. Upon a walkthrough of the unit it was noted that all window coverings are closed, doors to all rooms are kept closed and there is very little heat on. The condensation issue they are experiencing is a result of a living lifestyle and the strata manager will be forwarding information to the owner on how to remedy the situation.

5. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The approval of the December 2018 and January 2019 operating statement was deferred, as the treasurer was not in attendance.

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no unusual invoices to approve.

6. NEW BUSINESS

A. Landscape - Branch Removal

Bartlett Tree Experts was on site February 2, 2019 to remove a large branch that was hanging and posed a potential hazard. It was removed at a cost of \$636.30 including GST.

B. Landscape - Walkabout

Judy from Piper Landscaping met with one of the council members. The purpose of the meeting was to do a walkthrough of the property to understand what work is being done over the next few months as well as what needs to be done and to address any concerns that Council has or that owners have conveyed to Council. Over all, it was a productive meeting. Council and the landscaper have agreed to have a follow up discussion in the spring.

C. Spring Maintenance

The strata manager discussed spring maintenance with Council. Currently what is going to be scheduled will be exterior window cleaning, carpet cleaning and the stripping and waxing of the hallway floor at the main entrance. The strata manager will obtain quotes, schedule dates and present it to Council at the next meeting.

D. Water Leak Units #311, #211, #210

On February 16, 2019, the owner in unit #210 contacted the Wynford after-hours service to report water leaking from the ceiling. The building caretaker was dispatched and determined that the hot water tank in the unit above was leaking. Artisan Plumbing was dispatched to mitigate the water leak resulting in the replacement of the unit isolation valve to the hot water tank. The cost of the service call was \$521.25 and is being charged back to the unit owner as it is an owner responsibility.

E. Garbage Bins

Council is once again asking owners to be careful when disposing of garbage, recycling and organics. Cross contamination is a growing concern and the City of Vancouver has clamped down on the waste disposal companies who are passing the cross-contamination fees down to the strata. The fees range anywhere from \$50.00 and up per incident. A council member has prepared a notice that is attached to these minutes. **Please detach the instructions from the minutes and keep them in a handy location in your kitchen for quick reference. Please take a moment to read them. Your support is greatly appreciated and will save us some extra costs.**

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

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7. CORRESPONDENCE

1. To #106 (SL 6) re: account arrears
2. From / to #304 re: windows & patio doors - leakage and mould

8. MEETING TERMINATION

The council meeting was terminated at 8:25 p.m. The next meeting is scheduled for **Thursday, March 21, 2019** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

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Monday, April 22, 2019

24-hour emergency service is provided by calling 604-261-0285

Attachment(s): Owner’s Information Meeting – Strata Wind Up Discussion
Isolation Valve Survey
Garbage and Recycling Instructions

These Minutes have been reviewed and edited by Council prior to distribution.

Darren Donnelly - Partner Commercial Real Estate, Clark Wilson LLP

Profile

Every year, well over 20,000 people move to Vancouver, creating a need for spaces in which to live and work. Combined with the geographical constraints of our region, the constant influx creates challenges and opportunities for the industry.

Darren, along with the commercial real estate group he has chaired for many years, is an integral part of helping our clients face challenges and capitalize on opportunities, playing a key role in creating communities.

Darren is a problem solver. This is just one of the advantages he brings from practicing in the same area for 30 years. He has the ability to identify issues and provide strategic recommendations for our clients.

Work Highlights

TELUS Garden Acted for TELUS in 2018 sale of iconic TELUS Garden office and retail complex in downtown Vancouver

Pearson Dogwood Lands \$300+ million sale by Vancouver Coastal Health of 25-acre Pearson Dogwood Lands on Cambie Street at West 57th Avenue, Vancouver
Arrangements for replacement health facilities to be constructed and transferred back in the future

Surrey Central City \$250 million purchase by Blackwood Partners of office tower and shopping centre complex in Surrey Ongoing operations and future redevelopment

Target Canada Purchase of leasehold assets of Zellers stores in British Columbia

Maple Ridge Town Centre Complex unwinding of Public-Private Partnership after BC Court of Appeal ruled arrangement was illegal

UBC Co-Development Projects Creation of Co-Development model for UBC Properties Trust and development of five co-development projects

Westin Resort and Spa, Whistler Development of large strata-titled resort property

Services

Acquisitions and dispositions of income properties
Residential, retail, office, industrial, hotel and mixed-use development

Public-private partnerships
Seniors housing
Strata liquidation for re-development

Conventional, strata and air space subdivision
Contaminated sites

Darren works collaboratively with our clients and develops innovations that recognize their needs, addressing issues from a business perspective in an industry defined by change and growth.

Examples of these innovations include:

Working with clients to implement alternative fee arrangements, where appropriate, as well as utilizing the training and ongoing education that Darren has pursued in the area of legal project management

Designing the legal structure for BC's first campus-of-care-style development-a one part housing, one part healthcare arrangement-which helps seniors stay at home, comfortable and close to loved ones for as long as possible

Developing and implementing a co-development model for UBC Properties Trust, facilitating the creation of on-campus housing ownership opportunities for university faculty and staff

Darren's experience across a broad range of clients allows him to understand each unique business. He provides smart, strategic legal work that brings success to our clients' projects in the communities and markets they serve.

Credentials

Awards & Distinctions

Lexpert, Property Development, since 2010
Best Lawyers in Canada, Real Estate Law, 2016 – 2019

Chambers Canada, Real Estate, 2019

Industry Involvement

Real Estate Legal issues Committee, Urban Development Institute Pacific Region National Association of Industrial and Office Properties
International Council of Shopping Centers, Former Governance Chair (BC)

ESTIMATED TIMELINE* FOR A POTENTIAL WINDUP VR 519 – LANGARA COURT

***DISCLAIMER:** This is a rough timeline that was drafted by our legal counsel. It is intended only as a guide and not as a plan. It is based on our legal counsel's extensive experience in commercial real estate development, knowledge of strata windup matters and relevant facts about our strata property.

This rough timeline is not a plan; it is only a guide and it is for information purposes only. It is intended to give owners an idea of what our strata windup timeline might look like. Other factors, not included here, may intervene and the timeline could change.

- STEP 1.** Strata lists with broker
- STEP 2.** **2 months later**, broker takes the property to market
- STEP 3.** **2 or 3 months later**, offers come in by way of a Letter of Intent
- STEP 4.** (optional) **Within 30 days** after council signs Letter of Intent, a straw poll of the owners is held and confirms 80% in favour; therefore, likely to pass
- STEP 5.** **1 month later**, formal Purchase and Sale agreement signed
- STEP 6.** **30 to 60 days later**, Purchaser completes due diligence and removes subject conditions. Purchaser pays large, **non-refundable** deposit
- STEP 7.** **30 to 60 days later**, VR 519 holds a Special General Meeting (SGM); 80% vote passes
- STEP 8.** **Within 60 days** after the SGM, VR 519 files a petition and affidavits in BC Supreme Court for Court approval of strata windup
- STEP 9.** **Within about 60 days of the Court petition filing**, Court documents are served on all owners and their lenders and formal objections (if any) are filed in Court
- STEP 10.** **In about 2 weeks** (if no objections are filed in court) or possibly, up to 3 or 4 months, a hearing is held in Court
- STEP 11.** Court issues an order confirming strata windup and sale almost immediately, if no objections, or within one to [who knows?] weeks, if the windup is contested

- STEP 12.** 90 days later, “closing” occurs. Money will not be paid out to owners for about 30 days
- STEP 13.** Several months later – typically **3 to 6 months**, owners remain in possession of their units, very often rent free, depending on what is negotiated by the strata
- STEP 14.** When the rent-free period ends, owners usually have option to stay on as tenants at a negotiated rent

Due to recent changes to the *Residential Tenancy Act*, former strata lot owners (now tenants), will be able to stay in their units, renting, until the developer obtains a demolition permit.

How long will it take to obtain a demolition permit?

- a. First the developer will need a Development Permit,
- b. But before that, the developer will need to complete rezoning,
- c. and before that our lawyer has heard from a few sources that the City will require that a Policy Statement be prepared in respect of the whole Langara Estates area (i.e. all 4 stratas).

INTERESTING NOTE: For the Dogwood Pearson site (25 acres located between West 57th and West 59th on Cambie), our lawyer believes that the Policy Statement took about **2 years** of serious effort. Then, rezoning took **another 2 years**, with the first Development Permit was issued **a few months after that**. For the Langara site (all four stratas), it could take longer, as there might be 4 purchasers who will need to work together to drive the process.

There are many variables and possibilities that are NOT mentioned in the above timeline, so please view it as a very rough estimate, useful more for the sequence of events than the precise duration. Having said that, taking all of the above into account, if a strata windup and sale proceed smoothly, it would be reasonable to expect that:

1. Each owner would receive sale proceeds between May and November of 2020 at the earliest.
2. Owners would be able to continue to live in their units, (as tenants paying rent) until 2024 or potentially much later.

IMPORTANT NOTE: This handout is for information purposes only for the owners in VR 519 – Langara Court. It is not intended as legal advice. This handout contains excerpts from the Province of British Columbia Residential Tenancy Branch website. This handout contains excerpts from BC government websites and has been edited for ease of understanding and to address VR 519 – Langara Court potential demolition.

The full text of most of the information contained in this handout below may be found at:

<https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/residential-tenancies/policy-guidelines/gl50.pdf>

as well as several other BC government websites.

The Residential Tenancy Branch issues policy guidelines to help Residential Tenancy Branch staff and the public address issues and resolve disputes under the Residential Tenancy Act and other legislation. The BC Government's policy guideline may be revised and new guidelines issued from time to time.

INFORMATION FROM THE BC RESIDENTIAL TENANCY POLICY GUIDELINE (May 2018)

Ending a Tenancy: Landlord's Use of Property

The Residential Tenancy Policy Guideline describes the requirements for ending a tenancy. There are a wide variety of reasons. One reason to end a tenancy is for the purpose of major construction, in other words, demolition.

The *Residential Tenancy Act* allows a landlord to end a tenancy, if the landlord, in good faith, intends to demolish the rental units.

When ending a tenancy for major construction (demolition), a landlord must have all necessary permits and approvals, required by law, before the landlord can give the tenant notice. In the City of Vancouver, this means the landlord must have, in hand, a demolition permit. A landlord in Vancouver, who intends to demolish a building that has tenants, may not give notice to the tenants before the landlord has a demolition permit. If the tenant disputes the notice, the landlord is expected to provide evidence that the landlord has the required demolition permits.

What is good faith?

Here, good faith means that a landlord is acting honestly and the landlord is doing what they say they are going to do (or are required to do) under legislation or a tenancy agreement. It also means there is no intent to defraud, act dishonestly or avoid obligations under the legislation or a tenancy agreement. Therefore, to end a tenancy, the landlord must honestly intend to demolish the rental units as stated on the written notice.

Ending a Tenancy for Demolition

Notice

As of May 17th, 2018, landlords must give tenants 4 months notice to end a tenancy for **demolition**.

A tenant must receive the Four Month Notice to End a Tenancy:

- (1) at least four months before the effective date of the notice; and
- (2) before the day that the rent is due.

The effective date of the notice is the date that the tenant must move out. For example, if a notice to end a tenancy is given to a tenant on March 15, it would take effect on the last day of July, the effective date.

Compensation

When a landlord ends a tenancy for the purpose of demolition, the landlord must give the tenant the equivalent of one month's rent on or before the effective date of the landlord's notice. One month's rent is the compensation. This is true even if the tenant already paid rent for the last month.

The tenant must continue to pay the rent for all or any part of the time they stay during the 4-month notice period.

If the tenant has already paid the last month's rent and chooses to give 10 days' written notice to leave before the effective date of the notice, the landlord must pay the tenant a pro-rated amount in addition to the required

compensation of one-month's rent. The pro-rated amount is calculated on a daily basis.

To clarify, here are some examples of common situations, (provided by the Residential Tenancy Branch website) in which compensation under a Four Month Notice to End Tenancy may be settled:

1. The tenant receives notice on July 31st, pays rent on August 1st and stays for the full four-month period, withholding November's rent. The compensation is taken as a free final month i.e. November.
2. The tenant receives notice on July 31st, pays rent August 1st and hands the landlord 10 days' written notice on August 1st to leave by August 11th. On or before the effective date of the notice (in this case, November 30th), the landlord pays the tenant compensation equal to one month's rent, plus the balance of the rent the tenant already paid for August (in this case 20 days).
3. The tenant receives notice on July 31st, pays rent August 1st and hands the landlord 10 days' written notice on August 25th to leave by September 4th. In this case, on or before November 30th, the landlord would pay the tenant an amount equal to 26 days' rent, the balance of the compensation owed under the notice.

Move Out Date

A tenant, who does not dispute the four-month notice, must move out on or before 1 p.m. on the effective date of the notice.

A tenant can leave earlier than the effective date in the 4-month notice, by giving the landlord at least 10 days' written notice and paying the rent up to and including, the planned move-out date. Where the tenant has already paid a full month's rent, the landlord must refund the remainder of the rent. In addition, the landlord must pay any remaining amount of the tenant compensation of one month's rent.

**STRATA PLAN VR 519 – LANGARA COURT
NOTICE TO ALL OWNERS
RE: ISOLATION VALVE SURVEY**

The following is a survey regarding the status of your isolation valve. Please take a few minutes and check the isolation valve in your unit and **return this form to Igor – Resident Caretaker or email to property@wynford.com by Friday, March 15, 2019. Please include “VR 519 & Unit #” in the subject line.**

This information is required for Council to accurately plan as discussed at the Annual General Meeting. Isolation valves will be replaced only if there is a problem and at the recommendation of the plumber.

Please note the following and **circle** the appropriate response:

- If you see any water dripping in either the closed or open position:
Yes or No
- While closing or opening the isolation valve water is dripping:
Yes or No
- The isolation valve is stuck in the open or closed position:
Yes or No

**Even if you have already reported problems,
please report them again on this survey!**

Unit #: _____ - _____ Name: _____ Phone #: _____

THE WYNFORD GROUP
Managing Agents for
VR 519, Langara Court

Date: February 22, 2019.

GARBAGE AND RECYCLING INSTRUCTIONS

1. PAPER, NEWSPAPER, CARDBOARD, & CARDBOARD BOXES

PLEASE DO NOT PUT PAPER, NEWSPAPER, CARDBOARD, & CARDBOARD BOXES IN THE REGULAR GARBAGE BINS. THEY MUST BE RECYCLED ONLY IN THE NORTH GARBAGE ROOM IN THE 4 BLUE MIXED PAPER BINS. PLEASE FLATTEN ALL BOXES FIRST.

2. MIXED CONTAINERS (METAL CANS & HARD PLASTIC BOTTLES, AND OTHER HARD PLASTIC CONTAINERS)

PLEASE DO NOT PUT THESE ITEMS IN THE REGULAR GARBAGE BINS. THEY MUST BE RECYCLED ONLY IN OUR MIXED CONTAINER BINS. THERE IS ONE IN EACH OF OUR 2 GARBAGE ROOMS.

3. GLASS BOTTLES & JARS (NO CAPS OR LIDS)

PLEASE DO NOT PUT THESE ITEMS IN THE REGULAR GARBAGE BINS. THEY MUST BE PUT IN ONLY THE ONE BLUE BIN LOCATED ONLY IN THE SOUTH GARBAGE ROOM.

4. ORGANICS

THERE ARE 2 ORGANIC BINS ONLY IN THE SOUTH GARBAGE ROOM. PLEASE DO NOT PUT ANY KIND OF PLASTIC IN THESE BINS (NO PLASTIC BAGS).

5. REGULAR GARBAGE

PLEASE DO NOT PUT HARD PLASTIC & METAL CONTAINERS, PAPER ITEMS, CARDBOARD BOXES, AND ORGANICS IN THESE BINS. ALL REGULAR GARBAGE MUST BE WRAPPED AND SECURED IN PLASTIC BAGS. THERE IS 1 LARGE REGULAR GARBAGE BIN EACH GARBAGE ROOM.

For more information on recycling, please go to:

<https://vancouver.ca/home-property-development/waste-wizard.aspx#!rc-cpage=wizard> material list

Zero Waste Centre

Visit the Vancouver Zero Waste Centre (formerly the Recycling Depot) at 8588 Yukon St, to drop off a wide range of materials for reuse and recycling, free of charge.

Vancouver South Transfer Station

377 West Kent Ave North
Vancouver, V5X 2X1

The Vancouver South Transfer Station is for commercial and residential customers to dispose of garbage, and to drop off select recyclable materials. Fees apply.

or call: **City of Vancouver at "311"**

London Drugs

will accept light bulbs, batteries, clean plastic bread bags, and certain electronics. Please check with them.

ALSO, PLEASE REFER TO ADDITIONAL GARBAGE & RECYCLING INSTRUCTIONS ON THE DOORS OF EACH GARBAGE ROOM (NORTH AND SOUTH).

Dear Owners,

Your attention and cooperation to these rules would be greatly appreciated.

Sincerely, Your Council

February 2019

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुदुर्ग नटवरी विरथा वरवे विमे वेले ईम द्दुलेंबा वरवारि

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, JANUARY 17, 2019, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president / Privacy Officer
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Bonnie Elster	Unit #312	Member
	Barry Truter	Unit #205	Member
	Don Maxwell	Unit #306	Member

Strata Manager: Eric Labis The Wynford Group

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the December 13, 2018 council meetings as distributed. **CARRIED**

3. BUSINESS ARISING

A. 4th Floor Walkway

Michael A. Smith was back on-site January 9, 2019 to reinspect the north side plaza vents. It was determined that the dyer vents are missing caulking on the open ends. Council has instructed the strata manager to get a pricing on having the vent openings on the north side of the plaza caulked. Once caulked repairs will be made to the walkway replacing the decayed wood and closing of the soffit area.

Michael A. Smith inspected the vents at the following units: #215, #310, #311, and #411. The purpose of the inspecting is to ensure that vents are not disconnected. All dryer vents are connected and venting well. The duct in unit #310 contained moisture and #311 has no sealant on the duct in the soffit and the duct tape requires changing.

B. Strata Wind Up Discussions

Council met with the other 3 strata properties on January 8, 2019. The meeting was informative, professional, and quality information was exchanged. All the strata's are in favour of keeping a dialogue going and an open line of communications.

The Strata Council (VR519) met with two more prospective real-estate firms the Rennie Group and Cushman Wakefield. Both firms impressed the Council with their presentation and information they presented. The next step is to have both parties present to the ownership. A notice has been distributed to all owners of the upcoming brokerage presentation scheduled for January 26, 2019 starting at noon at the Langara Golf Course. Council would like to express the importance of attending this meeting.

C. Parkade Water Leak – Investigation

Artisan Plumbing was on site January 5, 2019 and completed the pipe repairs. A section of 15 feet of pipe had to be replaced in the parkade.

D. CRT Application

The strata corporation has received notification that the claimant has submitted a request to withdraw their dispute. Council is waiting for confirmation that the dispute has been withdrawn.

E. Annual Chimney Cleaning

The annual inspection and cleaning of the chimneys is scheduled for January 22, 23, & 24, 2019. Classic Chimney will be on site. This will only affect those units with chimneys. Owners have been notified as to the specific day their unit will be inspected.

F. Annual Fire Inspection & Winterization

Elite Fire completed the deficiencies and inspected those units that were not available on December 20, 2018. There were three units that did not provide access, units #105, #216, #303, during the initial inspection and following inspection.

G. Units #105 & #320 – Drywall Repairs

Murray Fedorchuck has now completed all the drywall repairs in both units. The repairs were required as a result of a roof leak and hose bib repairs.

H. Revised Depreciation Report- Updated

Henry from Touwslager Engineering has informed the strata manager that the draft of the Revised Depreciation Report Update will be ready for the next council meeting scheduled for February 21, 2019. Henry will attend the meeting to address the revised report and answer any questions Council may have.

Once Council has reviewed the draft and is satisfied that there are no corrections, the final draft will be completed and made available to the owners. The revised depreciation report will be made available via the portal or owners could request a copy via the Records Department at a cost of \$0.25/page

I. Isolation Valve - Survey

Owners received a survey delivered to the door regarding the isolation valve in their unit. The survey is to determine how many units are having issues. The plumber will be called in to investigate and provide a cost of repairs. Your participation is requested, if you have no issue or concerns with your isolation please mark no issues on the survey. You can hand the survey back to Igor. A copy has been included with these minutes.

J. Sump Pump #2

Artisan Plumbing was on site January 7, 2019 and completed the repairs to sump pump #2. The invoice is still pending, the estimated cost to repair sump pump #2 is \$2697.00 plus GST.

K. Telus – Optik

The strata manager has informed TELUS that there are concerns with the 10-year commitment required from TELUS. Due to the ongoing discussion relating to the possibility of a strata wind up, the Council wants to be clear that TELUS is aware of the circumstances. TELUS was not able to provide an answer at the time if the contract period can be reduced and that there are no financial obligations to the strata corporation in the event of a strata wind up. The matter has been taken to the next level at TELUS.

4. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The approval of the December 2018 operating statement was deferred, as the treasurer had not received the report at the time of the meeting.

B. Receivables Report

The strata manager reviewed the current owner's arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no unusual invoices to approve.

E. Draft Audit – Year Ending September 20, 2018

It was **MOVED** (#204) / **SECONDED** (#412) to approve draft audit year ending September 30, 2018 by Donald Guthrie. **CARRIED**

5. NEW BUSINESS

A. Landscape Agreement - Renewal

Piper Landscaping Ltd.(Piper Landscape) submitted the renewal agreement for landscaping for 2019. The increase for 2019 is \$36.75 per month, plus GST. Council has agreed to renew the agreement; however, they are requesting a meeting with Piper Landscape. The purpose of the meeting is to conduct a walkthrough of the property and point areas that need to be addressed.

B. Vacuum

Igor the caretaker has requested that a new vacuum be purchased. The current equipment is over 3 years and is no longer performing adequately. Council has reviewed the cost of the two models being recommended. Council has agreed to approve the purchase of the 1500 XP at a cost of \$677.00 plus GST and includes a three year warranty.

C. Security Concerns

Council would like to inform all residents that an individual or individuals gained access to the pool. They left the pool area in a mess, requiring the caretaker to spend considerable time cleaning it up. It was also reported that owner had their vehicle broken into. Council would like to remind residents of the following:

- Stop and wait for the parkade gate to close before proceeding.
- Ensure all entry / exit doors close properly behind you.
- Never let anyone follow you into the building that you do not know. Ask to see their fob or key and do not be offended if someone asks to see yours.

- Never block open an exit door.
- All deliveries should be supervised, and doors should not be left unattended.
- Never leave access keys, fobs, change or valuables in your car.
- Pick up your mail daily. Report mail theft to Canada Post.
- Report any actual break-ins to the police, and then notify the site caretaker and strata manager.

D. Unit #204 – Windows

The unit owner reported that the moulding on a few windows required replacing, as water is leaking through. The strata manger has informed the unit owner that Action Glass is scheduled to be onsite January 21, 2019 to investigate and repair.

E. Unit #304 – Window Concerns

The unit owner reported to the strata manager concerns with their window. They have concerns of condensation and decay. Council has instructed the strata manger to conduct a visual inspection and report the findings back to Council. At which time it will be determined what the next course of action is required.

F. Warranty & Closure Our Manuals – Exterior Building Project

The strata manager presented to Council two binders received from Touwslager Engineering. One binder is the project warranty and the other is the close out documentation binder.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. CORRESPONDENCE

1. To #106, SL #6 re: Account Arrears
2. From / to #212, SL #36 re: Parking Rental Cancellation
3. From / to #307 re: Isolation Valve **x2**
4. To #415, SL #55 re: Request for Renovation Approval – Follow-up – 2nd Letter

General / Other

1. Notice to all Owners / Residents with Wood Burning Fireplaces re: Fireplace 1868- Inspection & Cleaning **x2**

7. **MEETING TERMINATION**

The council meeting was terminated at 8:15 p.m. The next meeting is scheduled for **Thursday, February 21, 2019** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

FAMILY DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Family Day on:

Monday, February 18, 2019

24-hour emergency service is provided by calling 604-261-0285

Attachment(s): Isolation Valve Survey

These Minutes have been reviewed and edited by Council prior to distribution.

STRATA PLAN VR 519 – LANGARA COURT

NOTICE TO ALL OWNERS

RE: ISOLATION VALVE SURVEY

The following is a survey regarding the status of your isolation valve. Please take a few minutes and check the isolation valve in your unit and **return this form to Igor – Resident Caretaker or email to property@wynford.com by Friday, January 31, 2019. Please include “VR 519 & Unit #” in the subject line.**

This information is required for Council to accurately plan as discussed at the Annual General Meeting. Isolation valves will be replaced only if there is a problem and at the recommendation of the plumber.

Please note the following and **circle** the appropriate response:

- If you see any water dripping in either the closed or open position:
Yes or No
- While closing or opening the isolation valve water is dripping:
Yes or No
- The isolation valve is stuck in the open or closed position:
Yes or No

**Even if you have already reported problems,
please report them again on this survey!**

Unit #: _____ - _____ Name: _____ Phone #: _____

THE WYNFORD GROUP
Managing Agents for
VR 519, Langara Court

Date: December 20, 2018

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुबुती नसुवती विरथा वरवे विमे वेले इस द उलेंबा वरवारि

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, DECEMBER 13, 2018, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president / Privacy Officer
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Bonnie Elster	Unit #312	Member
	Barry Truter	Unit #205	Member
Strata Manager:	Eric Labis	The Wynford Group	
Regrets:	Don Maxwell	Unit #306	

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#205) to approve the minutes of the October 18, 2018 and November 22, 2018 council meetings as distributed. **CARRIED**

3. BUSINESS ARISING

A. 4th Floor Walkway

The strata manager has confirmed that Michael A. Smith will be back on site to reinspect the north side plaza vents. The inspection is scheduled to take place on January 9, 2019. Once the report has been received, the strata manager and Council will review the findings along with Henry from Touwslager

Engineering. Based on the findings, they will determine what the next steps are in addressing the 4th floor walkway.

At the same time, Michael A. Smith will also be inspecting the vents at the following units: #215, #310, #311, and #411. The purpose of the inspecting is to ensure that vents are not disconnected. To ensure that there is no moisture / condensation being trapped within the walls.

B. Strata Wind Up Discussions

Council discussed what the next steps should be in the process. A council member presented to Council a list received from the law firm of Clark Wilson prospective realtors that have been involved in the strata wind up process. Council has selected two firms: Macdonald Realty and The Rennie Group. Each group will have an hour to present to Council. Council will review the presentations and then ask one or both to present to the ownership similar to the CBRE presentation. The date of the next information session will be posted throughout the building and on the portal.

C. Parkade Water Leak – Investigation

Artisan Plumbing was on site on November 18, 2018 to investigate the source of the water leak in the parkade. The investigation included the inspection of four units to ensure that the water was not coming from any of these units. It was discovered that there was a hole in the pipe in the parkade. It has been temporarily patched. Artisan Plumbing will be back on site to replace a 22-foot section of the pipe. A date of when the repair is to be completed has not yet been scheduled. Owners will be notified in advance if a water shut down will be required.

PLEASE REGISTER FOR A NEW ACCOUNT

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

To reduce costs Council would like to have the minutes distributed via the portal. Council is asking that any owner who would like to have the minutes distributed electronically to register for a new account. Minutes will continue to be hand delivered to those owners that have not registered.

Should you have any questions about registering, do not hesitate to contact our office at 604-261-0285 or at property@wynford.com.

D. CRT Application

As previously mentioned in the minutes of September 20, 2018. The Strata Council has received a CRT (Civil Resolution Tribunal) claim from a unit owner regarding the recent exterior building project. The Strata Council has submitted a counter claim to the CRT.

E. Annual Chimney Cleaning

The annual inspection and cleaning of the chimneys has been scheduled for January 22, 23 & 24, 2019. Classic Chimney will be on site. This will only affect those units with chimneys. Owners will be notified the first week of January as to the specific day their unit will be inspected.

F. Annual Fire Inspection & Winterization

Elite Fire completed the annual inspection on November 7, 2018. Council has received and reviewed the deficiency list. Elite Fire will be back on site December 20, 2018 to complete the deficiencies and inspect those units that were not available during the initial inspection. There are 8 units that are to be inspected and one emergency light that needs to be changed at a cost of \$993.98 plus GST.

G. South-East Entrance Door – Water Ingress

Medirike Contracting has completed the repairs to help alleviate water from penetrating into the building from the south-east entrance door.

H. Units #105 & #320 – Drywall Repairs

Murray Fedorchuck has been on site making repairs to both units. The repairs are 70% completed and should be finished the week of December 17, 2018. The repairs to unit #105 was a result of the hose bib repairs and unit #320 was due to a roof leak.

I. Revised Depreciation Report

Touwslager Engineering is in the process of completing the revised depreciation report. Expectation is to have the revised draft available to Council for review at the January council meeting. Once Council has reviewed the draft and is satisfied that there are no corrections, the final draft will be completed and made available to the owners. The revised depreciation report will be made available via the portal or owners could request a copy via the Records Department at a cost of \$0.25/page.

4. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The September, October and November 2018 operating statements were reviewed and approved by the treasurer.

B. Receivables Report

The strata manager reviewed the current owner arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

There were no unusual invoices to approve.

5. NEW BUSINESS

A. Landscaping – Pest Management

Council reviewed a proposal from Bartlett Tree Experts providing pest management of the foliage to help suppress leaf spot fungi and anthracnose, plus, the treatment to control caterpillars, and the treatment to suppress fire blight. After a lengthy discussion, Council opted to not proceed with the treatment. It was felt with the ongoing discussions regarding the possibility of a strata wind up that the current expenditure is not a priority.

B. CHOA – Membership Renewal

The membership renewal for the strata's participation for the upcoming year is due. Council has opted not to renew its participation in CHOA. It is felt that a majority of the information is available through its website. Plus, with the addition of Bonnie Elster a retired strata lawyer to Council, her expertise and contacts will be a huge asset.

C. Irrigation System – Contract Renewal

Paraspace has been servicing the irrigation system for the last number of years. In reviewing their proposal for 2019, they are asking for an increase of 85%. The explanation for the increase is unacceptable and the strata manager presented two additional quotes for review at the time of the meeting. The first was from Harris Irrigation at a cost of \$150.00 for start up and \$200.00 plus GST for winterization. The second quote was from University Sprinklers, \$135.00 for start up and \$235.00 plus

GST for winterization. Compared to Paraspace who quoted \$926.00 plus GST. Council approved to proceed with Harris Irrigation. They are currently working with one of the neighbouring properties. Plus, the strata's landscaper also recommended Harris Irrigation.

D. Unit #307 – Isolation Valve

Council received a request from an owner to have their isolation valve inspected with raising concerns that it was leaked in the past. Council has instructed the strata manager to have the plumber inspect the isolation valve and based upon their report will act accordingly. At the same time, a survey is going to be distributed to all owners asking if they would like to have their isolation valve inspected. Based on the plumber's recommendation, Council will present to the owners a revised proposal to replace the isolation valves.

Note: Please see the attached survey at the end of these minutes. Owners are asked to take a moment to respond and return it by January 11, 2019.

E. Unit #301 – Cracked Front Door

The unit owner reported to the strata manager that the front door of their unit sustained a crack mid-way up the door. Medirike Contracting was on site November 22, 2018 to repair the door.

F. Pool – Light Fixture

The light fixture in the pool was no longer functioning properly as reported by Igor the caretaker. Medirike Contracting was on site November 22, 2018 and replaced the light fixture.

G. Unit #317 – Patio Door

At the Annual General Meeting, the unit owner indicated that they were having an issue with their patio door. The caretaker has been contacted to investigate. Action Glass has been contacted to repair the patio door.

H. Lamp Post – Electrical Outlet

The caretaker reported to the strata manager that when he was putting up the Christmas lights that the electrical outlet was not functioning. Consolidated Electrical was dispatched and has since repaired the electrical outlet.

I. Strata Insurance – Renewal

The strata manager presented to Council the insurance renewal for 2019. Council reviewed the policy and has agreed to renewing the strata's insurance with Hub International at a cost of \$33,746.00. Plus, the caretaker unit in the amount of \$340.00. The renewal is to be paid via a temporary loan through the Contingency Reserve Fund.

It was **MOVED** (#413) / **SECONDED** (#204) to approve the renewal of the strata's insurance in the amount of \$34,086.00 with Hub International and is to be paid via a temporary loan through the Contingency Reserve Fund. **CARRIED**

J. Sump Pump #2

On November 8, 2018, the caretaker discovered the alarm to sump #2 was going off. Artisan Plumbing was called in to investigate. Upon further investigation, Artisan Plumbing found an electrical problem as well, sump pump #2 was defective and a portion of the discharge pipes require replacement. Artisan Plumbing has installed a temporary sump until the new sump pump and pipes can be replaced. The cost to replace the sump pump and pipes is \$2,697.00 plus GST.

It was **MOVED** (#413) / **SECONDED** (#312) to approve replacing the sump pump #2 and a portion of the discharge pipes by Artisan Plumbing at a cost of \$ 2,697.00 plus GST. **CARRIED**

K. Telus – Optik

Council has discussed and approved to have the strata manager look into having Telus provide Optik services to the building. Council will agree so as long as their contractual obligations and costs to be incurred by the strata corporation.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. CORRESPONDENCE

1. From / To #207, SL # 15 re: AGM
2. From / To #209, SL #33 re: plumbing bill – request for reimbursement
3. From / To #209, SL #33 re: request for reimbursement – Council response
4. From / To #215, SL #39 re: parkade leak investigation
5. To #303, SL #30 re: account arrears

General / Other

1. Notice to all residents re: hose bibs & water shut offs – November 1, 2018
2. Notice to all residents re: annual fire inspection – mandatory access
3. Notice to all owners re: information session – November 17, 2018
4. Notice to all owners re: AGM reminder

7. MEETING TERMINATION

The council meeting was terminated at 8:35 p.m. The next meeting is scheduled for **Thursday, January 17, 2019** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

HOLIDAY SEASON OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed over the holidays on:

Monday, December 31, 2018 – closed at 2:00 p.m.

Tuesday, January 1, 2019 – closed

24-hour emergency service is provided by calling 604-261-0285

Attachment(s): Isolation Valve Survey

These Minutes have been reviewed and edited by Council prior to distribution.

(T:\Properties-Day-to-Day\VR 519\Meetings\2018\Meetings-Council Mtgs\Minutes.12-13-2018.519.docx) tc

STRATA PLAN VR 519 – LANGARA COURT

NOTICE TO ALL OWNERS

RE: ISOLATION VALVE SURVEY

The following is a survey regarding the status of your isolation valve. Please take a few minutes and check the isolation valve in your unit and **return this form to Igor – Resident Caretaker or email to property@wynford.com by Friday, January 11, 2019. Please include “VR 519 & Unit #” in the subject line.**

This information is required for Council to accurately plan as discussed at the Annual General Meeting. Isolation valves will be replaced only if there is a problem and at the recommendation of the plumber.

Please note the following and **circle** the appropriate response:

- If you see any water dripping in either the closed or open position:
Yes or No
- While closing or opening the isolation valve water is dripping:
Yes or No
- The isolation valve is stuck in the open or closed position:
Yes or No

**Even if you have already reported problems,
please report them again on this survey!**

Unit #: _____ - _____ Name: _____ Phone #: _____

THE WYNFORD GROUP
Managing Agents for
VR 519, Langara Court

Date: December 20, 2018

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुधी जातवानी विरय वरवे विमे वेले रिम चा उल्लेख वरवर्च

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 519 – LANGARA COURT, HELD ON THURSDAY, NOVEMBER 22, 2018, AT 7:00 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, B.C.

In Attendance: 31 strata lots represented in person.
6 strata lots represented by proxy.
37 strata lots represented in total.

Strata Manager: Eric Labis The Wynford Group

1. CERTIFICATION OF PROXIES

The strata manager advised that the proxies were certified to be correct, a quorum was established, and that the meeting was duly constituted to proceed.

2. CALL TO ORDER

The Annual General Meeting was called to order at 7:00 p.m. by Strata Manager Eric Labis.

3. ELECTION OF CHAIRPERSON

An election of a chairperson for the meeting was not necessary as the council president was in attendance.

4. FILING OF PROOF OF NOTICE OF MEETING

The strata manager confirmed that the Notice of the Annual General Meeting was mailed to all Owners of record on or before November 1, 2018, as required by the *Strata Property Act*.

5. APPROVAL OF AGENDA

It was **MOVED / SECONDED** (#108 / #412) to approve the agenda, as presented. **CARRIED (all in favour)**

6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** (#412 / #203) to approve the minutes of the Annual General Meeting held on November 16, 2017, as previously circulated. **CARRIED (all in favour)**

7. COUNCIL REPORTS

The council president highlighted the activities of the past year:

- Completion of the exterior building remediation of windows, balconies and building envelope, project came in \$29,000 over budget.
- Council will hold off until late 2019 to discuss Phase 3 and present to Owners a plan at the next Annual General Meeting.

- Revised Depreciation Report is in the process of being completed. The draft is expected the beginning of January 2019.
- Pool privileges were extended to Langara 1 during construction of their facility. To date only 3 owners have used the facility.
- Strata Wind-up: Council remains committed to ensuring that the flow of information and dialogue continues to be passed down to all owners.
- The Strata Corporation became the respondent in a CRT (Civil Rights Tribunal) claim. As the process progresses, owners will be kept apprised of the matter via the minutes.
- Launch of the strata portal – As of September 2018, Council has opted to go paperless **wherever** possible. All minutes, notices and other relevant information **are** now available on the portal for Langara Court. If you have not signed up for the portal, please do so. Please visit portal.wynford.com and click on the **register** button to register. If you still wish to receive a hard copy, please contact the strata manager.

8. **REPORT ON INSURANCE**

The insurance declaration of the strata corporation was attached to the Notice of the Annual General Meeting for information purposes. A brief report was given with respect to the insurance policy reviewing the limits and deductibles. The property is currently insured to a value of \$14,000,000.00. The insurance deductibles are as follows:

All Risks	\$ 1,000.00
Water Damage	\$ 10,000.00
Sewer Backup	\$ 10,000.00
Flood Damage	\$ 10,000.00
Earthquake Damage	5%

Owners should be aware that these deductibles may be covered by their homeowner insurance policies. Please inform your personal insurer of these deductibles and have your policy adjusted to cover these amounts.

The strata corporation's insurance does not cover contents, upgrades (betterments and improvements), loss of rental income, or relocation to other living accommodations during repairs that may have be required as a result of an insurance claim. All owners are reminded of the importance of carrying homeowner insurance for damage to personal property. If you rent out your unit, please ensure your tenant has insurance. You are also encouraged to ensure you have betterments or tenants' improvements insurance if you have carried out any upgrades or betterments to your Strata Lot.

Earthquake: The earthquake coverage deductible is 5% of the total value of the building. Currently the building is valued at \$14,000,000.00 and in case of damage caused by an earthquake, the strata corporation would have to pay the first \$700,000.00 of repairs. This would be assessed to owners by way of unit entitlement. Coverage for this is relatively inexpensive on your homeowner insurance.

Water: Currently, the strata corporation will charge any owner deemed responsible for a damage claim up to the insurance policy deductible. That means, for example, should a dishwasher or bathtub overflow in your unit, all costs will be charged to you for up to the water damage deductible of \$10,000.00.

Please retain a copy of the insurance declaration provided in the Notice of the Annual General Meeting as your homeowner insurance representative will ask you for a copy when you renew your homeowner insurance.

9. **APPROVAL OF MAJORITY VOTE RESOLUTION #1 – OPERATING FUND SURPLUS**

It was **MOVED / SECONDED** (#108 / #413) to approve majority vote resolution #1.

***WHEREAS** the Owners, Strata Plan VR 519, Langara Court, have an estimated Operating Fund surplus of \$7,254 for the fiscal year ending September 30, 2018;*

***BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Strata Plan VR 519, Langara Court (the “Strata Corporation”), that the actual Operating Fund surplus be transferred to the Contingency Reserve Fund.*

After a general discussion, the question was called. **CARRIED (36 in favour, 0 opposed, 1 abstention)**

10. **APPROVAL OF THE 2018-2019 OPERATING BUDGET (SEPTEMBER 30, 2019 YEAR-END)**

It was **MOVED / SECONDED** (#413 / #412) to approve the Operating Budget for 2018-2019.

After a general discussion, the question was called. **CARRIED (all in favour)**

11. **APPROVAL OF 3/4 VOTE RESOLUTIONS #1 – #5**

3/4 VOTE RESOLUTION #1 – BYLAW AMENDMENT – SHORT TERM RENTAL

It was **MOVED / SECONDED** (#414 / #413) to approve 3/4 vote resolution #1.

***WHEREAS** the Owners, Strata Plan VR 519, Langara Court, 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 VR 519, Langara Court, wish to amend the bylaws of their strata corporation;*

***BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Strata Plan VR 519, Langara Court (“the Strata Corporation”), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

Bylaw #4.7 currently reads:

- 4.7 (a) A resident must not use a strata lot, common property or common assets in a way that is including, but not limited to, the following:
- (i) a rental of less than 30 days,
 - (ii) hotel or hotel-like accommodation,
 - (iii) boarding house,
 - (iv) house “letting”,
 - (v) bed and breakfast, or
 - (vi) other short-term accommodations, including granting of a license to use a strata lot for short term stays.
- (b) In addition, a resident must not enter or permit anyone else to enter into an agreement to license the use of a residential strata lot for the purpose of providing any short-term accommodation or temporary residence.

By adding bylaw #4.7 (c) to read as follows:

- 4.7 (c) **VACATION, TRAVEL OR TEMPORARY ACCOMMODATION (“VTTA”) – Bylaw prohibiting VTTAs and imposing \$1000 fines**
- (i) ***In this section, VACATION, TRAVEL OR TEMPORARY ACCOMMODATION (“VTTA”) is defined as a rental shorter than the minimum rental period required by these bylaws or by municipal bylaw, or that is not a residential tenancy as described in the Residential Tenancy Act, or is a form of tenancy that does not comply with that Act, or is a mere licence of property use only, or is in breach of the City of Vancouver Short Term Rental Accommodation Bylaw.***
 - (ii) ***VTTAs are prohibited in the Strata Corporation.***
 - (iii) ***Pursuant to s. 7.1 Strata Property Act Regulations, coming into force November 30, 2018 (OIC 418-2018) the Strata Corporation, on sufficient evidence that a VTTA has occurred, considered on a balance of probabilities, may fine the responsible strata lot owner, \$1,000 for every contravention of this bylaw. Infractions may occur more often than once every 24 hours, and every person found illegally to be residing in a Strata Lot will be considered an individual contravention of this bylaw and subject to the \$1,000 fine for each contravention.***
 - (iv) ***Council may commence legal proceedings to collect fines levied for contraventions of this bylaw.***
 - (v) ***The Strata Corporation may claim the costs of remedying contraventions of this bylaw pursuant to s. 133 SPA.***

Following discussion, the vote was called to question on 3/4 vote resolution #1, as presented. **CARRIED (all in favour)**

3/4 VOTE RESOLUTION #2 – BYLAW AMENDMENT – SMOKING

It was **MOVED / SECONDED** (#108 / #205) to approve 3/4 vote resolution #2.

WHEREAS the Owners, Strata Plan VR 519, Langara Court, 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 VR 519, Langara Court, wish to amend the bylaws of their strata corporation;

BE IT THEREFORE RESOLVED as a 3/4 vote resolution of the Owners, Strata Plan VR 519, Langara Court (“the Strata Corporation”), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:

By deleting Bylaw #47.1 which currently reads and re-numbering bylaws 47.2 to 47.18 accordingly:

47.1 Smoking: A resident or visitor must not smoke on common property or on land that is a common asset.

And add bylaw #4.8 to read as follows:

Use of Property

- 4.8 (a) *For the purpose of this bylaw, “smoke” or “smoking” includes but is not limited to inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, marijuana or other substance and including hookah pipes, e-cigarettes / vapour smoking or other lighted smoking equipment that burns tobacco or other substances, as well as e-cigarettes or similar devices.*
- (b) *An owner, resident or visitor must not smoke anywhere on common property including but not limited to all exterior grounds and gardens, balconies and patios, parking areas, lobbies, hallways, elevators and pool.*

Following discussion, the vote was called to question on 3/4 vote resolution #2, as presented. **CARRIED (all in favour)**

3/4 VOTE RESOLUTION #3 – BYLAW AMENDMENT – SMOKING

It was **MOVED / SECONDED** (#413 / #412) to approve 3/4 vote resolution #3.

WHEREAS the Owners, Strata Plan VR 519, Langara Court, 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 VR 519, Langara Court, wish to amend the bylaws of their strata corporation;

BE IT THEREFORE RESOLVED as a 3/4 vote resolution of the Owners, Strata Plan VR 519, Langara Court (“the Strata Corporation”), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:

By adding bylaw #4.8 (c) to read as follows:

- 4.8 (c) *An owner, resident or visitor must not smoke anywhere within their strata lot.*

Following discussion, the vote was called to question on 3/4 vote resolution #3, as presented. **CARRIED (29 in favour, 8 opposed, 0 abstentions)**

3/4 VOTE RESOLUTION #4 – BYLAW AMENDMENT – MARIJUANA

It was **MOVED / SECONDED** (#412 / #413) to approve 3/4 vote resolution #4.

WHEREAS the Owners, Strata Plan VR 519, Langara Court, 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 VR 519, Langara Court, wish to amend the bylaws of their strata corporation;

BE IT THEREFORE RESOLVED as a 3/4 vote resolution of the Owners, Strata Plan VR 519, Langara Court (“the Strata Corporation”), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:

By adding bylaw #4.9 to read as follows:

- 4.9 *An owner, tenant, occupant or visitor must not use or permit any part of a strata lot to be used as a site for growing, manufacturing / production, dispensing, selling or distributing marijuana / cannabis, marijuana / cannabis derived products, marijuana related products and accessories, and/or any controlled substances (whether licensed or otherwise).*

Following discussion, the vote was called to question on 3/4 vote resolution #4, as presented. **CARRIED (all in favour)**

3/4 VOTE RESOLUTION #5 – CONTINGENCY RESERVE FUND EXPENSE – ISOLATION VALVE REPLACEMENT

It was **MOVED / SECONDED** (#308 / #305) to approve 3/4 vote resolution #5.

***PREAMBLE:** As the building continues to age, there are concerns that it is not possible to shut off the water to individual units for renovations or when repairs are being done. This would then result in an emergency water shut off for the entire building. The new lever type isolation valve allows for easier opening and closing and will not seize in one position or another.*

***WHEREAS** the Owners, Strata Plan VR 519, Langara Court, wish to upgrade and replace the original isolation valve with a lever type isolation in those units that currently have the original isolation valve or one in need of repairs;*

***BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Strata Plan VR 519, Langara Court (“the Strata Corporation”), that a sum of money not exceeding \$50,000.00 (including tax and all related expenses), be spent for the purpose of upgrading / replacing the original isolation valve inside the individual strata lots that currently have the original isolation valves, such expenditure to be charged against the Contingency Reserve Fund.*

Following discussion, the vote was called to question on 3/4 vote resolution #5, as presented. **DEFEATED (19 in favour, 16 opposed, 2 abstentions)**

12. NEW BUSINESS

- The matter of security was brought up
- The using of the garage gate by owners instead of the door was raised
- Tree trimming, the quality of the work being performed
- Garbage recycling (proper disposal of garbage, recycling, and organics) was raised as it is an ongoing concern.

13. ELECTION OF THE 2018–2019 STRATA COUNCIL

As per the *Strata Property Act*, the entire Strata Council vacated office. The following owners accepted nominations for election to the 2018-2019 Strata Council:

Barry Truter	#205	Don Maxwell	#306	Bonnie Elster	#312
Theresa Waterhouse	#413	Craig Manuel	#204	Dave Martin	#315
Craig Cooper	#412				

There being no further nominations, the nominations were declared closed.

It was then **MOVED / SECONDED** (#303 / #414) to elect the owners by secret ballot to Council for the 2018-2019 term of office. **CARRIED (all in favour)**

It was then **MOVED / SECONDED** (#307/ #203) to destroy the ballots. **CARRIED (all in favour)**

14. MEETING TERMINATION

There being no further business, it was **MOVED / SECONDED** (#313 / #414) that the Annual General Meeting be terminated at 9:00 p.m. **CARRIED (all in favour)**

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

HOLIDAY SEASON OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed over the holidays on:

Friday, December 14, 2018 – closed at 12:00 p.m. (noon)
Monday, December 24, 2018 – closed
Tuesday, December 25, 2018 – closed
Wednesday, December 26, 2018 – closed
Monday, December 31, 2018 – closed at 2:00 p.m.
Tuesday, January 1, 2019 – closed

24-hour emergency service is provided by calling 604-261-0285

Attachments: 2018-2019 Operating Budget
2018-2019 Assessment Schedule

**Strata Plan VR 519 - Langara Court
Final 2018-2019 Operating Budget
September 30th Year-end**

				30-Nov-18
GL Code	Description	Actual to Sept 30, 2018	2017-2018 Budget	Approved 2018-2019 Budget
400000	REVENUES			
405000	Strata Fees	290,749.08	290,750	305,250
415000	Bylaw Fines/Late Fines	300.00		
422500	Interest Income - Operating	870.70	550	550
428500	Move-in/Move-out Charges	-	400	-
431500	Lounge Rental	20.00	-	-
432500	Caretaker's Suite	7,800.00	7,800	7,800
439600	Parking Revenues	1,500.00	1,250	1,250
440600	Door Openers - Transmitters	135.00	-	-
499900	TOTAL REVENUES	301,374.78	300,750	314,850
500000	OPERATING EXPENSES			
510000	ADMINISTRATIVE EXPENSES			
511000	Management Fees	20,941.20	20,941	21,672
511600	Bank Administration Fee	756.00	780	780
512000	Audit / Review	2,900.04	2,900	2,900
513000	Duplication/Postage/Courier	1,895.87	2,000	2,000
513200	Legal	-	500	500
513600	Audit - <i>Real Estate Services Act</i>	92.54	145	145
514200	Insurance Expense	30,829.00	30,775	34,150
514800	Insurance Evaluation/Appraisal	813.75	825	-
514900	Dues & Subscriptions	308.00	400	400
517600	Wages - Caretakers	54,019.75	54,000	54,000
523800	Caretaker Suite Strata Fees	4,301.04	4,301	4,516
526400	Meetings & Miscellaneous	1,574.09	1,000	1,500
529900	TOTAL ADMINISTRATIVE EXPENSES	118,431.28	118,567	122,563
530000	UTILITIES			
531100	BC Hydro / Electricity	28,120.09	34,000	32,889
535100	Water / Sewer	20,255.76	24,500	21,500
535500	Garbage Disposal	6,219.68	6,000	6,300
537500	Enterphone	817.76	500	900
537600	Telephone	2,600.00	2,400	2,400
539900	TOTAL UTILITIES	58,013.29	67,400	63,989
540000	BUILDING MAINTENANCE			
541400	Supplies	1,316.89	1,200	1,200
541700	Supplies - Cleaning	1,975.80	1,500	1,500
542000	Pest Control	2,400.30	2,100	2,300
543500	Elevator Maintenance	4,201.05	3,900	4,400
544700	Light Bulbs	1,524.54	1,000	1,250
545000	Plumbing	4,138.45	4,000	4,000
547400	Mechanical & Generator	2,007.14	4,500	4,500
549800	Fire Equipment	5,708.47	3,500	4,000

Budget

Strata Plan VR 519 - Langara Court

Final 2018-2019 Operating Budget

September 30th Year-end

				30-Nov-18
GL Code	Description	Actual to Sept 30, 2018	2017-2018 Budget	Approved 2018-2019 Budget
550100	General Interior Repairs	1,014.50	5,000	2,500
550700	Electrical Repairs	2,351.42	1,000	1,000
551900	Dryer Vent Cleaning	2,241.75	2,700	2,700
553700	Carpet Cleaning	-	1,200	1,200
556700	Repairs & Maintenance, Building	17,019.81	10,350	16,015
559900	TOTAL BUILDING MAINTENANCE	45,900.12	41,950	46,565
560000	EXTERIOR MAINTENANCE & REPAIRS			
560700	Roof Repairs & Maintenance	20,209.21	17,000	24,000
561700	Gutters, Drains & Sewers	2,415.00	4,000	4,000
562700	Window Cleaning	4,252.50	2,000	2,400
563300	Garage Door	-	-	1,500
569900	TOTAL EXTERIOR MAINTENANCE & REPAIRS	26,876.71	23,000	31,900
570000	GROUNDS & GARDENS			
571000	Landscaping Services	14,269.50	15,500	15,500
571400	Landscape Improvements	3,994.59	5,000	5,000
579900	TOTAL GROUNDS & GARDENS	18,264.09	20,500	20,500
580000	RECREATION CENTRE			
582200	Pool Maintenance	1,241.51	2,683	2,683
582500	Recreation Centre - Gas	6,563.31	7,500	7,500
584400	Chemicals	830.78	1,150	1,150
589900	TOTAL RECREATION CENTRE	8,635.60	11,333	11,333
599900	TOTAL OPERATING EXPENSES	276,121.09	282,750	296,850
600000	BALANCE BEFORE RESERVES & OTHER TRANSFERS	25,253.69	18,000	18,000
700000	TRANSFER TO RESERVES			
700100	Contingency Reserve Fund	18,000.00	18,000	18,000
705000	TOTAL TRANSFER TO RESERVES	18,000.00	18,000	18,000
800000	NET OPERATING SURPLUS (DEFICIT)	7,253.69	-	-

**STRATA PLAN VR 519 - LANGARA COURT
APPROVED 2018-2019 MONTHLY STRATA FEES CRF CONTRIBUTIONS**

Annual Operating Contributions	\$287,250.00	Total Aggregate	<u>1,000,000</u>
Annual CRF Contributions	<u>18,000.00</u>		
Total Annual Strata Fees	<u><u>\$305,250.00</u></u>		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	2018-2019 Monthly Operating Contribution	2018-2019 Monthly CRF Contribution	2018-2019 Total Monthly Strata Fees	One-time Adjustment for Oct, Nov & Dec 2018
1	101	15,760	0.0157600	\$377.25	\$23.64	\$400.89	\$57.12
2	102	14,590	0.0145900	349.25	21.89	371.13	52.89
3	103	14,576	0.0145760	348.92	21.86	370.78	52.86
4	104	14,244	0.0142440	340.96	21.37	362.33	51.63
5	105	14,244	0.0142440	340.96	21.37	362.33	51.63
6	106	14,576	0.0145760	348.92	21.86	370.78	52.86
7	107	14,590	0.0145900	349.25	21.89	371.13	52.89
8	108	15,760	0.0157600	377.25	23.64	400.89	57.12
9	201	15,919	0.0159190	381.06	23.88	404.94	57.72
10	202	14,605	0.0146050	349.60	21.91	371.51	52.92
11	203	14,605	0.0146050	349.60	21.91	371.51	52.92
12	204	14,374	0.0143740	344.08	21.56	365.64	52.11
13	205	14,273	0.0142730	341.66	21.41	363.07	51.75
14	206	14,605	0.0146050	349.60	21.91	371.51	52.92
15	207	14,605	0.0146050	349.60	21.91	371.51	52.92
16	208	15,919	0.0159190	381.06	23.88	404.94	57.72
33	209	19,690	0.0196900	471.33	29.54	500.86	71.37
34	210	21,380	0.0213800	511.78	32.07	543.85	77.49
35	211	14,793	0.0147930	354.11	22.19	376.30	53.64
36	212	21,048	0.0210480	503.84	31.57	535.41	76.29
37	213	18,072	0.0180720	432.60	27.11	459.71	65.52
38	214	18,072	0.0180720	432.60	27.11	459.71	65.52
39	215	18,072	0.0180720	432.60	27.11	459.71	65.52
40	216	20,022	0.0200220	479.28	30.03	509.31	72.57
32	301	20,759	0.0207590	496.92	31.14	528.06	75.27
31	302	17,624	0.0176240	421.87	26.44	448.31	63.90
30	303	17,624	0.0176240	421.87	26.44	448.31	63.90
29	304	20,528	0.0205280	491.39	30.79	522.18	74.40
28	305	20,528	0.0205280	491.39	30.79	522.18	74.40
27	306	17,624	0.0176240	421.87	26.44	448.31	63.90
26	307	17,624	0.0176240	421.87	26.44	448.31	63.90
25	308	20,759	0.0207590	496.92	31.14	528.06	75.27
41	309	20,080	0.0200800	480.66	30.12	510.78	72.78
42	310	18,245	0.0182450	436.74	27.37	464.11	66.15
43	311	18,260	0.0182600	437.10	27.39	464.49	66.21
44	312	21,941	0.0219410	525.21	32.91	558.12	79.53
45	313	18,274	0.0182740	437.43	27.41	464.84	66.24
46	314	18,274	0.0182740	437.43	27.41	464.84	66.24
47	315	18,274	0.0182740	437.43	27.41	464.84	66.24
48	316	20,398	0.0203980	488.27	30.60	518.87	73.92
24	317	21,725	0.0217250	520.04	32.59	552.63	78.75
23	318	17,624	0.0176240	421.87	26.44	448.31	63.90
22	319	17,624	0.0176240	421.87	26.44	448.31	63.90
21	320	20,528	0.0205280	491.39	30.79	522.18	74.40
20	321	20,528	0.0205280	491.39	30.79	522.18	74.40
19	322	17,624	0.0176240	421.87	26.44	448.31	63.90
18	323	17,624	0.0176240	421.87	26.44	448.31	63.90

**STRATA PLAN VR 519 - LANGARA COURT
APPROVED 2018-2019 MONTHLY STRATA FEES CRF CONTRIBUTIONS**

Annual Operating Contributions	\$287,250.00	Total Aggregate	<u>1,000,000</u>
Annual CRF Contributions	<u>18,000.00</u>		
Total Annual Strata Fees	<u><u>\$305,250.00</u></u>		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	2018-2019 Monthly Operating Contribution	2018-2019 Monthly CRF Contribution	2018-2019 Total Monthly Strata Fees	One-time Adjustment for Oct, Nov & Dec 2018
17	324	21,768	0.0217680	521.07	32.65	553.72	78.90
49	409	20,036	0.0200360	479.62	30.05	509.67	72.63
50	410	18,245	0.0182450	436.74	27.37	464.11	66.15
51	411	18,288	0.0182880	437.77	27.43	465.20	66.30
52	412	20,080	0.0200800	480.66	30.12	510.78	72.78
53	413	18,274	0.0182740	437.43	27.41	464.84	66.24
54	414	18,274	0.0182740	437.43	27.41	464.84	66.24
55	415	18,274	0.0182740	437.43	27.41	464.84	66.24
56	416	18,274	0.0182740	437.43	27.41	464.84	66.24
		<u>1,000,000</u>	<u>100%</u>	<u>\$23,937.43</u>	<u>\$1,500.00</u>	<u>\$25,437.43</u>	<u>\$3,625.02</u>

Yearly (x12)	<u>\$287,249.16</u>	<u>\$18,000.00</u>	<u>\$305,249.16</u>
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IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, NOVEMBER 22, 2018, AT 9:05 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance: Craig Cooper Unit #412
Theresa Waterhouse Unit #413
David Martin Unit #315
Don Maxwell Unit #306
Barry Truter Unit #205
Bonnie Elster Unit #312

Strata Manager: Eric Labis The Wynford Group

Regrets: Craig Manuel Unit #204

1. CALL TO ORDER

The meeting was called to order at 9:05 p.m.

2. NEW BUSINESS

A brief meeting was held after the Annual General Meeting to elect the officers and set a date for the first council meeting.

A. Election of Officers

After a brief discussion, the following members accepted nominations and were elected to Office for the 2018-2019 term:

Craig Cooper	President
Theresa Waterhouse	Vice President
Craig Manuel	Treasurer
David Martin	Secretary
Don Maxwell	Privacy

3. MEETING TERMINATION

The meeting was terminated at 9:15 p.m.

The next council meeting is scheduled for **Thursday, December 13, 2018** at 7:00 p.m. in the Garden Room.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours: Monday to Friday (except for statutory holidays)
9:00 am to 5:00 pm

General Office: p: 604 261 0285 f: 604 261 9279 e: property@wynford.com

Website: wynford.com

Accounts Receivable: p: 604 261 0285 press "3" e: ar@wynford.com

After-hour Emergencies: p: 604 261 0285 press "1" – for emergencies only outside of office hours

HOLIDAY SEASON OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed over the holidays on:

Friday, December 14, 2018 – closed at 12:00 p.m. (noon)
Monday, December 24, 2018 – closed
Tuesday, December 25, 2018 – closed
Wednesday, December 26, 2018 – closed
Monday, December 31, 2018 – closed at 2:00 p.m.
Tuesday, January 1, 2019 – closed

24-hour emergency service is provided by calling 604-261-0285

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, OCTOBER 18, 2018, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president, Privacy Officer
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member
Strata Manager:	Eric Labis	The Wynford Group	
Regrets:	Craig Manuel	Unit #204	Treasurer
	Allan Harrison	Unit #414	Member
	Mark Elster	Unit #312	Member

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. GUESTS ATTENDING

The owners from units #307 and #312 were in attendance. They were interested in expressing their feedback with regards to the recent presentation by CBRE. Unit #312 also shared with Council their understanding and knowledge of the process. Council found the discussion to be very informative. It was suggested that a meeting of just the owners of Langara Court be held allowing for all owners to have the opportunity to openly discuss, share their thoughts, concerns and suggestions. Council thanked both owners for their input and would be informing all owners as to the date of the meeting.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED** (#413) / **SECONDED** (#412) to approve the minutes of the September 20, 2018 council meeting as distributed. **CARRIED**

4. **BUSINESS ARISING**

A. Building Remediation Project – AGM \$800,000.00

The City of Vancouver has provided the certificate of inspection and has indicated that there is no further formal version required. Touwslager Engineering has submitted all the warranties and closeout documentation with respect to the project. The document will be posted to the portal for owners to review.

B. 4th Floor Walkway

The strata manager has been in contact with Michael A. Smith and is still waiting on the written report. Council would like to have the issue addressed before the weather is too cold and the rain is upon us. Once the report has been received, the strata manager and Council will review the findings along with Henry from Touwslager Engineering. Based on the findings, they will determine what the next steps are in fixing the 4th floor walkway.

C. Portal – Distribution of Minutes

Owners are reminded to register for the portal. The minutes are no longer being distributed to your units. *"Owners who have requested to continue receiving delivery of paper minutes, will continue to receive them. For those now using the Portal, it is recommended that you log in for updates. You will also receive notification of when something has been posted to the portal."*

PLEASE REGISTER FOR A NEW ACCOUNT

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Should you have any questions about registering, do not hesitate to contact our office at 604-261-0285 or at property@wynford.com.

D. CBRE – September 25, 2018 Information Session

Council would like to thank all those that attended the information session that took place on September 25, 2018. Following the meeting a survey was distributed to all unit owners requesting their feedback. Approximately 50% of the owners responded and the consensus is that further dialogue is required amongst the owners before any further presentations take place. Council has arranged to have a discussion/information meeting on November 17, 2018. The meeting will be held at the Langara Golf Course on Saturday, November 17, 2018, starting at 1:00 p.m., more details to follow.

E. Parkade Water Leak – Investigation

The strata manager submitted a quote in the amount of \$330.00 - \$545.00 plus GST to investigate and attempt to source the leak in the parkade. Artisan Plumbing will be on site for approximately 3-5 hours, they will snake the line from the parkade and will also require access to a few units to conduct their investigation. Once a date has been confirmed owners, affected will be notified in advance requesting access to their units.

It was **MOVED** (#413) / **SECONDED** (#412) to have Artisan Plumbing to investigate and attempt to source the leak in the parkade at a cost of \$330.00 - \$545.00 Plus GST. **CARRIED**

F. CRT Application

As previously mentioned in the minutes from September 20, 2018. The Strata Council has received a CRT (Civil Resolution Tribunal) claim from a unit owner regarding the recent exterior building project. The Strata Council has submitted a response to the CRT.

G. Annual General Meeting

Council has completed its review of the operating budget for 2018-2019 as previously mentioned in last month's minutes. Council approved an increase in strata fees of 5% to keep up with the rate of inflation and increased costs of parts, materials and labour.

Owners should note that our Annual General Meeting will take place on Thursday, November 22, 2018 in the Garden Room. Registration is at 6:30 p.m. Notification will be sent out and posted on the portal.

5. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The September 2018 operating statement was deferred for review and approval as the treasurer was not in attendance.

B. Receivables Report

The strata manager reviewed the current owner arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

It was **MOVED** (#205) / **SECONDED** (#413) to approve the invoice from Centra in the amount of \$17,850.00 (including GST) for the exterior building project, and Touwslager Engineering in the amount of \$3,196.79 for additional fees which included communication with the City, prepare plan and elevation drawings for the added balconies. **CARRIED**

E. Year End Audit – September 2018

It was **MOVED** (#205) / **SECONDED** (#413) to approve proceeding with the audit for the year ending September 2018 by Donald Guthrie. **CARRIED**

6. NEW BUSINESS

A. Irrigation System – Shut Down

Paraspace was on site on October 12, 2018 to blow out the irrigation lines and shut down the system for the winter.

B. Annual Chimney Cleaning

The strata manager is in the process of scheduling the annual chimney cleaning for those units that have fireplaces. Once a date has been confirmed, notification to those units will be sent out and posted on the portal. Expectations is to schedule the inspection for November.

C. Hose Bib – Shut Down

Once again, it's that time of the year where Council would like to remind those owners with hose bibs to close them. Please ensure that you shut off your hose bib by November 1, 2018 or before the first frost. Council will also be implementing a program where Igor the resident caretaker will be verifying that all the hose bibs have been shut off.

D. Annual Fire Inspection & Winterization

Elite Fire Protection has submitted a proposal for the annual fire inspection and winterization to Council in the amount of \$830.00 plus GST. Council has reviewed and approved to proceed with the annual inspection. Date of the inspection will follow, owners will be advised in advance.

E. East Entrance Door – Water Ingress

The caretaker reported to the strata manager an issue with water ingress at the southeast door entrance. The cause of the water ingress is due to heavy rain and wind. Medirike Contracting was on site to investigate and has quoted \$730.00 plus GST to install a new rubber door sweep, dig a trench on both sides of the door and pack with gravel to help with the drainage. Council has instructed the strata manager to proceed with the work.

It was **MOVED** (#205) / **SECONDED** (#413) to have Medirike Contracting repair the water ingress by the East Side Door at a cost of \$730.00 plus GST. **CARRIED**

F. Insurance Appraisal Year 2 of 3

OPA Ocean Province Appraisal Company has submitted to Council the insurance appraisal for year two. The appraisal as of October 1, 2018 for the cost of reproduction new is \$14,450,000.00.

G. Unit #209 – Request for Reimbursement

The unit owner from unit #209 has requested to be reimbursed for a plumbing call out due to a blocked drain. The plumber had to auger over 35 feet to clear the line. The Council has reviewed the matter and has instructed the strata manager to respond accordingly.

Owners are reminded that using a screen over your shower / tub drain can help reduce blockage and unwanted plumbing costs to the strata. These screens can be obtained from any hardware store and are inexpensive.

H. Unit #414 – Gutter

The unit owner had contacted the strata manager with concerns of a blocked gutter. The caretaker was asked to investigate and has since fixed the issue.

I. Unit #312 – Leak

The unit owner reported to the strata manager wet stains on the ceiling in their unit. Design Roofing was dispatched on September 21, 2018 to investigate the leak. It was discovered that there was water ingress inside the doghouse vent. Design Roofing repaired the leak and the surrounding area at a cost of \$1,356.60 including GST.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

7. **CORRESPONDENCE**

1. To #215, SL #39 re: account arrears – charge back
2. To #303, SL #30 re: account arrears
3. To #415, SL #55 re: request for renovation approval – follow up

8. **MEETING TERMINATION**

The council meeting was terminated at 9:25 p.m. The next meeting is the Annual General Meeting and is scheduled for **Thursday, November 22, 2018** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

REMEMBRANCE DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Remembrance Day on:

Monday, November 12, 2018

24-hour emergency service is provided by calling 604-261-0285

Attachment(s): Hose Bibs & Water Shut Offs
Seasonal Reminder

These Minutes have been reviewed and edited by Council prior to distribution.

STRATA PLAN VR519 – LANGARA COURT
NOTICE TO RESIDENTS IN UNITS
RE: HOSE BIBS & WATER SHUT OFFS
NOVEMBER 1, 2018

This is a reminder to close your hose bib and water shut offs.

Please follow these steps:

Firstly, turn on the exterior tap and let the water run, then close the shut off inside your unit and then close the outside tap.

The Caretaker will be doing a walkthrough the first week of November to ensure that all hose bibs and water shut offs have been turned off.

Thank you for your assistance.

THE WYNFORD GROUP
Managing Agents for
VR 519, Langara Court

Date: October 17, 2018

SEASONAL MESSAGE FROM THE WYNFORD GROUP

As an owner, it is important to take an active role in maintaining your strata lot to help prevent damage during the winter months. With this in mind, we thought the following information would be helpful.

Balconies, Decks & Patios

Keep your drains clear of leaves and debris. When it snows, make a trough in the snow leading towards the drain to help guide the water to the drain.

Exterior Taps (Hose Bibs) – Winterizing

Freezing temperatures can cause considerable damage to strata lots. If you have a tap on your balcony or patio, it is your responsibility to winterize it. Find the shut-off valve for the tap – this may be located in your unit; turn it off; go outside to the tap and turn it on to drain the remaining water out. If you cannot locate the shut-off valve, contact a council member or the strata manager.

Windows & Condensation

As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your strata lot, use your humidistat, exhaust fans and / or open your windows periodically to exchange the inside air.

Holidays Away

Maintain heat in unoccupied strata lots throughout the winter months to avoid pipes from freezing and bursting. Please remember to leave your heat at 16 degrees Celsius.

For those who winter elsewhere; shut-off the water to your toilets, hot water tank, washing machines and dishwashers. Check your homeowner insurance policy before you go away to find out how often your unit should be checked while you are away. Remember, you may be held financially responsible for any damage to your unit and other units.

It is essential that your emergency contact information is current and that someone you trust has a key to your unit, preferably a neighbor.

Fireplaces – Wood

If your strata corporation does not inspect chimneys on an annual basis, make sure that you have it done to prevent chimney fires. Birds may have nested in your chimney during the warmer months or cracking may have occurred.

Snow & Ice

Please report any slippery areas that need attention to your building caretaker or strata manager.

Pest Control

Check typically dark areas such as storage rooms, lockers and the back of cupboards. Report any mouse droppings immediately to your building caretaker or strata manager.

Inspect Your Unit

Check your unit from time to time from top to bottom, inside and out. If you have ceramic tiles in your kitchen or bathrooms, caulk and fill any cracks to prevent water from getting into the wall behind the tiles.

Look for dampness at the base of outside walls and for water staining on the walls and ceilings. If you find any of these symptoms, please contact your building caretaker or strata manager.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, SEPTEMBER 20, 2018, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president, Privacy Officer
	Craig Manuel	Unit #204	Treasurer
	Barry Truter	Unit #205	Member
	Allan Harrison	Unit #414	Member
	Mark Elster	Unit #312	Member
Strata Manager:	Eric Labis	The Wynford Group	
Regrets:	David Martin	Unit #315	Secretary

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#204) to approve the minutes of the July 31, 2018 (prepared by Council) and August 30, 2018 council meetings as distributed. **CARRIED**

3. BUSINESS ARISING

A. Building Remediation Project – AGM \$800,000.00

Centra has contacted the City of Vancouver for final inspection. The City met with Centra and has requested to see the final drawings for the additional balcony work. Touwslager Engineering is working with Centra to finalize the drawings and Centra will submit them to the City of Vancouver for approval.

If you are planning on cleaning your deck which is a vinyl membrane, you should only be using a mild soap.

Owners are reminded that if they have any issues or notice anything regarding the work that has been completed, they should email the strata manager detailing the issue. If you are having an issue with a window or patio door that was installed during the project, please email the strata manager with specific details. Centra has a service department that is dedicated to responding to issues with window and doors after they have been installed.

B. 4th Floor Walkway

Michael A. Smith was on site on August 31, 2018 and inspected the vent areas on the north side of the plaza area. The strata manager is waiting for the written report. Once the report has been received, the strata manager and Council will review the findings along with Henry from Touwslager Engineering. Based on the findings, they will determine what the next steps are in fixing the 4th floor walkway.

C. Window Cleaning & Gutter Cleaning

CleanTech was on site from September 10 to 13, 2018 to clean the windows, gutters and targeted sections of the exterior of the building and the inaccessible areas on the balconies. The work has been completed. Igor will be reviewing the work for any deficiencies. If you have concerns with any of the work, please let the strata manager or caretaker know.

D. Portal – Distribution of Minutes

Owners are reminded to register for the portal. As of September 2018, minutes are no longer being distributed to your units. *"Owners who have requested to continue receiving delivery of paper minutes, will continue to receive them. For those now using the Portal, it is recommended that you log in for updates. You will also receive notification of when something has been posted to the portal."*

PLEASE REGISTER FOR A NEW ACCOUNT

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Should you have any questions about registering, do not hesitate to contact our office at 604-261-0285 or at property@wynford.com.

E. Annual Dryer Vent Cleaning

Michael A. Smith was on site on August 31, 2018 and completed the annual cleaning of the dryer vents. A total of 49 units were cleaned both inside and out. 7 units were not available and only had their vents cleaned from the outside. One unit was noted to have very little air flow. Upon video inspection, it was noted that the vent was disconnected and repairs will be made.

F. Exterior Hose Bib Repairs

Artisan Plumbing was back on-site September 6, 2018 to address the issue of the water pressure issue. It was determined that the parts installed were defective and have now been replaced and the pressure is working properly.

G. CBRE – September 25, 2018 Information Session

Council would like to remind all owners there is going to be an information session presented by CBRE on September 25, 2018 at 7:00 p.m. located in the Garden Room. Council feels that it is our opportunity, as owners, to gain a better understanding of the market forces at work and the facts and figures therein.

Please understand that, currently, as a Council, we do not endorse the firm of CBRE Ltd. (or anyone else) nor do we advocate strata wind-up. We are simply looking to further inform and educate our owners in this fast changing, local real estate market.

H. Landscape – Pruning

Bartlett Tree Experts were on site September 8, 2018 and trimmed and pruned the trees above 20 feet that were close to the building.

I. Caretaker's Suite

Council reviewed the quotes submitted to replace the appliances in the caretaker's suite. It was decided to approve the quote from Home Depot in the amount of \$3,650.00 (including GST), for the removal of old appliances and installation of new ones. The strata manager has instructed the caretaker to proceed.

J. Unit Shut-Off Valve – Isolation Valve

Council has reviewed the matter further and will be presenting a resolution at the Annual General Meeting to have the original isolation valve in each unit replaced.

4. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The August 2018 operating statement was reviewed and approved by the treasurer.

B. Receivables Report

The strata manager reviewed the current owner arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

It was **MOVED** (#412) / **SECONDED** (#204) to approve the invoice from Cleantech in the amount of \$8,447.25 (including GST) for the exterior building cleaning targeted areas, gutters, windows, skylights and inaccessible, balcony areas, once Igor has confirmed that all the deficiencies have been addressed.
CARRIED

5. NEW BUSINESS

A. Parkade Water Leak

Artisan Plumbing was back on site to further investigate the area in the parkade that has had an intermittent water leak. Further investigation is required which will require access to a few units using an auger in the drainage line(s), and removal of the insulation. Council has requested a quote to be made available at the next meeting before approving the work.

B. CRT Application

The Strata Council has received a CRT (Civil Resolution Tribunal) claim from a unit owner regarding the recent exterior building project and is in the process of preparing a response.

C. Annual General Meeting

The Strata Council would like to remind owners that the Annual General Meeting will be held on November 15, 2018 in the Garden Room. Registration will commence at 6:30 p.m. and the meeting will begin at 7:00 p.m. Notices will be mailed out 21 days before the Annual General Meeting as required according to the *Strata Property Act*.

Council has been reviewing the current budget in preparation of preparing the 2018-2019 operating budget. To keep up with the rate of inflation and increased costs of parts, materials and labour, Council has approved an increase in strata of fees of 5%.

Council will be presenting a resolution to have the original isolation valve replaced in each unit, this will be funded through the Contingency Reserve Fund.

Council would also like to discuss the future ongoing exterior building remediation project under the section of new business.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

6. CORRESPONDENCE

1. To #215, SL #39 re: account arrears – charge back
2. To #303, SL #30 re: account arrears
3. To #415, SL #55 re: request for renovation approval – follow up

7. MEETING TERMINATION

The council meeting was terminated at 8:55 p.m. The next council meeting is scheduled for **Thursday, October 18, 2018** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

These Minutes have been reviewed and edited by Council prior to distribution.

IMPORTANT INFORMATION Please have this translated

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ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, AUGUST 30, 2018, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president, Privacy Officer
	Craig Manuel	Unit #204	Treasurer
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member
	Allan Harrison	Unit #414	Member
	Mark Elster	Unit #312	Member

Strata Manager: Eric Labis The Wynford Group

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. GUEST SPEAKER

The owner from unit #215 came to address Council on the current exterior building project. The owner requested clarification as to how the work done was determined. How many units were done and how many are left to do. Would Council consider moving forward having all the work done at once. Council thanked the owner and informed him that he would receive a response once Council had an opportunity to review his questions and prepare a response.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#413) / **SECONDED** (#412) to approve the minutes of the July 19, 2018 council meeting as distributed. **CARRIED**

4. **BUSINESS ARISING**

A. Building Remediation Project – AGM \$800,000.00

The strata manager has informed the Council that the lien hold back has been removed and the funds released. The only remaining portion of the project is for the City of Vancouver to sign off on the completion of the project. Touwslager Engineering was on site on August 15, 2018 and completed his final site review of the project. Upon his final inspection, it was noted that there are some bare spots where Centra had applied grass seeds. Touwslager Engineering has informed Centra that they should return to the site to apply more seeds in those areas as a minimum. There is still some outstanding paperwork for Touwslager Engineering to complete. Once received, final paperwork will be prepared for the City of Vancouver and Centra will then contact the City for a final inspection.

There were some concerns raised regarding the landscaping. Most of the concerns have been addressed; Piper Landscape will be putting the shrubs back near the patio areas. This work will be done in the fall as it is the appropriate time to plant. The strata manager will continue to monitor the work as well review the outstanding concern of a unit owner regarding damage to some of the plants near their unit.

There are still a few outstanding invoices to be paid. Based on the current numbers, there is a small short fall amounting to approximately \$25,000.00 to \$30,000.00. This is due to additional costs incurred because of extra work that was required during the project. The engineer had projected that this could occur due to unknown circumstances arising during the project. The council treasurer has been asked by Council to review the outstanding amounts to ensure that the request for additional funding is accurate. Once he has reviewed and approved the amounts, Council has agreed to pay the outstanding amount via the Contingency Reserve Fund as an emergency expense.

It was **MOVED** (#413) / **SECONDED** (#412) to approve an amount up to \$30,000.00 from the Contingency Reserve Fund as an emergency expense to be used to pay the outstanding invoices for exterior building project. **CARRIED**

If you are planning on cleaning your deck which is a vinyl membrane you should only be using a mild soap.

Owners are reminded that if they have any issues or notice anything regarding the work that has been completed, they should email the strata manager detailing the issue. If you are having an issue with window or patio door that was installed during the project, please email the strata manager with specific details. Centra has a service department that is dedicated to responding to issues with window and doors after they have been installed.

B. 4th Floor Walkway

Michael A. Smith will be on site on August 31, 2018 and will be inspecting all the vent areas on the north side of the plaza area. Once the report has been received, the strata manager and Council will review the findings along with Henry from Touwslager Engineering. Based on the findings, they will determine what the next steps are in fixing the 4th floor walkway.

C. Window Cleaning & Gutter Cleaning

CleanTech will be on site from September 10 to 13, 2018 to clean the windows, gutters and targeted sections of the exterior of the building. It should be noted that CleanTech will be cleaning all exterior inaccessible windows by combination of hand brush and tucker poles. Cleaning all exterior skylights, top of plaza canopy and the railing glass on both sides of the parkade.

Owners are reminded that they should remove their window screens and ensure that their window coverings are closed for privacy, please lock all windows and patio doors for security.

D. Pool Access – Request from VR 478 – Langara Estates #1

Council has prepared an agreement that allows the owners from VR478 to use the pool while their facility is being repaired. Currently 3 owners have requested permission to use the pool at Langara Court.

E. Information Portal

Effective September 1, 2018, meeting minutes will no longer be distributed to your units. Some of the value-added features of using the portal is easy access to past and current minutes, insurance policy, depreciation reports, notification of upcoming events pertaining to maintenance (i.e. dryer vent cleaning, etc.). The instructions have been included at the end of these minutes.

Owners are reminded to register as soon as possible because as of September 2018, minutes will no longer be distributed to your units. Please see attached notice. "Owners who have requested to continue receiving delivery of paper minutes, will continue to receive them. For those now using the Portal, it is recommended that you log in for updates. You will also receive notification of when something has been posted to the portal."

PLEASE REGISTER FOR A NEW ACCOUNT

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Should you have any questions about registering, do not hesitate to contact our office at 604-261-0285 or at property@wynford.com.

F. Annual Dryer Vent Cleaning

Michael A. Smith will be on site on August 31, 2018 to perform the annual cleaning of the dryer vents. This year the ducts will be cleaned from both the inside and the outside which means access to your units will be required.

G. Driveway Curb

Medirike Contracting was on site on July 23, 2018 and has repaired the curb by the front of the property.

H. Exterior Hose Bib Repairs

Artisan Plumbing was on site on July 25, 2018 to repair the hose bibs at units #104 and #105. All work has been completed; however, there is still an issue with the hose bib at unit #105. The water pressure is extremely low. Artisan is scheduled to be back on-site September 6, 2018 to repair the water pressure issue.

I. CBRE – September 25, 2018 Information Session

There is going to be an information session presented by CBRE on September 25, 2018 at 7:00 p.m. located in the Garden Room. Council feels that it is our opportunity, as owners, to gain a better understanding of the market forces at work and the facts and figures therein. Please understand that, currently, as a Council, we do not endorse the firm of CBRE Ltd. (or anyone else) nor do we advocate strata wind-up. We are simply looking to further inform and educate our owners in this fast changing, local real estate market. Notice of the information session has been distributed to all units and posted around the building.

5. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The June & July 2018 operating statement was reviewed and approved by the treasurer.

B. Receivables Report

The strata manager reviewed the current owner arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

It was **MOVED** (#412) / **SECONDED** (#414) to approve the invoice from Touwslager Engineering in the amount of \$4,523.07 for the exterior building project. **CARRIED**

E. Limitations Act

Council reviewed and discussed any outstanding balances and has determined that there is no action required at the present time.

6. NEW BUSINESS

A. Units #409 & #309 Leak

The strata manager has informed Council that all the drywall repairs have been completed to both units.

B. Unit #317 Balcony Deck

Council has reviewed the pictures and a brief report from the contractor. Council will be deferring the repairs until the spring. Preparations and planning for next year's operation budget is now underway. Council will be reviewing repair projects and budgeting at that time and will consider the unit owner's request to have the balcony repaired.

C. Landscape – Pruning

Bartlett Tree Experts submitted a quote to Council for tree and shrub work. The work entails pruning back the trees and large shrubs from the building. Where necessary the encroaching limbs will be trimmed by approximately 1-2 feet to provide clearance to the building. The estimated cost from Bartlett is \$1,188.00 plus GST, Council has approved to proceed with the work and has requested the strata manager ask for a discount.

It was **MOVED** (#412) / **SECONDED** (#413) to approve the tree and shrub pruning by Bartlett Tree Experts at cost of \$1,188.00 plus GST. **CARRIED**

D. Unit #310 – Electrical

Unit owner reported an electrical issue inside their unit. Open Electrical was called to investigate the issue. On July 26, 2018, Open Electrical reported that the issue was with an electrical breaker within the unit. It was replaced, and the unit owner paid Open Electrical directly.

E. Depreciation Report – Update

Touwslager Engineering has informed Council that the revised depreciation report should be ready by November 1, 2018. Now that the current exterior building repairs are completed subject to the City of Vancouver final inspection, Touwslager Engineering can now complete the revised depreciation report.

F. Caretaker's Suite

Council received a request from the caretaker regarding the upgrading of the appliances. Council has instructed the strata manager to obtain quotes and have them ready for the budget review and discussion for the next strata meeting. The freezer in the fridge is not working well, two of the burners on the stove are not working properly. The dishwasher does not always clean resulting in running it through the cycle again.

G. Unit Shut-Off Valve – Isolation Valve

One council member reported that the isolation valve in his unit is leaking and is concerned that other units may have the same problem. Council has instructed the strata manager to contact the plumber to get a quote to change either the cartridge or the ball valve. If owners are interested in doing this, the thought is that there could be a possible savings to owners if multiple units are interested.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

There are separate bins for "Regular Garbage" and "Mixed Containers" in both the North and South Garbage Rooms. If one room is full, use the other.

There are 4 blue "Mixed Paper" bins ONLY in the North Garbage Room. Do not put mixed paper, including cardboard and newspapers (unless newspaper is used to wrap organics), in any other bin.

There is only 1 bin for "Glass Bottles and Jars". It is located only in the South Garbage room. Do not put glass bottle and jars in any other bin. Caps must be removed and put in the Mixed Containers or Regular Garbage bins.

7. CORRESPONDENCE

1. To unit #214, SL #38 re: Landscaping Concerns
2. From / to unit #313, SL #45 re: Plumbing Invoice – Council Response
3. From / to unit #313, SL #45 re: Unauthorized Removal of Railing – Follow-up
4. To unit #313, SL #45 re: Removal of Guard Rail – Council Attendance
5. To unit #313, SL #45 re: Charge Back –Council Response
6. From / to unit #313, SL #45 re: Unauthorized Removal of Guard Rail – Council Response
7. To unit #314, SL #46 re: Owner Responsibility
8. From / to unit #317, SL #24 re: Renovation Approval
9. From unit #317, SL #24 re: Renovation Approval - *Signed*
10. From / to unit #410, SL #50 re: Occupancy Permit
11. To unit #410, SL #50 re: Fireplace Removal
12. To unit #414, SL #54 re: Owner Responsibility
13. From / to unit #414, SL #54 re: Renovation Approval
14. From unit #414, SL #54 re: Renovation Approval - *Signed*
15. From / to unit #415, SL #55 re: Upgrade Water Shut-off Valve
16. From / to unit #415, SL #55 re: Renovation Approval
17. To unit #410, SL #50 re: Bylaw Complaint –Follow Up
18. From / to unit #410, SL #50 re: Renovation – Response

General / Other

1. Notice to all Owners / Residents re: Dryer Ven Cleaning ****Unit Access Required****
2. Letter to the Strata Council re: Management Contract Amendment(s)
3. Memo to Council President, Council Treasurer re: The Limitation Act and Aged Receivables

8. MEETING TERMINATION

The council meeting was terminated at 8:35 p.m. The next council meeting is scheduled for **Thursday, September 20, 2018** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

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After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

THANKSGIVING DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Thanksgiving Day on:

Monday, October 8, 2018

24-hour emergency service is provided by calling 604-261-0285

Attachment(s): Portal Registration
Information Session Notice

These Minutes have been reviewed and edited by Council prior to distribution.

**STRATA PLAN VR 519 – LANGARA COURT
NOTICE TO ALL OWNERS
RE: WYNFORD ONLINE PORTAL**

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

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ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਗਧ ਕਰਕੇ ਵਿਸ਼ੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

June 28, 2018

We are writing to you on behalf of the Council of Owners, regarding Owner & Resident access to strata documents online.

Effective August 1, 2018, the strata corporation will be utilizing The Wynford Group’s web portal. The following information will be available to Owners & Residents online:

- 1) General information about your Strata (location, office numbers, etc.)
- 2) Access to PDF documents for the current year (Council Meeting Minutes and building notices).
- 3) Access to PDF documents for Bylaws and Rules.
- 4) The ability for an Owner to update contact information.
- 5) Access to PDF reports (Engineering and / or Depreciation).

Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account.

PLEASE REGISTER FOR AN ACCOUNT

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Should you have any questions about registering, do not hesitate to contact our office at 604-261-0285 or at property@wynford.com. See reverse side for additional information.

If you do not have access to a computer, you must **OPT OUT** in writing. If no action is taken, you will not receive Council Meeting Minutes. Owners can Opt. Out in writing by mail or by emailing property@wynford.com (include VR 519 & Unit #) to notify the strata corporation that you require hard copies.

PORTAL INFORMATION

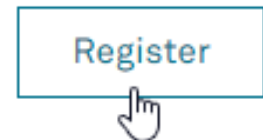
Software Requirements

- Javascript enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

Registration Process

Step 1: Go to the portal website and click the register button

URL: https://portal.wynford.com/pre_registration



Step 2: Fill out the registration form.

Step 3: Wait 1-2 business days for Wynford to verify your information.

Step 4: You will receive an email from Wynford with a link to set your password.

If you cannot click on the link, please copy and paste the link into your browser.

You have 72 hours to set your password. If you do not set your password within 72 hours, request a new password by clicking the “request a new password link”.

Step 5: Set your password. (Minimum requirement of 8 characters)

If you encounter any problems, you can contact Wynford at 604-261-0285 or at property@wynford.com. Someone from our office will be happy to help you get signed up!

Navigation

wynford Home Calendar Documents FAQs About Contact

Home: Find recent updates and review your contact information.

Calendar: Find upcoming events.

Documents: Open the folders to find Building Notices, Bylaws, Minutes, Forms, etc.

FAQs: Find Frequently Asked Questions and Answers

About: Find important strata information, such as Move Procedures and Amenity info.

Contact: Find a form to submit questions or comments to The Wynford Group broken down by department.

IMPORTANT INFORMATION Please have this translated

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NOTICE TO ALL OWNERS OF LANGARA COURT - VR519 INFORMATION SESSION

As you may be aware, our immediate neighbourhood is in the initial stages of some possibly significant changes. The City will hear the YMCA's Rezoning Application in September for a large redevelopment project on their current site. Wintergreen Place (S/E corner 49th & Cambie) is currently reviewing offers of purchase and if a selection is made, will vote for a possible strata wind-up and sale. Langara 1 has heard 2 separate broker presentations and is now considering options. Langara 2 is about the same stage as us.

With this in mind your, Council has accepted the offer from the real estate brokerage firm of CBRE Ltd. to present their "informational session" to interested owners. The presentation is about 40 minutes long, with a question period to follow. It will take place in our meeting room at 7PM Tuesday, September 25, 2018 and attendance is voluntary.

Council feels that it is our opportunity, as owners, to gain a better understanding of the market forces at work and the facts and figures therein. Please understand that, at this time, as a council, we do not endorse the firm of CBRE Ltd. (or anyone else) nor do we advocate strata wind-up. We are simply looking to further inform and educate our owners in this fast changing, local real estate market.

Your Strata Council, VR519

Note:

The strata council and the Wynford Group would like to remind all owners that neither party is endorsing CBRE Ltd or any other organization in the promoting of a strata wind-up. Any discussions or planning of a wind-up should be discussed with the strata corporations legal counsel.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON TUESDAY, JULY 31, 2018, AT 8:00 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER B.C.

In Attendance: Theresa Waterhouse Unit #413 Vice-president / Privacy Officer
Craig Manuel Unit #204 Treasurer
Barry Truter Unit #205 Member
Allan Harrison Unit #414 Member
David Martin Unit #315 Secretary
Mark Elster Unit #312 Member
Regrets: Craig Cooper Unit #412 President

1. CALL TO ORDER

The council vice-president called the meeting to order at 8:00 p.m.

2. BUSINESS ARISING

A. UNIT #313 UNAUTHORIZED DETACHMENT OF GUARDRAIL

A discussion by Council ensued in response to the owners' request for a hearing which took place on July 19, 2018. At that time, the owners were advised that Council would review all the facts and advise them of its decision.

3. MEETING TERMINATION

The council meeting was terminated at 9:30 p.m. The next council meeting is scheduled for **Thursday, August 30, 2018** in the Garden Room at 6:30 p.m.

Note: The Wynford Group was not in attendance at this meeting. These minutes have been prepared by Council.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 519, LANGARA COURT, HELD ON THURSDAY, JULY 19, 2018, AT 6:30 P.M., IN THE GARDEN ROOM, 333 WETHERSFIELD DRIVE, VANCOUVER, BC

In Attendance:	Craig Cooper	Unit #412	President
	Theresa Waterhouse	Unit #413	Vice-president, Privacy Officer
	David Martin	Unit #315	Secretary
	Barry Truter	Unit #205	Member
	Allan Harrison	Unit #414	Member
	Mark Elster	Unit #312	Member

Strata Manager: Eric Labis The Wynford Group

Regrets: Craig Manuel Unit #204 Treasurer

As per the strata corporation's bylaws:

41.12 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8 km/hour.

46.3 When entering or exiting the parking garage a resident or visitor must stop and wait for the garage door to fully close behind them before proceeding.

If a resident or owner is found to be in violation of these bylaws, they could be fined up to \$200.00 for each bylaw infraction.

1. CALL TO ORDER

The council president called the meeting to order at 6:30 p.m.

2. GUEST SPEAKER

The owner from unit #313 came to address Council on two matters. The first matter was a recent charge back relating to the service call out for the plumber to investigate a leak. The second matter was related to a letter the owner received regarding the matter of detaching the guard rail on their balcony. Council thanked the owner for attending the meeting and informed the owner that they would be receiving a written response within 7 days of the council meeting.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#412) / **SECONDED** (#205) to approve the minutes of the June 21, 2018 council meeting as distributed. **CARRIED**

4. BUSINESS ARISING

A. Building Remediation Project – AGM \$800,000.00

The strata manager has informed the Council that the final stages of the project will be wrapped up by July 25, 2018. The items left are of the administrative nature, currently preparations are being made to pay the hold back portion of the project. Title searches are being performed to ensure that there are no liens against any of the units because of a third party contractor not being paid by Centra. This is a normal industry practice for a project of this scope.

The strata manager will also be following up with Touwslager Engineering to ensure that the warranty and maintenance manuals have been received. A notice will also be prepared for owners whose balconies were replaced on how to maintain and clean the balcony and the railings.

If you are planning on cleaning your deck which is a vinyl membrane you should be only using a mild soap.

Owners are reminded that if they have any issues or notice anything regarding the work that has been completed, they should email the strata manager detailing the issue. If you are having an issue with window or patio door that was installed during the project, please email the strata manager with specific details. Centra has a service department that is dedicated to responding to issues with window and doors after they have been installed.

B. 4th Floor Walkway

Centra has still not provided a proposal or solution. The strata manager has arranged with Michael A. Smith when they are on site at the end of August to clean the dryer vents. They will be inspecting all the vents on the north side of the plaza to ensure that they have all been properly sealed. Touwslager Engineering has provided the specifics along with images on how the ducts should be sealed. Once the report is received back from Michael A. Smith, Council will have a better understanding of what repairs may be made.

C. Window Cleaning & Gutter Cleaning

Council has reviewed the quotes submitted by CleanTech to clean the gutters, and the in-accessible areas on the other side of the balconies at a cost of \$3,750.00 plus GST. In addition, the quote for cleaning the windows which will include; all exterior in-accessible windows by combination of hand brush and tucker poles. Cleaning all exterior skylights, top of plaza canopy and the railing glass on both side of the parkade at a cost of \$2,535.00 plus GST. The work is expected to be done early September along with some exterior building cleaning and that has been noted to be covered with algae and moss.

It was **MOVED** (#414) / **SECONDED** (#413) to proceed with the gutter cleaning and window cleaning by CleanTech at a cost of \$3,750.00 plus GST for the gutter cleaning and \$2,535.00 for the window cleaning.
CARRIED

D. Pool Access – Request from VR 478 – Langara Estates #1

The lock has been changed to the door leading from the pool to the outside and re-keyed. The next step will be the preparation of the agreement to allow the owners of Langara Estates #1 access to the pool.

E. Leak in Parkade

The strata's insurance provider has been contacted and an insurance claim has been activated. The strata manager is waiting for the report from the adjuster and will report back to the Council.

F. Soil Amender

Judy Packer from Piper Landscape was on site on July 14, 2018 with a crew and they applied the soil amender.

G. Information Portal

As of September 2018, meeting minutes will no longer be distributed to your units. Owners received in last month's minutes instructions on how to access and login to the portal. Some of the value-added features of using the portal is easy access to past and current minutes, insurance policy, depreciation reports, notification of upcoming events pertaining to maintenance (i.e. dryer vent cleaning, etc.). The instructions have been included at the end of these minutes.

Owners are reminded to register as soon as possible because as of September 2018, minutes will no longer be distributed to your units. Please see attached notice.

PLEASE REGISTER FOR A NEW ACCOUNT

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Should you have any questions about registering, do not hesitate to contact our office at 604-261-0285 or at property@wynford.com.

H. Annual Dryer Vent Cleaning

Michael A. Smith will be on site August 31, 2018 to perform the annual cleaning of the dryer vents. This year the ducts will be cleaned from both the inside and the outside which means access to your units will be required. Notification will be distributed to all units and posted around the property. If you are unable to provide access, please arrange to have a neighbour or speak with Igor who may be able to assist.

I. Driveway Curb

Medirike Contracting is expected to be on site the week of July 23, 2018, to inspect and repair the curb by the front of the property.

J. Removal of Fireplace

Council has reviewed the information submitted by the unit owner regarding the matter of the fireplace removal. Council has reviewed the documents and has instructed the strata manager to respond accordingly that no further action is required.

5. FINANCIAL REPORT (September 30th Year-end)

A. Operating Statements

The June 2018 operating statements approval was deferred until the next meeting as the treasurer was not in attendance.

B. Receivables Report

The strata manager reviewed the current owner arrears report and noted that arrears are generally in good condition.

C. Year-to-Date Cash Flow & Expenses

At this time, all expenses meet expectations for the fiscal year.

D. Invoices to Approve

It was **MOVED** (#412) / **SECONDED** (#413) to approve the invoice from Touwslager Engineering in the amount of \$8,797.23 for the exterior building project. **CARRIED**

6. NEW BUSINESS

A. Exterior Hose Bib Repairs

Artisan Plumbing will be back on site on July 25, 2018 to complete the hose bib repairs at units #104 and #105. Additional parts are required to complete the repairs as well they will be addressing the issue of low water pressure from those areas. Owners affected have been provided with notification for access to their units.

B. Units #214 & #215 – Concerns Regarding the Patio Clean Up

The owners expressed concerns regarding the patio areas and garden after the completion of the project. Centra has since been back on site to address the concerns. Centra has also addressed the concerns by an owner who had a damaged screen and another screen missing, they have been repaired or replaced at the time of the meeting. As well the landscaper has also applied soil to the areas along the walls that had the foam injection applied.

C. Unit #414 – Leak

The unit owner reported a leak coming from their washing machine. They informed the strata that they had notified their personal insurance provider and the unit owner below and the necessary trades to deal with the matter. The strata manager will continue to monitor the situation.

D. Strata Owned Power Washer

Due to the recent report by the caretaker indicating that the power washer is not working after an owner had used it. Council has discussed the matter and is implementing the following policy:

Anyone using the power washer will have to follow a sign out/in procedure. The power washer will be verified before it is used and after it is returned to ensure that it is functioning. In the event it is returned and its not functioning, the individual / unit that signed it out will be responsible for all repairs. It should be noted that when using the power washer, there is a fee of \$10.00 for the cost of gas.

E. Units #409 & #309 Leak

The strata manager was informed of a leak and it has been located to be coming from the roof above unit #409. It was thought the leak was coming from below the sink in unit #409 and leaking into #309. Upon further investigation by Design Roofing, it was determined after performed controlled water tests at vents 1 & 2. An active water leak was observed, and repairs were completed on July 13, 2018 at a cost of \$1,292.00 plus GST.

F. Unit #214 – Landscape

Council has received a request from the unit owner requesting to be allowed to plant shrubs and plants around the patio. Council has reviewed the matter and has instructed the strata manager to respond accordingly.

G. Letter from CBRE – Letter #2

It has been brought to Council's attention that a few owners have received a second letter from the firm of CBRE Group referencing strata wind-up.

Council would like to inform all owners that this was not initiated by Council. Council views this letter as a private piece of correspondence and considers this to be a personal domain. Council would also like to inform all owners that it is not pursuing any action pertaining to this matter. To date neither Council or The Wynford Group, has been contacted with any expression of interest. Council will continue to monitor the situation and will provide owners with any information.

DO NOT enter or exit the parkade while another vehicle is entering or exiting. DO NOT use your FOB while the gate is still in motion. You MUST WAIT for the gate to be completely closed before using your FOB to open the gate.

RECYCLING REMINDERS

Residents are reminded that there is now a separate bin for glass bottles and jars. Please sort your recycling accordingly. As there are two garbage rooms in the parkade, please bring the garbage and recycling to another room if the bins are full in either room.

7. CORRESPONDENCE

1. To unit #215, SL #39 re: Account Arrears
2. To unit #303, SL #30 re: Account Arrears
3. From / to unit #311, SL #43 re: Vehicle & Parkade
4. To unit #313, SL #45 re: Unauthorized Removal of Railing
5. From / to unit #313, SL #45 re: Charge Back
6. From / to unit #313, SL #45 re: Response
7. From / to unit #313, SL #45 re: Deck Railing
8. To unit #410, SL #50 re: Bylaw Complaint
9. From / to unit #410, SL #50 re: Renovation – Response

General / Other

None

8. MEETING TERMINATION

The council meeting was terminated at 8:35 p.m. The next council meeting is scheduled for **Thursday, August 16, 2018** in the Garden Room at 6:30 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for <u>emergencies only</u> outside of office hours	

BRITISH COLUMBIA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for BC Day on:

Monday, August 6, 2018

24-hour emergency service is provided by calling 604-261-0285

Attachment(s): Portal Registration

These Minutes have been reviewed and edited by Council prior to distribution.

**STRATA PLAN VR 519 – LANGARA COURT
NOTICE TO ALL OWNERS
RE: WYNFORD ONLINE PORTAL**

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਗਧ ਕਰਕੇ ਵਿਸ਼ੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

June 28, 2018

We are writing to you on behalf of the Council of Owners, regarding Owner & Resident access to strata documents online.

Effective August 1, 2018, the strata corporation will be utilizing The Wynford Group's web portal. The following information will be available to Owners & Residents online:

- 1) General information about your Strata (location, office numbers, etc.)
- 2) Access to PDF documents for the current year (Council Meeting Minutes and building notices).
- 3) Access to PDF documents for Bylaws and Rules.
- 4) The ability for an Owner to update contact information.
- 5) Access to PDF reports (Engineering and / or Depreciation).

Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account.

PLEASE REGISTER FOR AN ACCOUNT

Please visit portal.wynford.com and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Should you have any questions about registering, do not hesitate to contact our office at 604-261-0285 or at property@wynford.com. See reverse side for additional information.

If you do not have access to a computer, you must **OPT OUT** in writing. If no action is taken, you will not receive Council Meeting Minutes. Owners can Opt. Out in writing by mail or by emailing property@wynford.com (include VR 519 & Unit #) to notify the strata corporation that you require hard copies.

PORTAL INFORMATION

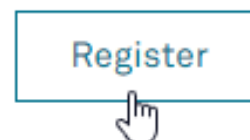
Software Requirements

- Javascript enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

Registration Process

Step 1: Go to the portal website and click the register button

URL: https://portal.wynford.com/pre_registration



Step 2: Fill out the registration form.

Step 3: Wait 1-2 business days for Wynford to verify your information.

Step 4: You will receive an email from Wynford with a link to set your password.

If you cannot click on the link, please copy and paste the link into your browser.

You have 72 hours to set your password. If you do not set your password within 72 hours, request a new password by clicking the “request a new password link”.

Step 5: Set your password. (Minimum requirement of 8 characters)

If you encounter any problems, you can contact Wynford at 604-261-0285 or at property@wynford.com. Someone from our office will be happy to help you get signed up!

Navigation

Home: Find recent updates and review your contact information.

Calendar: Find upcoming events.

Documents: Open the folders to find Building Notices, Bylaws, Minutes, Forms, etc.

FAQs: Find Frequently Asked Questions and Answers

About: Find important strata information, such as Move Procedures and Amenity info.

Contact: Find a form to submit questions or comments to The Wynford Group broken down by department.