

**COUNCIL MEETING MINUTES**  
**ELGIN HOUSE EPS 2691**

**Held: Thursday, December 3<sup>rd</sup>, 2020 at 6:30 pm**

**Location: Zoom Meeting Conference Call**

**ATTENDANCE**

John Cameron  
Genevieve Truchon  
Nicole Lowry  
Marsha Smythe

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:30 pm.

**ELECTION OF COUNCIL POSITIONS**

As this was the first meeting following the Annual General Meeting, it was noted the election of Council Positions would take place. The following were nominated/volunteered for the following positions:

President	John Cameron
Vice President/Secretary/Clubhouse Rep #1	Genevieve Truchon
Treasurer	Nicole Lowry
Privacy Officer/Clubhouse Rep #2	Marsha Smythe

There being no further discussion, it was **MOVED** and **SECONDED** to accept the positions above (*unanimous*).

**APPROVAL OF PREVIOUS MINUTES**

It was **MOVED** and **SECONDED** to accept the minutes of the June 30<sup>th</sup>, 2020 Council Meeting that were previously distributed to the Owners and posted to the AWM website (*unanimous*).

**FINANCIAL REPORT**

**Financials** - The financial statements for months of June to October 2020 were reviewed. It was noted that as of October 31<sup>st</sup> 2020; five (5) months into the strata fiscal year, the Strata Corporation was running a deficit of \$38,612.31 however it was further explained that the deficit will be recovered once the maintenance fee adjustment payments which amount to \$37,548.13 are made in full by all of the strata lots outstanding. The Council **MOVED** and **SECONDED** the June to October 2020 financial statements (*unanimous*).

**Arrears** – AWM briefly reviewed the arrears which amounted to \$47,871.91 as of November 16<sup>th</sup>, 2020 largely due to the adjustment in maintenance fees, fines and a couple of common property damage chargebacks. After a brief discussion it was **MOVED** and **SECONDED** to action in accordance with the below (*unanimous*)

**Strata Fee Delay** – Council reviewed a strata fee delay hardship request from an owner and after a brief discussion it was **MOVED** and **SECONDED** to approve the request (*unanimous*).

AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:

- 1 Month – Letter
- 2 Months – Letter, plus \$50.00 fine.
- 3 Months – Lien Warning Letter, plus \$50.00 fine.
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.

All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.**

#### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

#### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices.

The Strata Corporation has one such loan in the amount of \$64,943.76 for the purpose of paying the annual insurance premium

#### **BUSINESS ARISING**

**Kennedy Landscaping Site Review** – Council reviewed the site review update for the months of October and November 2020.

**Surrey Large Item Pickup Scheduling** – Council reviewed the details of the City of Surrey Large Item Pickup Program and it was noted that AWM is working to arrange a large item pickup for residents to dispose of large unwanted items such as mattresses, furniture, tires, appliances, barbecues and other accepted items shortly after the holidays however noted that the program may have been put on hold during the covid-19 pandemic.

**Boiler/Heat Exchanger Repairs** – Council reviewed an invoice from Trotter & Morton for \$8,971.00 + GST relating to the supply and install of a new heat exchanger for the boiler that has caused issues over the past couple of years. After a brief discussion and noting that these repairs saved the strata roughly \$9,000 in replacing the whole boiler, it was **MOVED** and **SECONDED** to **RATIFY** the decision made electronically to approve the total of \$8,971.00 + GST relating to the supply and install of a new heat exchanger in one of the two Laars high efficiency boilers (*unanimous*). It was further noted that these repairs would be funded from the CRF resolution just approved at the most recent AGM.

**Gas Regulator Repairs** – Council reviewed an invoice from Trotter & Morton for \$4,204.00 + GST relating to the supply and install of a new gas regulator, to modify the gas line feeding the boilers and to repair an Aquatherm pipe leak on the storage tank. After a brief discussion and noting this repair is integral in ensuring the newly replaced heat exchanger is not damaged again, it was **MOVED** and **SECONDED** to **RATIFY** the decision made

electronically to approve the total of \$4,204.00 + GST relating to the supply and install of a new gas regulator, to modify the gas line feeding the boilers and to repair an Aquatherm pipe leak on the storage tank (*unanimous*).

**Exhaust Fan & Refractory Repairs** – Council reviewed an invoice from Trotter & Morton for \$2,023.00 + GST relating to the supply and install two (2) like-for-like exhaust fans and to supply the boiler refractory. After a brief discussion, it was **MOVED** and **SECONDED** to **RATIFY** the decision made electronically to approve the total of \$2,023.00 + GST relating to the supply and install of two (2) like-for-like exhaust fans and to supply the boiler refractory (*unanimous*).

**Guaranteed Lifetime Protection Maintenance Agreement** – Further to a zoom meeting with Trotter & Morton, Council reviewed a maintenance agreement proposal provided by Trotter & Morton for \$10,468.00 + GST per year relating to the preventative maintenance of the buildings mechanical systems. After a lengthy discussion and noting that once on the program, all repairs required to the buildings mechanical systems which are included in the inventory of equipment would be all inclusive and the strata is not invoiced. it was **MOVED** and **SECONDED** to **RATIFY** the decision made electronically to approve signing the agreement which is billed monthly but serviced quarterly for a total of \$10,468.00 + GST per year relating to Trotter & Morton servicing the Elgin House mechanical equipment quarterly, effective immediately (*unanimous*).

**Aquatherm Re-Piping Warranty Work** – Council reviewed a proposal provided by Trotter & Morton for \$39,563.00 + GST relating to the re-piping of all of the “Aquatherm” boiler piping which has leaked multiple times now causing damage and hot water shortages. After a brief discussion and noting that Trotter & Morton has been working hard with the Aquatherm regional sales rep over the past number of months and that they have successfully convinced Aquatherm to pay for the entire re-piping under warranty, it was **MOVED** and **SECONDED** to **RATIFY** the decision made electronically to approve Trotter & Morton coordinating the supply and install of the new Aquatherm piping for a total of \$39,563.00 + GST and that Trotter & Morton would be invoicing Aquatherm directly (*unanimous*).

**5-Year Warranty AWM Support** – AWM-Alliance provided the strata council with all relative information surround the warranty support program provided by AWM-Alliance. Following discussions, it was **MOVED** and **SECONDED** to **APPROVE** engaging AWM-Alliance for a one-time lump sum payment of \$750 + GST to provide warranty support services which includes, but are not limited to, engagement of engineers, coordination of warranty reports, support to legal counsel and management of deficiencies as deemed by the Strata Council. These services being outside the scope of the monthly agent’s fee are charged hourly in accordance with the engagement agreement and council approved up to \$900 + GST for three (3) months warranty support services (*unanimous*).

**5-Year Warranty Review Proposals** – Council reviewed Warranty Review Proposals from three (3) Engineering Firms electronically prior to the meeting; Strata Engineering, JRS Engineering Review Services & EXP Services Inc relating to the 5-Year Warranty Review which covers Building Envelope related deficiencies.

After a lengthy discussion, it was **MOVED** and **SECONDED** to **RATIFY** the decision made electronically to proceed with EXP Services for a total fixed fee of \$4,880 + GST and with paying a lawyer up to \$2,000 + GST for the purpose of filing the 5 Year Warranty Review; which expires on February 18<sup>th</sup>, 2021, to the home warranty provider, Travelers Home Warranty. (*unanimous*).

**Snow Removal/Salting Contract Renewal** – Council reviewed a renewal proposal from Kennedy Landscaping which has had the winter services contract for a number of years and the rates offered this year are unchanged at:

- \$200/visit for snow removal of common roadways
- \$115/visit for salting of the common roadways
- \$465/visit for snow removal on sidewalks
- \$200/visit for salting of sidewalks

It was noted that all prices listed above are excluding GST which will need to be added then **MOVED** and **SECONDED** to approve renewing Snow Removal and Salting Services with Kennedy Landscaping (*unanimous*).

**Annual Fire Inspection Scheduling** – Council reviewed a proposal provided by Fire-Pro Fire Protection for \$3,385.00 + GST relating to the annual fire inspection, winterization of the dry sprinkler system to prevent freezing, backflow preventer and in-suite life saving equipment testing. It was noted that there was no increase in cost from last year and quickly **MOVED** and **SECONDED** to proceed with Fire-Pro for the annual fire inspection on December 10-11, 2020 (*unanimous*).

**4<sup>th</sup> Floor Ground Fault Troubleshooting** – Council reviewed a proposal provided by Fire-Pro Fire Protection for \$9,491.20 + GST relating to the now long overdue 4<sup>th</sup> floor troubleshooting to isolate a ground fault issue and after a brief discussion it was **MOVED** and **SECONDED** to proceed with Fire-Pro for the 4<sup>th</sup> floor troubleshooting to take place during the annual fire inspection (*unanimous*).

**Booster Panel Replaced** – Council reviewed a proposal provided by Fire-Pro Fire Protection for \$2,002.15 + GST relating to the replacement of the booster panel and batteries for the booster panel and after a brief discussion, it was **MOVED** and **SECONDED** to proceed with Fire-Pro for the booster panel replacement (*unanimous*).

**Irrigation Fixed & Winterized** – it was noted that Kennedy Landscaping and Trotter & Morton have worked together to resolve a long-time issue regarding the water pressure supplied to the irrigation system and that the system has since been winterized however Kennedy Landscaping would be providing AWM and Council with recommendations for upgrades to the irrigation system to provide greater area coverage.

#### **CORRESPONDENCE**

- A concern regarding an in-suite sprinkler head leaking was reviewed and it was noted that the strata has paid to repair the sprinkler head.
- A concern regarding a storage locker in need of repair was reviewed and it was noted that the strata has made arrangements to have the locker repairs done.
- A concern regarding entry door hardware was reviewed and it was noted that strata approved hardware would need to be used.
- A concern regarding the lack of clarity when exiting the elevators, which units are to the left and which units are to the right was reviewed and it was noted that Council will look into pricing for some decorative numeral plates for the walls directly outside of the elevators on each floor 2-4.
- Three (3) separate renovation requests involving flooring were reviewed. After a brief review and noting all of the documentation looked in order, it was **MOVED** and **SECONDED** to **RATIFY** the decision made by Council electronically between meetings to approve the in-suite flooring renovation requests (*unanimous*).
- A renovation requests involving a yard was reviewed. It was **MOVED** and **SECONDED** to **RATIFY** the decision made by Council electronically between meetings to approve the yard renovation request (3 in favour, 1 abstained).



### **BYLAW INFRACTIONS**

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- A bylaw violation regarding pets was reviewed. After consideration, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*3 in favour, 1 abstained*).
- Two (2) bylaw violations regarding smoking were reviewed. After consideration of the responses received, it was **MOVED** and **SECONDED** to retract the letters sent to both units (*unanimous*).
- A bylaw violation regarding use of property was reviewed. After consideration, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- Three (3) bylaw violations regarding noise were reviewed. After consideration of the responses received, it was **MOVED** and **SECONDED** to levy warning letters to all three units (*unanimous*).
- A bylaw violation regarding parking was reviewed. After consideration, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding nuisance was reviewed. After consideration, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).

### **NEW BUSINESS**

**RCMP Project Entry** – It was noted that residents will see a new “Project Entry” sticker on the enterphones outside now that the RCMP’s Project Entry has now been implemented. The program allows an officer responding to an emergency at the building to gain access to the lobby as well as any floor in the building without having to call the AWM afterhours emergency line or storing a fob on site.

**Exterior Dryer Vent Cleaning Proposals** – Council reviewed proposals for exterior dryer vent cleaning from two contractors and after a brief discussion it was **MOVED** and **SECONDED** to **RATIFY** the decision made electronically between meetings to approve the proposal from Air-Vac for \$1,112.00 + GST (*unanimous*).

**Parkade Cleaning Deferred** – it was noted that in light of the recent fee increase and the council trying to be mindful of where the operating budget funds go, council has decided to defer considering the next parkade cleaning until 2021

**Strata Taxes Filed** – It was noted that the strata’s T2 taxes have been filed by Dong Russell Company Inc

**E-Comm Testing** – Council reviewed a proposal from Positronics Enterprises for \$1,635.00 + GST relating to the annual testing of the buildings E-Comm (Emergency Communication) System. After a brief discussion it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the total of \$1,635 + GST relating to the testing of the buildings e-comm system (*unanimous*).

**Entrance Beautification Ideas** – it was noted that members from council would be coming up with a couple of ideas to spruce up the entrance area

**Council Interest Reminder** – Council wishes to remind all owners that every year a minimum of 3 and a maximum of 7 council members can be elected. This year, no new members volunteered to run for council leaving the council to be a group of 4 with the 3 remaining seats vacant. Anyone interested in running for council for next fiscal term is asked to please reach out to the undersigned so that they can be informed of the best way to do so when it comes time to have the next Annual General Meeting in summer 2021.

**Parkade Oil Spill Reminder** – Council wishes to remind all residents that oil spills found in parking stalls will be cleaned and the invoice to do so will be charged back to the unit responsible for the parking stall.

**New Rule Prohibiting Fire-Pits** – It was noted that some residents are not being responsible with their use of portable propane firepits and therefore Council has decided to pass a Rule effective immediately prohibiting the use of any form of fire pit on common property, including but not limited to patios/balconies. After a lengthy discussion it was **MOVED** and **SECONDED** to approve the new Rule effective immediately (*unanimous*).

**AWM Office Hours** – AWM continues to postpone a full opening of our offices to the general public, our valued clients and trades. These precautionary measures remain in place to limit the potential spread of the virus, to support our employees in this challenging time and to ensure we maintain our ability to serve you, for the long term. Our staff have returned to work and we remain vigilant and are monitoring the situation in real time and responding as conditions evolve. Visits to our office should be scheduled in advance and please visit our website for more information [www.awmalliance.com](http://www.awmalliance.com).

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, *NO items* are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes, packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.

In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated ***"Form K", Notice of Tenants Responsibilities*** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

**Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:09 p.m.

#### **NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

**February 3<sup>rd</sup>, 2021 – Council Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**

**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).

**MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN EPS 2691 – ELGIN HOUSE  
Held: Monday, November 9<sup>th</sup>, 2020 at 1:00PM**

**Location: “Rowing Club” – 15100 33rd Avenue, Surrey BC, V3V 1A1**

**INTRODUCTION**

Due to the restrictions on community gatherings imposed by the Province to help halt the spread of the Covid-19 virus, the traditional “in-person” format of the AGM was modified to Restricted Proxy voting in order to safeguard the health and safety of all owners.

Prior to the AGM, owners were sent the AGM package and given the opportunity to make inquiries through the submission of an “AGM Feedback” form to assist with casting their votes on the proposed budget,  $\frac{3}{4}$  vote resolutions and nominations for Council.

It was noted that one of the two proxy holders specified on the restricted proxy form was unable to attend the meeting due to a family emergency therefore, the physical attendees of the AGM consisted of one designated proxy holder from the elected strata council; Genevieve Truchon, and one scrutineer from the elected strata council, Zuzana Horvathova. In addition to the proxy holders; Kyle Gloude, Strata Agent from AWM Alliance Real Estate Group was also in attendance.

**CALL TO ORDER**

The Annual General Meeting for the Strata Corporation of EPS 2691 was called to order at 1:00 PM.

**CERTIFICATION OF PROXIES & QUORUM**

The Strata Property Act states that in order to conduct business at a General Meeting at least thirty-three percent (33%) or 1/3 of the persons entitled to vote must be present in person or by proxy. In accordance with the Strata Corporation’s bylaw 44, the meeting can be called to order with those represented in person or by proxy after waiting for fifteen (15) minutes. The proxies; all valid, were counted by the proxy holder and AWM, who advised that the final attendance report was **16 Owners (2 in person and 14 by proxy)** of a total of 139 units. As such, the meeting was called to order at 1:15 PM in accordance with the bylaws.

**PROOF OF NOTICE**

The Proof of Notice requirements of meeting, dated October 19<sup>th</sup>, 2020 was acknowledged as being in compliance with the Strata Property Act. There were no returns in advance of the meeting.

**APPROVAL OF THE AGENDA**

It was **MOVED** (#122), **SECONDED** (#430) and **CARRIED** to approve the agenda as presented (*unanimous*).

**APPROVAL OF THE PREVIOUS MINUTES**

It was **MOVED** (#430) and **SECONDED** (#122) to accept the Annual General Meeting minutes from the meeting dated July 30<sup>th</sup>, 2019, as circulated, which **CARRIED** (*unanimous*).

## **CERTIFICATE OF INSURANCE**

AWM provided a brief review of the certificate of insurance in place for the Strata Corporation, which was included in the Notice of Meeting package. A brief review of the coverage from the broker, CapriCMW Insurance, was noted including limits and the premium schedule

Owners are advised that they should allow for deductible coverage on their specific homeowners insurance policy for up to the following strata deductible amounts:

All Loss Risk	<b>\$50,000</b>
Water/Sewer Damage	<b>\$75,000</b>

**Owners are strongly encouraged to obtain personal insurance coverage as an Owner may be responsible for payment of a strata corporation insurance deductible(s) in the event a loss occurs from an owner's area of responsibility, as outlined in the corporation's Bylaws.**

For example, where an owner's plumbing fixture or appliance fails and causes water damage to the unit and/or adjacent units and common property, the corporation may claim the amounts up to the applicable insurance deductible for the corporation. The Owner will be able to make a claim against their home insurance policy and be responsible for a significantly lower deductible than the corporation deductible.

The strata corporation policy does not extend coverage to Owners/Tenants within a strata lot in a variety of circumstances, including but not limited to:

**Individual Contents** – personal contents and belongings damaged during a claim must be claimed via the homeowner/tenant policy.

**Alterations/Improvements** – any renovations made to the strata lot which changed the strata lot's original construction must be claimed via the homeowner policy. For example, if a unit was purchased with carpeting and the owner (or previous owner) has installed hardwood flooring, the 'new' hardwood flooring is not covered by the corporation insurance.

**Loss of Rent (tenanted unit)** – where a landlord faces a claim from a tenant for reduced rent or other tenant rights, as a result of a loss occurrence in the strata lot, there is no coverage under the corporation policy.

**Additional Living Expenses (Owners & Tenants)** – where a strata lot occupant must vacate the unit in order to accommodate repairs under an insurance claim, the corporation policy typically has limited coverage to a resident owner (ie. an owner who resides in the strata lot). The owner must first use their home insurance policy for any relocation expenses and the strata insurance policy will provide supplemental coverage. There is NO coverage for additional living expenses extended to a tenant of a strata lot.

Owners are advised that where loss or damage occurs to a strata lot which is below the applicable insurance deductible for the corporation, the strata corporation may not be responsible for the repairs to the strata lot. An owner is responsible to repair and maintain their strata lot under the Bylaws and this includes a situation where damage may have originated from another strata lot (such as a water leak from a strata lot above) or from the common property (such as a burst pipe). The circumstances of each loss will determine whether the strata corporation is involved, either directly or via insurance. **It is imperative homeowners have insurance coverage in place to protect against loss and damage in their home.**

Owners are advised that a copy of the strata insurance policy is available on the Elgin House/AWM Alliance Community Portal at [www.awmalliance.com](http://www.awmalliance.com).

#### **APPROVAL OF 2020/2021 OPERATING BUDGET**

Explanatory budget notes were included in the Notice of Meeting package which highlighted the majority of expense line items and the logic supporting the budgets preparation. It was discussed that the vast majority of the 13.47% proposed maintenance fee increase (\$73,014.10 total) was due primarily to increases to the strata corporation insurance policy premium (\$52,500), the Contingency Reserve Fund (CRF) annual contribution (\$15,000) as well as Property Management Fees (\$3,502.4).

As there were no further questions in relation to the budget, it was **MOVED** (#122) and **SECONDED** (#430) and **CARRIED** to approve the 2020/2021 budget as presented (*11 in favour, 5 opposed*).

All Owners are advised there is a **13.47% INCREASE** in the Monthly Maintenance Fees. These new Maintenance Fees are effective and retroactive to **June 1<sup>st</sup>, 2020**.

Please see the attached official fee schedule for the 2020/2021 fiscal year. Owners who wish to be set up on the automatic withdrawal system, please visit [www.awmalliance.com](http://www.awmalliance.com) and under the Forms tab click on "Pre-Authorized Debit (EFT) Set Up" to submit your form and attach VOID cheque. It is not necessary to complete the form again if already submitted.

#### **¾ VOTE RESOLUTION #1 – AUTHORIZATION OF CRF WITHDRAWAL – 5 YEAR WARRANTY REVIEW & FILING**

It was **MOVED** (#122) and **SECONDED** (#430) to approve the following resolution.

**PREAMBLE** The purpose of the ¾ vote resolution is to authorize a withdrawal up to \$9,000.00 from the Contingency Reserve Fund for the purpose of obtaining a 5-year building envelope warranty review by an engineering firm and filing the report with the developer and warranty provider using the assistance of a lawyer.

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**WHEREAS** pursuant to s. 96 of the *Strata Property Act*, S.B.C. 1998, c. 43, a strata corporation must not spend money from the contingency reserve fund unless the expenditure is consistent with the purposes of the CRF, as set out in the Act, and first approved by a resolution passed by a 3/4 vote at an annual or special general meeting;

**BE IT RESOLVED** by 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, pursuant to s. 96 of the Act, that the Strata Corporation approve the expenditure of \$9,000.00 from the contingency reserve fund for the purpose of obtaining and filing the 5 Year Building Envelope Warranty Review.

As there was no further discussion a vote was called to approve the CRF withdrawal, which **CARRIED** (*unanimous*).

#### **¾ VOTE RESOLUTION #2 – AUTHORIZATION OF CRF WITHDRAWAL – NVR & UPS REPLACEMENTS**

It was **MOVED** (#430) and **SECONDED** (#122) to approve the following resolution.

**PREAMBLE** The purpose of the ¾ vote resolution is to authorize a withdrawal up to \$5,000.00 from the Contingency Reserve Fund for the purpose of replacing the Network Video Recorder (NVR) & Uninterruptible Power Supply (UPS) for the security/camera system.

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**WHEREAS** the Owners may make expenditures from the Contingency Reserve Fund for expenses that occur less often than once a year, if first approved by a ¾ vote at a General Meeting, in accordance with Sections 92 and 96 of the Strata



Property Act.

**BE IT RESOLVED** As a  $\frac{3}{4}$  vote of the Owners, Strata Plan EPS 2691, authorize an expenditure of up to \$5,000.00 from the Contingency Reserve Fund for the purpose of replacing the Network Video Recorder (NVR) & Uninterruptible Power Supply (UPS) for the security/camera system.

As there was no further discussion a vote was called to approve the CRF withdrawal, which **CARRIED** (15 in favour, 1 opposed).

**$\frac{3}{4}$  VOTE RESOLUTION #3 – AUTHORIZATION OF CRF WITHDRAWAL – 4<sup>TH</sup> FLOOR GROUND FAULT TROUBLESHOOTING**

It was **MOVED** (#430) and **SECONDED** (#122) to approve the following resolution.

**PREAMBLE** The purpose of the  $\frac{3}{4}$  vote resolution is to authorize a withdrawal up to \$10,000.00 from the Contingency Reserve Fund for the purpose of troubleshooting a ground fault issue on the 4<sup>th</sup> floor which is causing the fire panel to produce false alarm notifications to the alarm monitoring company.

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**WHEREAS** the Owners may make expenditures from the Contingency Reserve Fund for expenses that occur less often than once a year, if first approved by a  $\frac{3}{4}$  vote at a General Meeting, in accordance with Sections 92 and 96 of the Strata Property Act.

**BE IT RESOLVED** As a  $\frac{3}{4}$  vote of the Owners, Strata Plan EPS 2691, authorize an expenditure of up to \$10,000.00 from the Contingency Reserve Fund for the purpose of troubleshooting and fixing a ground fault somewhere on the 4<sup>th</sup> floor.

As there was no further discussion a vote was called to approve the CRF withdrawal, which **CARRIED** (14 in favour, 2 opposed).

**$\frac{3}{4}$  VOTE RESOLUTION #4 – AUTHORIZATION OF CRF WITHDRAWAL – EMERGENCY BOILER REPAIRS**

It was **MOVED** (#122) and **SECONDED** (#430) to approve the following resolution.

**PREAMBLE** The purpose of the  $\frac{3}{4}$  vote resolution is to authorize a withdrawal up to \$11,000.00 from the Contingency Reserve Fund for the purpose of emergency repairs to both boilers due to a leak sourced back to a boiler supply line in the boiler room.

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**WHEREAS** the Owners may make expenditures from the Contingency Reserve Fund for expenses that occur less often than once a year, if first approved by a  $\frac{3}{4}$  vote at a General Meeting, in accordance with Sections 92 and 96 of the Strata Property Act.

**BE IT RESOLVED** As a  $\frac{3}{4}$  vote of the Owners, Strata Plan EPS 2691, authorize an expenditure of up to \$11,000.00 from the Contingency Reserve Fund for the purpose of emergency repairs to both boilers due to a leak sourced back to a boiler supply line in the boiler room.

As there was no further discussion a vote was called to approve the CRF withdrawal, which **CARRIED** (15 in favour, 1 opposed).

#### **¾ VOTE RESOLUTION #5 – DEPRECIATION REPORT DEFERRAL/UPDATE**

It was **MOVED** (#430) and **SECONDED** (#122) to open the floor for discussion on the resolution below.

**WHEREAS** the Owners, Strata Plan EPS 2691, wish to defer the completion of a Contingency Reserve Fund Study “Depreciation Report” in accordance with a recent amendment to the Strata Property Act of BC, with the costs to be expensed from the Contingency Reserve Fund. The Council is recommending deferring completing the report for the next fiscal year.

**WHEREAS** approval of Option 1 will concurrently defeat Option 2

#### **Option #1**

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, that pursuant to Section 94 (2) (c), the Owners agree to exempt themselves and waive the requirements of this sub-section during the period immediately following the Annual General Meeting of November 9th, 2020 or any adjournment thereof, until the next Annual General Meeting.

#### **Option #2**

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, to approve an expenditure of up to \$9,000 from the Strata Corporation Contingency Reserve Fund for the purpose of obtaining a Deprecation Report pursuant to Section 94 of the Strata Property Act.

After a brief discussion and noting that Council would like to have the Depreciation Report updated next year, a vote on **Option #2** to **UPDATE** the depreciation report was called, which was **DEFEATED** (9 in favour, 5 opposed, 1 abstention).

#### **NEW BUSINESS**

No new business was discussed.

#### **ELECTION OF STRATA COUNCIL FOR THE 2020/2021 FISCAL YEAR**

Included with the AGM Notice was a Council Nomination Form and each nominee/volunteer had an opportunity to present themselves to the owners at the virtual town hall meeting held November 2nd, 2020. It was noted there is a minimum of 3 and a maximum of 7 members that could be elected to the Strata Council. The following incumbent Council members were nominated/volunteered for the Strata Council for the upcoming fiscal year:

John Cameron (#133)	Marsha Smythe (#232)
Genevieve Truchon (#122)	Nicole Lowry (#431)

After reviewing all of the proxy votes it was noted that three (3) of the sixteen (16) votes were abstentions bringing the total number of votes to thirteen (13) and the majority approval threshold to seven (7). The final count revealed that all of the above noted incumbent members had received more than a majority vote required and therefore have been elected to the Council for the 2020/2021 fiscal year. The vote counts are included below:

John Cameron (13 votes)	Marsha Smythe (11 votes)
Genevieve Truchon (13 votes)	Nicole Lowry (12 votes)

It was then **MOVED** (#122), **SECONDED** (#430) and **CARRIED** to elect the noted Owners for the 2020/2021 strata fiscal

year (*unanimous*).

Any information pertaining to Elgin House can be accessed through AWM-Alliance's website at [www.awmalliance.com](http://www.awmalliance.com) under the tab "**Strata Owner's Login**" located just below the website banner. Instruction on how to access are available on the AWM main website under the STRATA tab. All Owners and tenants are encouraged to register. All Owners registered with an email address will receive regular email notices from the Strata Council via AWM Alliance.

#### **TERMINATION**

There being no further business, the meeting was terminated at 1:32PM.

The minutes were taken by:

**Kyle Gloude, Strata Agent**

**AWM-Alliance Real Estate Group**

Suite 214 – 6820 188<sup>th</sup> Street, Surrey, BC V4N 3G6

Email: [Kyle@awmalliance.com](mailto:Kyle@awmalliance.com) / [www.awmalliance.com](http://www.awmalliance.com)

Direct: 604-638-7381

**Approved Annual Operating Budget**  
**Strata Plan EPS 2691 - Elgin House**  
June 1, 2020 - May 31, 2021

	Actual 2019-2020 Annual Budget	Approved 2019-2020 Annual Budget	Proposed 2020-2021 Annual Budget 13.47% Increase
<i>Fiscal Year-End: May 31st</i>			
<b>REVENUE</b>			
Maintenance Fees	542,111.76	542,119.00	615,133.10
Other Income	1,060.00	2,500.00	2,500.00
Interest Earned	868.93	-	-
Fob Income	1,440.00	-	-
Move In/Out Income	5,400.00	-	-
Bylaw Fine Income	150.00	-	-
Caretaker Suite Income	9,750.00	9,000.00	9,000.00
<b>TOTAL INCOME</b>	<b>560,780.69</b>	<b>553,619.00</b>	<b>626,633.10</b>
<b>EXPENSES</b>			
Caretaker Salaries	82,951.25	82,000.00	82,000.00
<b>Total Salaries / Contractors</b>	<b>82,951.25</b>	<b>82,000.00</b>	<b>82,000.00</b>
Administration	6,656.52	4,500.00	6,000.00
Strata Fees - Corporate Suite	3,263.40	3,100.00	3,100.00
Alarm Monitoring	6,226.66	7,500.00	6,500.00
Property Management fees	42,033.60	42,034.00	45,536.40
<b>Total Administration</b>	<b>58,180.18</b>	<b>57,134.00</b>	<b>61,136.40</b>
Maintenance & Repair	24,038.24	19,000.00	19,026.62
Mechanical	15,633.18	12,000.00	12,000.00
Grounds Maintenance/Landscaping	32,072.25	35,000.00	35,000.00
Landscape Improvements	393.75	3,000.00	3,000.00
Security System/Devices	24,416.73	25,000.00	25,000.00
Parking Maintenance	1,412.25	1,000.00	1,000.00
Fire System/Equipment	12,687.61	5,500.00	7,000.00
Window Cleaning	7,752.15	8,000.00	8,000.00
Building Supplies/Sundry	445.72	500.00	500.00
Snow Removal/Salting	10,116.75	10,000.00	10,000.00
Elevator Maintenance	6,835.50	6,000.00	6,000.00
<b>Total Maintenance/Supplies</b>	<b>135,804.13</b>	<b>125,000.00</b>	<b>126,526.62</b>
Electricity	20,089.49	21,500.00	20,500.00
Natural Gas	20,544.45	18,500.00	20,500.00
Trash Collection	10,122.18	11,000.00	10,500.00
Water & Sewer	30,262.83	31,000.00	31,000.00
<b>Total Utilities</b>	<b>81,018.95</b>	<b>82,000.00</b>	<b>82,500.00</b>
Amenity Contribution	67,848.12	65,834.00	67,938.08
Prior Year Deficit	1,151.04	1,151.00	-
Insurance	66,321.68	72,500.00	125,000.00
Mortgage Expenses	11,532.00	13,000.00	11,532.00
<b>Total Other Expenses</b>	<b>146,852.84</b>	<b>152,485.00</b>	<b>204,470.08</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>504,807.35</b>	<b>498,619.00</b>	<b>556,633.10</b>
Contingency Reserve Expense	54,999.96	55,000.00	70,000.00
<b>TOTAL EXPENSES</b>	<b>559,807.31</b>	<b>553,619.00</b>	<b>626,633.10</b>
<b>NET PROFIT / LOSS</b>	<b>973.38</b>	<b>0.00</b>	<b>0.00</b>

Strata Plan EPS 2691 - Elgin House  
Approved Maintenance Fees  
June 1, 2020 to May 31, 2021

Unit No	Operating	Reserve	2019/2020 Approved Fee	2020/2021 Approved Fee	Jun-Nov'20 Adjustment	Dec'20 One-Time Fee
101	\$249.34	\$32.02	\$247.96	\$281.36	\$200.40	\$481.76
102	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
103	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
104	\$281.51	\$36.15	\$279.95	\$317.66	\$226.26	\$543.92
105	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
106	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
107	\$378.03	\$48.54	\$375.94	\$426.57	\$303.78	\$730.35
108	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
109	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68
110	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
111	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
112	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
113	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
114	\$365.96	\$46.99	\$363.94	\$412.95	\$294.06	\$707.01
115	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
116	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
117	\$365.96	\$46.99	\$363.94	\$412.95	\$294.06	\$707.01
118	\$273.47	\$35.12	\$271.95	\$308.59	\$219.84	\$528.43
119	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
120	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
121	\$369.99	\$47.51	\$367.94	\$417.50	\$297.36	\$714.86
122	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
123	\$273.47	\$35.12	\$271.95	\$308.59	\$219.84	\$528.43
124	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
125	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
126	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68
127	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
128	\$378.03	\$48.54	\$375.94	\$426.57	\$303.78	\$730.35
129	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
130	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
131	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
132	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
133	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
134	\$325.75	\$41.83	\$323.95	\$367.58	\$261.78	\$629.36
201	\$341.83	\$43.89	\$339.95	\$385.72	\$274.62	\$660.34
202	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
203	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
204	\$281.51	\$36.15	\$279.95	\$317.66	\$226.26	\$543.92
205	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
206	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
207	\$414.22	\$53.19	\$411.93	\$467.41	\$332.88	\$800.29
208	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
209	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68
210	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
211	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
212	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
213	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
214	\$365.96	\$46.99	\$363.94	\$412.95	\$294.06	\$707.01

Strata Plan EPS 2691 - Elgin House  
Approved Maintenance Fees  
June 1, 2020 to May 31, 2021

Unit No	Operating	Reserve	2019/2020 Approved Fee	2020/2021 Approved Fee	Jun-Nov'20 Adjustment	Dec'20 One-Time Fee
215	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
216	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
217	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
218	\$156.84	\$20.14	\$155.97	\$176.98	\$126.06	\$303.04
219	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
220	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
221	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
222	\$369.99	\$47.51	\$367.94	\$417.50	\$297.36	\$714.86
223	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
224	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
225	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
226	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
227	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68
228	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
229	\$414.22	\$53.19	\$411.93	\$467.41	\$332.88	\$800.29
230	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
231	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
232	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
233	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
234	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
235	\$325.75	\$41.83	\$323.95	\$367.58	\$261.78	\$629.36
301	\$341.83	\$43.89	\$339.95	\$385.72	\$274.62	\$660.34
302	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
303	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
304	\$281.51	\$36.15	\$279.95	\$317.66	\$226.26	\$543.92
305	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
306	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
307	\$414.22	\$53.19	\$411.93	\$467.41	\$332.88	\$800.29
308	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
309	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68
310	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
311	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
312	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
313	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
314	\$365.96	\$46.99	\$363.94	\$412.95	\$294.06	\$707.01
315	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
316	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
317	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
318	\$369.99	\$47.51	\$367.94	\$417.50	\$297.36	\$714.86
319	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
320	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
321	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
322	\$369.99	\$47.51	\$367.94	\$417.50	\$297.36	\$714.86
323	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
324	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
325	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
326	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
327	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68



Strata Plan EPS 2691 - Elgin House  
Approved Maintenance Fees  
June 1, 2020 to May 31, 2021

Unit No	Operating	Reserve	2019/2020 Approved Fee	2020/2021 Approved Fee	Jun-Nov'20 Adjustment	Dec'20 One-Time Fee
328	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
329	\$414.22	\$53.19	\$411.93	\$467.41	\$332.88	\$800.29
330	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
331	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
332	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
333	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
334	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
335	\$325.75	\$41.83	\$323.95	\$367.58	\$261.78	\$629.36
401	\$341.83	\$43.89	\$339.95	\$385.72	\$274.62	\$660.34
402	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
403	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
404	\$281.51	\$36.15	\$279.95	\$317.66	\$226.26	\$543.92
405	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
406	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
407	\$414.22	\$53.19	\$411.93	\$467.41	\$332.88	\$800.29
408	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
409	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68
410	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
411	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
412	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
413	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
414	\$365.96	\$46.99	\$363.94	\$412.95	\$294.06	\$707.01
415	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
416	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
417	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
418	\$369.99	\$47.51	\$367.94	\$417.50	\$297.36	\$714.86
419	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
420	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
421	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
422	\$369.99	\$47.51	\$367.94	\$417.50	\$297.36	\$714.86
423	\$329.77	\$42.35	\$327.94	\$372.12	\$265.08	\$637.20
424	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
425	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
426	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
427	\$353.90	\$45.44	\$351.95	\$399.34	\$284.34	\$683.68
428	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
429	\$414.22	\$53.19	\$411.93	\$467.41	\$332.88	\$800.29
430	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
431	\$317.70	\$40.80	\$315.94	\$358.50	\$255.36	\$613.86
432	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
433	\$289.55	\$37.18	\$287.95	\$326.73	\$232.68	\$559.41
434	\$337.81	\$43.38	\$335.94	\$381.19	\$271.50	\$652.69
435	\$325.75	\$41.83	\$323.95	\$367.58	\$261.78	\$629.36

October 19<sup>th</sup>, 2020

**The Owners, Strata Plan EPS 2691**

**"Elgin House"**

**15168 33rd Ave, Surrey BC, V3Z 0N7**

**RE: Notice of Annual General Meeting – November 9<sup>th</sup>, 2020 at 1:00pm**  
**\*\*RESTRICTED PROXY VOTING\*\***

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Dear Owners,

Enclosed you will find the Notice of the Annual General Meeting (AGM) for Strata Plan EPS 2691 – Elgin House

Scheduling of the Annual General Meeting was considerably delayed due to the restrictions on community gatherings imposed by the Province to help halt the spread of the COVID-19 virus; however, the Strata Corporation is compelled to call the AGM to satisfy legislative obligations which include the Owners approving a new operating budget,  $\frac{3}{4}$  vote resolutions and electing a Strata Council.

Due to the restrictions on gatherings, the AGM will not be held in the traditional "in person" format and will instead be held by way of Restricted Proxy. The Restricted Proxy will allow Owners to cast their vote without the need for physical attendance and allow the AGM to be conducted safely.

We recognize this is less than ideal however the processes outlined in this covering letter provide owners with the avenues to provide questions and feedback on the content of the package, which will be reviewed as part of an electronic information session held in advance of the actual voting date.

The Notice of Annual General Meeting contains all the required information under the Strata Property Act for Owners consideration. We ask Owners to review the package in detail as efforts have been made to provide a level of detail which will assist Owners in casting a vote without attendance in person at a general meeting.

As a large gathering of owners attending in person is not possible due to physical distancing obligations, we have prepared a specific form online via your community website in order to obtain feedback and have Owner questions answered. Email inquiries will not be accepted for this AGM feedback channel.

Please find the "AGM Feedback & Council Nomination Form" located under the "Management Office" tab by logging into the Elgin House website and following this link: <https://www.awmalliance.ca/Form/39286~292757/AGM-Feedback-Council-Nomination-Form>

Furthermore, a **virtual Information Session for this Annual General Meeting will be held November 2<sup>nd</sup>, 2020 at 6:30pm**. The purpose of this Information Session is to outline the details related to the AGM, and review specific feedback which will be circulated based on the above referenced AGM Feedback channel. Those putting their name in for Council Election using the nomination form, should come prepared to give a short introductory speech if desired.

The virtual Information Session will be held via Zoom conference call. Log in information is provided below:

*Join Zoom Meeting*

<https://zoom.us/j/97415031900?pwd=anVqYStnN2o4WGJxVStybGdRT3YyQT09>

*Meeting ID: 974 1503 1900*

*Passcode: 593718*

*One tap mobile*

*+12042727920,,97415031900# Canada*

*+14388097799,,97415031900# Canada*

*Dial by your location*

*+1 204 272 7920 Canada*

*+1 438 809 7799 Canada*

*+1 587 328 1099 Canada*

*+1 647 374 4685 Canada*

*+1 647 558 0588 Canada*

*+1 778 907 2071 Canada*

*Meeting ID: 974 1503 1900*

*Find your local number: <https://zoom.us/j/97415031900?pwd=anVqYStnN2o4WGJxVStybGdRT3YyQT09>*

**Q. How Do Owners Ask Questions:**

Owners are asked to complete the above online form **only** if you have questions/comments which will assist you in casting your vote. The deadline for receiving the completed form is: **October 26<sup>th</sup>, 2020 at 9:00AM**. Based on the number of inquiries and information required in response, an additional FAQ memo may be sent to the Owners, providing all owners with the various questions/comments and the answers to each, which will then be reviewed at the Information Session.

This FAQ will also include a copy of the Restricted Proxy Form, which will now include council nominations.

**Note this will only be emailed to those on the AWM website distribution list. Please ensure you are subscribed in advance.**

### Q: How Do Owners Complete the Restricted Proxy Form

- Indicate your vote instruction for the Proposed Budget
- Indicate your vote instruction for **each** Council Nominee
- **Please complete the form fully** (date, proxy holder name, owner name, address/strata lot number)
- Proxies may appoint **[John Cameron]** or **[Genevieve Truchon]** from Strata Council
- Sign the proxy (unsigned proxies cannot be accepted)
- Deliver the Proxy by email or fax to:
  - Email:** Strata Agent, Kyle Gloude - [Kyle@awmalliance.com](mailto:Kyle@awmalliance.com) or;  
Client Care Officer, Jocelyn Gan – [Jocelyn@awmalliance.com](mailto:Jocelyn@awmalliance.com)
  - Fax:** 604-893-1721

#### IMPORTANT NOTE:

**All signed and completed Restricted Proxies must be received no later than 9:00am on the date of the Annual General Meeting: **November 9<sup>th</sup>, 2020****

### Q: How Will the Votes be Recorded?

- Each Restricted Proxy Vote will be counted as per the instructions on the Restricted Proxy Ballot
- NO amendments to the budget will be permitted
- The accurate count of each vote will be recorded in the minutes of the meeting
- The Restricted Proxy for each strata lot will be retained for a period of 2 years from the date of the AGM
- The proxy holders will be authorized to ratify each Procedural Agenda item by a Majority vote

### Q: How Will Council Be Elected?

Included with the Restricted Proxy Form is a Council Election Ballot. This Ballot forms part of the Restricted Proxy Form. Council membership is restricted to no fewer than three or more than seven members.

Nominations/Volunteers for Council can be submitted until **October 26<sup>th</sup>, 2020 at 9:00AM**. Any owner who would like to put their name forward for the Strata Council must complete this section of the “AGM Feedback & Council Nomination Form” referenced above and include a brief bio and picture if desired.

Once the deadline for completion of the feedback form passes, Council Nominations will be included in a revised Restricted Proxy Form which will be sent to Owners on **October 26<sup>th</sup>, 2020** in advance of the information session.

Each nominee/volunteer for Council will be given an opportunity to present themselves to the Owners at the electronic information session, so Owners may hear from them directly prior to casting their vote.

### Q: How Will the Actual AGM be Conducted?

On the date of the Annual General Meeting, a limited number of representatives of Strata Council (ie. the two proxy holders), along with the Strata Agent will convene electronically at the date and time specified on the Agenda of the Notice of AGM. This attendance is to ensure compliance to the Strata Property Act for holding the meeting, as we are restricted to hold an in-person gathering.

The proxy holders will each have copies of any and all Restricted Proxies received. Following the procedural items, each resolution/vote will be tabulated collectively by the proxy holders in attendance to ensure open transparency and ensure accuracy of the vote tabulations.

The precise results of the votes tallied on the proposed budget and the names of the elected strata council will be included in the minutes of the meeting.

### Q: Can't we Hold the Meeting Electronically?

While the strata corporation is permitted to hold the AGM by electronic means and will do so to record the votes of owners, the logistics surrounding registration, moderating the meeting and counting of votes will pose difficulties in terms of compliance to the Strata Property Act. These issues are resolved by way of having owners cast votes via the restricted proxy and still be able to have feedback and discussion at the townhall in advance.

### AGM Timeline Summary

- **October 19<sup>th</sup>, 2020**: Full AGM Package emailed and mailed to all Owners on title. Owners Should fill out the "AGM Feedback and Council Nomination" form after reviewing this package, if there are any questions.
- **October 26<sup>th</sup>, 2020 @ 9:00am**: AGM Feedback and Council Nomination form deadline. No Council nominations or website questions will be accepted after this day.
- **October 26<sup>th</sup>, 2020 (by end of day)**: The Amended Restricted Proxy, along with all of the Council Nominations, will be emailed to all residents. **This is your voting form and will only be emailed to those on the AWM website distribution list.**
- **November 2<sup>nd</sup>, 2020 @ 6:30pm**: An information session will be held via Zoom Conference. Owners will ask any remaining questions not already answered via email. Owners that submitted for Council Election will be able to give a brief presentation.
- **November 9<sup>th</sup>, 2020 @ 1:00pm**: Formal AGM Date, Representatives from Strata Council will count the votes, with AWM Alliance Assistance.

### AWM-Alliance Real Estate Group Ltd.

On behalf of Strata Plan EPS 2691

Kyle Gloude  
Strata Agent

*The information contained within has been compiled based on the recommended best practices of the Condominium Home Owners Association (CHOA).*

**Notice of Annual General Meeting**  
**The Owners Strata Plan EPS 2691**  
**Elgin House**  
**November 9<sup>th</sup>, 2020 at 1:00pm**

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- **Agenda**
- **Voting Procedures Information**
- **Approval of AGM meeting minutes July 30th, 2019**
- **Certificate of Insurance**
- **Financial Statements for the 12 months ending May 31st, 2020 (Balance Sheet & Income Statement)**
- **Schedule A: Operating and Contingency Reserve Fund Overview**
- **Budget Notes**
- **Proposed Operating Budget 2020/2021**
- **Proposed Fee Schedule**
- **$\frac{3}{4}$  Vote Resolutions**
- **Proxy Form**



**Notice of Annual General Meeting**  
**The Owners Strata Plan EPS 2691**  
**Elgin House**  
**November 9<sup>th</sup>, 2020 at 1:00pm**

**AGENDA**

- 1. Call Meeting to Order**
- 2. Certification of Proxies & Quorum**
- 3. File Proof of Notice of Meeting**
- 4. Approval of the Agenda**
- 5. Majority Vote Resolution**
  - Ratification of Rules
- 6. Report on Insurance**
- 7. Review and Approval of Annual Operating Budget for 2020/2021 Fiscal Year**
  - Operating Budget Notes
  - Schedule A
  - Operating Budget 2020/2021
  - Proposed Maintenance Fee Schedule 2020/2021
- 8. Consideration of  $\frac{3}{4}$  Resolutions**
  - CRF Authorization - \$9,000 – 5 Year Warranty Review & Filing
  - CRF Authorization - \$5,000 – Network Video Recorder (NVR) & Uninterruptible Power Supply (UPS) Replacements
  - CRF Authorization - \$10,000 – 4<sup>th</sup> Floor Ground Fault Troubleshooting
  - CRF Authorization - \$11,000 – Emergency Boiler Repairs
  - Depreciation Report Opt-Out/Update – \$9,000
- 9. New Business**

- 10. Election of Strata Council for the 2020/2021 Term**
- 11. Termination of Meeting**

## INSURANCE COVERAGE

Enclosed with the Notice of Annual General Meeting is a copy of the summary of coverages for the Strata Corporation insurance, placed via **CapriCMW Insurance**. We wish to draw Owners attention to the key strata corporation deductibles:

All Loss Risk	\$50,000
Water/Sewer Damage	\$75,000

**Owners are strongly encouraged to obtain personal insurance coverage as an Owner may be responsible for payment of a strata corporation insurance deductible in the event a loss occurs from an owner's area of responsibility, as outlined in the corporation's Bylaws.**

For example, where an owner's plumbing fixture or appliance fails and causes water damage to the unit and/or adjacent units and common property, the corporation may claim the amounts up to the applicable insurance deductible for the corporation. The Owner will be able to make a claim against their home insurance policy and be responsible for a significantly lower deductible than the average corporation deductible.

The strata corporation policy does not extend coverage to Owners within a strata lot in a variety of circumstances, including but not limited to:

**Individual Contents** – personal contents and belongings damaged during a claim must be claimed via the home owner policy.

**Alterations/Improvements** – any renovations made to the strata lot which changes the strata lot's original construction must be claimed via the home owner policy. For example, if a unit was purchased with carpeting and has the owner (or previous owner) has installed hardwood flooring, the 'new' hardwood flooring is not covered by the corporation insurance.

**Loss of Rent (tenanted unit)** – where a landlord faces a claim from a tenant for reduced rent or other tenant rights, as a result of a loss occurrence in the strata lot, there is no coverage under the corporation policy.

**Additional Living Expenses (Owners & Tenants)** – where a strata lot occupant must vacate the unit in order to accommodate repairs under an insurance claim, the corporation policy typically has limited coverage to a resident Owner (ie. an Owner who resides in the strata lot). The owner must first use their home insurance policy for any relocation expenses and the strata insurance policy will provide supplemental coverage. There is NO coverage for this additional living expense extended to a Tenant of a strata lot.

Owners are advised that where a loss or damage occurs to a strata lot which is below the applicable insurance deductible for the corporation, the strata corporation may not be responsible for the repairs to the strata lot. An owner is responsible to repair and maintain their strata lot under the Bylaws and this includes a situation where damage may have originated from another strata lot (such as a water leak from an upstairs unit) or from the common property (such as a burst pipe). The circumstances of each loss will determine whether the strata corporation is involved, either directly or via insurance.

**It is imperative home owners have insurance coverage in place to protect against loss and damage in their home.**

<b>Insured</b>	<b>The Owners of Strata Plan EPS2691, Elgin House</b>	<b>Property Policy Number: CMW M1742 &amp; ZCMW M1742</b>
<b>Policy Period</b>	<b>From: April 1, 2020</b>	<b>To: April 1, 2021</b>
<b>Location(s)</b>	<b>15168 33rd Avenue, Surrey, BC V3Z 0N7</b>	<b>Effective June 2, 2020</b>

<b>Description of Coverages</b>	<b>Limits of Liability</b>	<b>Deductibles</b>
<b>Property of Every Description</b> – Per Occurrence, Form CMWM - October 2019 & CMWMZ - MAY 2020, Appraisal: Apr 1, 2020, Year of Cycle: 1	\$ 32,798,000.	See Below
Controls and video surveillance	\$ 115,000.	
Business Interruption	Not Covered	
Earthquake – Annual Aggregate	\$ 32,913,000.	
Flood – Annual Aggregate	\$ 32,913,000.	
Blanket Glass	Included	
<b>Equipment Breakdown</b> – By-laws Included	\$ 32,798,000.	\$1,000.
Controls and video surveillance	\$ 115,000.	
Business Interruption - Loss of Profits (Gross Rentals)	Not Covered	
Included - Debris Removal, \$500,000. Ammonia Contamination, \$500,000. Hazardous Substances, \$1,000,000. Expediting Expense, \$500,000. Water Damage, \$250,000. Extra Expense, \$100,000. Service Interruption	Included	
<b>General Liability</b> – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$ 10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$ 10,000,000.	
Non-Owned Automobile	\$ 10,000,000.	
Advertising Injury Liability	\$ 10,000,000.	
Medical Payments – Each Person	\$ 50,000.	
Tenants' Legal Liability – Any One Premises	\$ 500,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage (Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$/week & set at \$/week for Volunteer Workers)	\$ 100,000.	
<b>Strata Corporation Directors &amp; Officers Liability</b> – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation	\$ 10,000,000.	Nil
<b>Professional Liability Extension for Property Manager</b> per Wrongful Act – Annual Aggregate – Claims Made	Included	Nil
Discrimination Defense Costs	Included	
Employment Practices Liability	Included	
<b>Broad Form Money &amp; Securities</b> – Loss Inside & Outside Premises, Depositors Forgery	Not Covered	
Employee Dishonesty, Coverage – Form A	Not Covered	
<b>Pollution Liability</b> – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs	\$ 1,000,000.	\$10,000.
Aggregate (Master) Policy Limit	\$ 5,000,000.	
<b>Terrorism and Sabotage Coverage</b>	\$ 500,000.	\$2,500
<b>Volunteer Accident Coverage</b>	\$ 100,000.	7 Day Waiting Period
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.		
<b>Intellect Privacy &amp; Data Breach</b>		Nil.
Liability	\$ 50,000.	
Expense	\$ 10,000.	
<b>Earthquake Deductible Buy-Down Coverage</b> – Annual Aggregate (minimum retained premium 20%)	\$ 1,639,900	15%

<b>Platinum Legal Services Retainer Contract</b>	<b>Aggregate Fees Cap per Legal Proceeding</b>
Per Claim – \$1,500,000 Term Aggregate	\$1,000,000.

Note: The Legal Services Retainer Contract with Clark Wilson LLP is not a contract of insurance but is a Retainer agreement between the Strata Corporation and Clark Wilson LLP for Legal Services as described in the Contract. Premium is fully earned.

<b>Deductibles – Property</b>	<b>Conditions – Property</b>
<ul style="list-style-type: none"> <li>All Losses \$50,000 except:</li> <li>Water Damage \$75,000</li> <li>Sewer Back-up \$75,000</li> <li>Flood \$75,000</li> <li>Earthquake 20%, minimum \$250,000 (Earthquake Deductible Buy-Down to 15%)</li> <li>Residential Glass Breakage \$50,000</li> <li>Master Key Coverage \$50,000</li> <li>Lock and Key Coverage \$50,000</li> <li>Illegal Drug Activity \$50,000</li> <li>All Losses arising from Vacant Units \$75,000</li> <li>Sprinkler Discharge \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.</li> <li>Basis of Loss Settlement – Replacement Cost including by-laws.</li> <li>Co-insurance Basis – Stated Amount.</li> <li>Extended Replacement Cost – Not Covered</li> <li>Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.</li> </ul>
	<b>Conditions – General Liability</b>
	<ul style="list-style-type: none"> <li>Property Manager is an Additional Named Insured for their management of the Strata Plan.</li> <li>*\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term</li> </ul>
	<b>Notable Exclusions &amp; Endorsements</b>
	<ul style="list-style-type: none"> <li>Property Cyber and Data Endorsement / Communicable Disease Endorsement / Communicable Disease Exclusion / Virus, Bacteria or Microorganism Exclusion / Declaration of Emergency Endorsement</li> </ul>

# Balance Sheet

**Elgin House EPS 2691***As of : May 31, 2020*

Account #	Description	Net
<b>ASSETS</b>		
1050-0381	Operating Cash	\$16,646.75
1060-0381	Contingency Cash	\$173,515.49
1100-0381	Accounts Receivable	\$16,234.66
1150-0381	Accounts Receivable - Other	\$308.25
1160-0381	Contingency - AR	\$31,050.48
1200-0381	Prepaid Insurance	\$23,725.80
1290-0381	Prepays - Other	\$1,480.89
1400-0381	Capital - Corporate Suite	\$249,900.00
<b>TOTAL ASSETS:</b>		<b>\$512,862.32</b>
<b>LIABILITIES</b>		
2000-0381	Accounts Payable	\$3,778.37
2003-0381	Accrued Liabilities	\$18,223.80
2005-0381	A/P Others	\$4,851.47
2020-0381	Prepaid Liability	\$494.85
2160-0381	Contingency - AP	\$31,050.48
2400-0381	Mortgages Payable	\$167,957.54
<b>TOTAL LIABILITIES:</b>		<b>\$226,356.51</b>
<b>EQUITY</b>		
3000-0381	Current Earnings	\$973.38
3030-0381	Retained Earnings	(\$976.00)
3100-0381	Contingency Reserve	\$204,565.97
3200-0381	Corporate Suite Equity	\$81,942.46
<b>TOTAL EQUITY:</b>		<b>\$286,505.81</b>
		<b>\$512,862.32</b>

## Statement of Income

### Elgin House EPS 2691

From Jun 01, 2019 to May 31, 2020

Account #	Description	May			Year - to- Date			Annual Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
REVENUE								
4010-0381	Fob Income	\$80.00		\$80.00	\$1,440.00		\$1,440.00	\$542,119.00
4020-0381	Parking Income	\$0.00		\$0.00	\$20.00		\$20.00	
4100-0381	Late Charges	\$100.00		\$100.00	\$300.00		\$300.00	
4125-0381	Move In/Out Fees	\$300.00		\$300.00	\$5,400.00		\$5,400.00	
4130-0381	Bylaw Fine Income	\$0.00		\$0.00	\$150.00		\$150.00	
4140-0381	Maintenance Fees	\$45,175.98	\$45,176.62	(\$0.64)	\$542,111.76	\$542,119.00	(\$7.24)	
4175-0381	Interests Earned	\$18.73		\$18.73	\$868.93		\$868.93	
4300-0381	Caretaker Suite Income	\$1,500.00	\$750.00	\$750.00	\$9,750.00	\$9,000.00	\$750.00	\$9,000.00
4490-0381	Other Income	\$40.00	\$208.37	(\$168.37)	\$740.00	\$2,500.00	(\$1,760.00)	\$2,500.00
TOTAL REVENUE:		\$47,214.71	\$46,134.99	\$1,079.72	\$560,780.69	\$553,619.00	\$7,161.69	\$553,619.00
EXPENSES								
Salaries/Wages								
5000-0381	Caretaker Salaries	\$9,213.75	\$6,833.37	\$2,380.38	\$82,951.25	\$82,000.00	\$951.25	\$82,000.00
Total Salaries/Wages:		\$9,213.75	\$6,833.37	\$2,380.38	\$82,951.25	\$82,000.00	\$951.25	\$82,000.00
Adminstration								
5110-0381	Administration	\$228.37	\$375.00	(\$146.63)	\$6,656.52	\$4,500.00	\$2,156.52	\$4,500.00
5125-0381	Strata Fees - Corporate Suite	\$271.95	\$258.37	\$13.58	\$3,263.40	\$3,100.00	\$163.40	\$3,100.00
5180-0381	Monitoring	\$608.71	\$625.00	(\$16.29)	\$6,226.66	\$7,500.00	(\$1,273.34)	\$7,500.00
5195-0381	Property Management Fees	\$3,502.80	\$3,502.87	(\$0.07)	\$42,033.60	\$42,034.00	(\$0.40)	\$42,034.00
Total Adminstration:		\$4,611.83	\$4,761.24	(\$149.41)	\$58,180.18	\$57,134.00	\$1,046.18	\$57,134.00
Maintenance/Supplies								
5200-0381	Maintenance & Repair	(\$4,439.97)	\$1,583.37	(\$6,023.34)	\$24,038.24	\$19,000.00	\$5,038.24	\$19,000.00
5206-0381	Mechanical	(\$1,485.50)	\$1,000.00	(\$2,485.50)	\$15,633.18	\$12,000.00	\$3,633.18	\$12,000.00
5220-0381	Ground Mtc/Landscaping	\$2,581.25	\$2,916.63	(\$335.38)	\$32,072.25	\$35,000.00	(\$2,927.75)	\$35,000.00
5228-0381	Landscape Improvement	\$0.00	\$250.00	(\$250.00)	\$393.75	\$3,000.00	(\$2,606.25)	\$3,000.00
5237-0381	Security System/Devices	\$5,951.14	\$2,083.37	\$3,867.77	\$24,416.73	\$25,000.00	(\$583.27)	\$25,000.00
5250-0381	Parking Maintenance	\$0.00	\$83.37	(\$83.37)	\$1,412.25	\$1,000.00	\$412.25	\$1,000.00



## Statement of Income

### Elgin House EPS 2691

From Jun 01, 2019 to May 31, 2020

Account #	Description	May			Year - to- Date			Annual Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
5270-0381	Window Cleaning	\$0.00	\$666.63	(\$666.63)	\$7,752.15	\$8,000.00	(\$247.85)	\$8,000.00
5275-0381	Fire System/Equipment	(\$2,993.11)	\$458.37	(\$3,451.48)	\$12,687.61	\$5,500.00	\$7,187.61	\$5,500.00
5285-0381	Building Supplies/Sundry	\$0.00	\$41.63	(\$41.63)	\$445.72	\$500.00	(\$54.28)	\$500.00
5290-0381	Snow Removal/Salting	\$0.00	\$833.37	(\$833.37)	\$10,116.75	\$10,000.00	\$116.75	\$10,000.00
5295-0381	Elevator Maintenance	\$511.35	\$500.00	\$11.35	\$6,835.50	\$6,000.00	\$835.50	\$6,000.00
<b>Total Maintenance/Supplies:</b>		<b>\$125.16</b>	<b>\$10,416.74</b>	<b>(\$10,291.58)</b>	<b>\$135,804.13</b>	<b>\$125,000.00</b>	<b>\$10,804.13</b>	<b>\$125,000.00</b>
<b>Utilities</b>								
5300-0381	Electricity	\$2,094.62	\$1,791.63	\$302.99	\$20,089.49	\$21,500.00	(\$1,410.51)	\$21,500.00
5310-0381	Water & Sewer	\$4,000.00	\$2,583.37	\$1,416.63	\$30,262.83	\$31,000.00	(\$737.17)	\$31,000.00
5320-0381	Trash Collection	\$891.40	\$916.63	(\$25.23)	\$10,122.18	\$11,000.00	(\$877.82)	\$11,000.00
5330-0381	Natural Gas	\$2,325.69	\$1,541.63	\$784.06	\$20,544.45	\$18,500.00	\$2,044.45	\$18,500.00
<b>Total Utilities:</b>		<b>\$9,311.71</b>	<b>\$6,833.26</b>	<b>\$2,478.45</b>	<b>\$81,018.95</b>	<b>\$82,000.00</b>	<b>(\$981.05)</b>	<b>\$82,000.00</b>
<b>Other Expenses</b>								
5420-0381	Mortgage Expenses	\$961.00	\$1,083.37	(\$122.37)	\$11,532.00	\$13,000.00	(\$1,468.00)	\$13,000.00
5450-0381	Amenity Contribution	\$7,500.69	\$5,486.13	\$2,014.56	\$67,848.12	\$65,834.00	\$2,014.12	\$65,834.00
5460-0381	Insurance	\$4,287.18	\$6,041.63	(\$1,754.45)	\$66,321.68	\$72,500.00	(\$6,178.32)	\$72,500.00
5635-0381	Deficit Recovery	\$95.92	\$95.88	\$0.04	\$1,151.04	\$1,151.00	\$0.04	\$1,151.00
<b>Total Other Expenses:</b>		<b>\$12,844.79</b>	<b>\$12,707.01</b>	<b>\$137.78</b>	<b>\$146,852.84</b>	<b>\$152,485.00</b>	<b>(\$5,632.16)</b>	<b>\$152,485.00</b>
<b>Reserve Contribution</b>								
6100-0381	Contingency Reserve Contribution	\$4,583.33	\$4,583.37	(\$0.04)	\$54,999.96	\$55,000.00	(\$0.04)	\$55,000.00
<b>Total Reserve Contribution:</b>		<b>\$4,583.33</b>	<b>\$4,583.37</b>	<b>(\$0.04)</b>	<b>\$54,999.96</b>	<b>\$55,000.00</b>	<b>(\$0.04)</b>	<b>\$55,000.00</b>
<b>TOTAL EXPENSES:</b>		<b>\$40,690.57</b>	<b>\$46,134.99</b>	<b>(\$5,444.42)</b>	<b>\$559,807.31</b>	<b>\$553,619.00</b>	<b>\$6,188.31</b>	<b>\$553,619.00</b>
<b>Net Income:</b>		<b>\$6,524.14</b>	<b>\$0.00</b>	<b>\$6,524.14</b>	<b>\$973.38</b>	<b>\$0.00</b>	<b>\$973.38</b>	<b>\$0.00</b>

SCHEDULE A: EPS 2691 ELGIN HOUSE  
CONTINGENCY AND OPERATING FUND OVERVIEW

<b>Contingency Reserve Fund - Fiscal Year Recap</b>		
Opening Balance:		
	June 1st, 2019	\$159,384
Less: Expenditures from CRF as outlined in strata corporation meeting minutes		\$0
Less: Extra Expenditures		-\$8,207
Less: Bank Charges		-\$55
Subtotal:		\$151,121
Add: Owner contributions for previous fiscal year		\$50,985
Add: Interest		\$2,459
Fiscal Year End Balance		
	May 31st, 2020	\$204,566

<b>Contingency Reserve Fund - New Fiscal Year</b>		
Opening Balance:		
	June 1st, 2020	\$204,566
Less: Projected Capital Expenses for fiscal year (as per proposed 3/4 Vote Resolutions)		-\$44,000
Balance Remaining:		\$160,566
Add: Owner contributions for current fiscal year (as per proposed budget)		\$70,000
Add: Operating Surplus Transfer to Contingency		\$0
Projected Closing Balance:		
	May 31st, 2021	\$230,566
<b>Operating Fund - New Fiscal Year</b>		
Opening Balance:		
	June 1st, 2020	-\$3
Add: Owner contributions for current fiscal year (excluding Contingency contributions)		\$545,133
Other Revenue		\$11,500
Add: Operating fund resolutions where the owners are charged (ie. deficit recovery)		\$0
Subtotal:		\$556,630
Less: Projected Expenses for fiscal year (excluding Contingency expense)		-\$556,633
Less: Operating Surplus Transfer to Contingency		\$0
Projected Closing Balance:		
	May 31st, 2021	-\$3

STRATA PLAN EPS 2691 – ELGIN HOUSE  
OPERATING BUDGET NOTES  
June 1<sup>st</sup>, 2020 to May 31<sup>st</sup>, 2021

## INCOME

<b>Maintenance Fees</b>	The strata fees are derived from the operating budget and allocated proportionately to each strata lot in accordance with their unit entitlement. This also includes the contribution to the Rowing Club budget.
<b>Caretaker Suite Income</b>	Income derived from the rental of the Resident Managers suite. The suite is currently rented for \$750 per month for the Resident Manager.
<b>Other Income</b>	Income not otherwise mentioned in the budget notes.

## OPERATING EXPENSES

<b>Caretaker Salaries</b>	This covers salary, employer portions of EI and CPP benefits package, along with MSP and WCB coverage and other associated charges relating to the employment of a Resident Manager. This also covers 2 days per week of relief coverages.
<b>Administration</b>	This covers miscellaneous office supplies, rentals of equipment for general meetings, lien registration for arrears, and other administrative expenses as directed by the Strata Council.
<b>Strata Fees – Corporate Suite</b>	Cost associated with the Strata Fees for the Resident Manager suite.
<b>Alarm Monitoring</b>	Expenses relating to the provisions of alarm monitoring.
<b>Property Management Fees</b>	AWM Alliance Real Estate Group Ltd. has a property management contract with the Strata Corporation.  The Management Company relieves the Strata Council of all the day to day operations of the Strata Corporation. This includes full accounting services, provision of management staff, attendance at Strata Council Meetings and General Meetings, preparation of minutes, providing 24 hour emergency support, etc. The services also include assisting the Strata Council in establishing and enforcing bylaws, rules and preparing the operating budget on behalf of the owners, collecting arrears and making recommendations regarding operations and administration such as improvements, reserve requirements, liability protection, etc.
<b>Maintenance &amp; Repair</b>	This category covers exterior repairs and maintenance not separately categorized in this budget.

**STRATA PLAN EPS 2691 – ELGIN HOUSE**  
**OPERATING BUDGET NOTES**  
**June 1<sup>st</sup>, 2020 to May 31<sup>st</sup>, 2021**

<b>Mechanical Plumbing</b>	This account covers maintenance and repair costs specifically for the mechanical system.
<b>Landscaping Maintenance</b>	Maintenance of the common area grounds is required throughout the fiscal year to uphold and maintain property value. The landscaping contract is currently held with Kennedy Landscaping Services.
<b>Landscape Improvements</b>	This cost covers upgrades of soil and replacement of plants in the common areas.
<b>Security Systems/Devices</b>	Allowance to cover the annual costs associated with security systems.
<b>Parking Maintenance</b>	Allowance to cover the annual costs associated with parking maintenance.
<b>Fire System/Equipment</b>	This includes the cost of the annual inspection of the fire smoke detectors as well as the sprinkler system for each unit. There is also an allowance for repairs as necessary.
<b>Window Cleaning</b>	This line item allows for annual cleaning of all exterior non-accessible windows
<b>Building Supplies/Sundry</b>	This account includes an allowance for specific building supplies and miscellaneous items.
<b>Snow Removal/ Salting</b>	Depending on the season and the amount of snow, this operating budget allocation will vary from year to year. It also includes salting and/or outdoor ice melt as required as well as snow removal.
<b>Elevator Maintenance</b>	Based on the contract in place with Richmond Elevator for the monthly elevator maintenance. Includes an allowance for additional call-outs due to elevator failures.
<b>Enterphone/Monitoring Lease</b>	This covers the yearly lease payments for the enterphone system which was noted in the disclosure statement.
<b>Electricity</b>	This is the electrical consumption for the common areas of the complex.
<b>Natural Gas</b>	This is the natural gas consumption for the building. The budget is based on historical costs and allows for a slight fluctuation.
<b>Trash Collection</b>	This is the cost for waste, recycling and organic collection.
<b>Water &amp; Sewer</b>	This is the cost of Water and Sewer usage for all of Kingston House. The budget is based on historical figures and allows for a slight fluctuation.

STRATA PLAN EPS 2691 – ELGIN HOUSE  
**OPERATING BUDGET NOTES**  
June 1<sup>st</sup>, 2020 to May 31<sup>st</sup>, 2021

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**Amenity Contribution**

As outlined in the disclosure statement Elgin House is responsible for a contribution to the Rowing Club Budget (28%). This account covers maintenance and repairs cost specifically for the amenity building. This also includes equipment repairs for the pool hot tub as well as the caretaker salary.

**Insurance/Appraisal**

In accordance with the Strata Property Act, the Strata Corporation is required to maintain full replacement value coverage for the buildings and may acquire additional coverage for liability, Council errors and omissions, etc. The budget is based on historical costs and allows for an estimated increase in premiums. Most Strata Corporations are experiencing a rise in insurance premiums lately due to instability in the market and rising costs of doing business.

A copy of the insurance cover note is included for reference. The insured value is established by an annual appraisal. It is essential that owners carry “betterments and improvements” insurance to cover any upgrades that have been made to their units. If there was substantial damage to the building, the insurance would restore it to an “as built” condition.

If, in the course of a fire, flood or some other incident, a resident’s possessions are damaged, that person must make a claim for compensation to his/her own insurance. This is **NOT** covered by building insurance.

**Contingency Reserve**

Allocation of funds for future capital maintenance of various items within the complex, including but not limited to roofing, building envelope, decks, windows, etc.

## **PROPOSED BUDGET MEMO**

The proposed June 1, 2020 – May 31, 2021 operating budget outlines a 13.47% strata fee increase when compared to the prior year. This increase is due in large part to the significant increase to the strata insurance policy premium and to the contingency reserve expense budget line item.

Council has budgeted \$125,000 towards the insurance premium, an increase of \$52,500 when compared to the prior year budget of \$72,500.

**The proposed budget increase of 13.47%, if approved, would be retroactive to the start of the fiscal year of June 1<sup>st</sup>, 2020, and a catch-up fee would be due following the acceptance of the budget.**

The details of the proposed monthly strata fee and subsequent catch-up fees are appended to this notice.

**Proposed Annual Operating Budget**  
**Strata Plan EPS 2691 - Elgin House**  
June 1, 2020 - May 31, 2021

	<b>Actual 2019-2020 Annual Budget</b>	<b>Approved 2019-2020 Annual Budget</b>	<b>Proposed 2020-2021 Annual Budget 13.47% Increase</b>
<i>Fiscal Year-End: May 31st</i>			
<b>REVENUE</b>			
Maintenance Fees	542,111.76	542,119.00	615,133.10
Other Income	1,060.00	2,500.00	2,500.00
Interest Earned	868.93	-	-
Fob Income	1,440.00	-	-
Move In/Out Income	5,400.00	-	-
Bylaw Fine Income	150.00	-	-
Caretaker Suite Income	9,750.00	9,000.00	9,000.00
<b>TOTAL INCOME</b>	<b>560,780.69</b>	<b>553,619.00</b>	<b>626,633.10</b>
<b>EXPENSES</b>			
Caretaker Salaries	82,951.25	82,000.00	82,000.00
<b>Total Salaries / Contractors</b>	<b>82,951.25</b>	<b>82,000.00</b>	<b>82,000.00</b>
Administration	6,656.52	4,500.00	6,000.00
Strata Fees - Corporate Suite	3,263.40	3,100.00	3,100.00
Alarm Monitoring	6,226.66	7,500.00	6,500.00
Property Management fees	42,033.60	42,034.00	45,536.40
<b>Total Administration</b>	<b>58,180.18</b>	<b>57,134.00</b>	<b>61,136.40</b>
Maintenance & Repair	24,038.24	19,000.00	19,026.62
Mechanical	15,633.18	12,000.00	12,000.00
Grounds Maintenance/Landscaping	32,072.25	35,000.00	35,000.00
Landscape Improvements	393.75	3,000.00	3,000.00
Security System/Devices	24,416.73	25,000.00	25,000.00
Parking Maintenance	1,412.25	1,000.00	1,000.00
Fire System/Equipment	12,687.61	5,500.00	7,000.00
Window Cleaning	7,752.15	8,000.00	8,000.00
Building Supplies/Sundry	445.72	500.00	500.00
Snow Removal/Salting	10,116.75	10,000.00	10,000.00
Elevator Maintenance	6,835.50	6,000.00	6,000.00
<b>Total Maintenance/Supplies</b>	<b>135,804.13</b>	<b>125,000.00</b>	<b>126,526.62</b>
Electricity	20,089.49	21,500.00	20,500.00
Natural Gas	20,544.45	18,500.00	20,500.00
Trash Collection	10,122.18	11,000.00	10,500.00
Water & Sewer	30,262.83	31,000.00	31,000.00
<b>Total Utilities</b>	<b>81,018.95</b>	<b>82,000.00</b>	<b>82,500.00</b>
Amenity Contribution	67,848.12	65,834.00	67,938.08
Prior Year Deficit	1,151.04	1,151.00	-
Insurance	66,321.68	72,500.00	125,000.00
Mortgage Expenses	11,532.00	13,000.00	11,532.00
<b>Total Other Expenses</b>	<b>146,852.84</b>	<b>152,485.00</b>	<b>204,470.08</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>504,807.35</b>	<b>498,619.00</b>	<b>556,633.10</b>
Contingency Reserve Expense	54,999.96	55,000.00	70,000.00
<b>TOTAL EXPENSES</b>	<b>559,807.31</b>	<b>553,619.00</b>	<b>626,633.10</b>
<b>NET PROFIT / LOSS</b>	<b>973.38</b>	<b>0.00</b>	<b>0.00</b>



Strata Plan EPS 2691 - Elgin House  
Proposed Maintenance Fees  
June 1, 2020 to May 31, 2021

Unit No	Operating	Reserve	2019/2020 Approved Fee	2020/2021 Proposed Fee	Jun-Oct'20 Adjustment	Nov'20 One-Time Fee
101	\$249.34	\$32.02	\$247.96	\$281.36	\$167.00	\$448.36
102	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
103	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
104	\$281.51	\$36.15	\$279.95	\$317.66	\$188.55	\$506.21
105	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
106	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
107	\$378.03	\$48.54	\$375.94	\$426.57	\$253.15	\$679.72
108	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
109	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29
110	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
111	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
112	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
113	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
114	\$365.96	\$46.99	\$363.94	\$412.95	\$245.05	\$658.00
115	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
116	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
117	\$365.96	\$46.99	\$363.94	\$412.95	\$245.05	\$658.00
118	\$273.47	\$35.12	\$271.95	\$308.59	\$183.20	\$491.79
119	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
120	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
121	\$369.99	\$47.51	\$367.94	\$417.50	\$247.80	\$665.30
122	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
123	\$273.47	\$35.12	\$271.95	\$308.59	\$183.20	\$491.79
124	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
125	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
126	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29
127	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
128	\$378.03	\$48.54	\$375.94	\$426.57	\$253.15	\$679.72
129	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
130	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
131	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
132	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
133	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
134	\$325.75	\$41.83	\$323.95	\$367.58	\$218.15	\$585.73
201	\$341.83	\$43.89	\$339.95	\$385.72	\$228.85	\$614.57
202	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
203	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
204	\$281.51	\$36.15	\$279.95	\$317.66	\$188.55	\$506.21
205	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
206	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
207	\$414.22	\$53.19	\$411.93	\$467.41	\$277.40	\$744.81
208	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
209	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29
210	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
211	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
212	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
213	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
214	\$365.96	\$46.99	\$363.94	\$412.95	\$245.05	\$658.00

Strata Plan EPS 2691 - Elgin House  
Proposed Maintenance Fees  
June 1, 2020 to May 31, 2021

Unit No	Operating	Reserve	2019/2020 Approved Fee	2020/2021 Proposed Fee	Jun-Oct'20 Adjustment	Nov'20 One-Time Fee
215	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
216	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
217	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
218	\$156.84	\$20.14	\$155.97	\$176.98	\$105.05	\$282.03
219	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
220	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
221	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
222	\$369.99	\$47.51	\$367.94	\$417.50	\$247.80	\$665.30
223	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
224	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
225	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
226	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
227	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29
228	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
229	\$414.22	\$53.19	\$411.93	\$467.41	\$277.40	\$744.81
230	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
231	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
232	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
233	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
234	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
235	\$325.75	\$41.83	\$323.95	\$367.58	\$218.15	\$585.73
301	\$341.83	\$43.89	\$339.95	\$385.72	\$228.85	\$614.57
302	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
303	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
304	\$281.51	\$36.15	\$279.95	\$317.66	\$188.55	\$506.21
305	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
306	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
307	\$414.22	\$53.19	\$411.93	\$467.41	\$277.40	\$744.81
308	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
309	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29
310	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
311	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
312	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
313	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
314	\$365.96	\$46.99	\$363.94	\$412.95	\$245.05	\$658.00
315	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
316	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
317	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
318	\$369.99	\$47.51	\$367.94	\$417.50	\$247.80	\$665.30
319	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
320	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
321	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
322	\$369.99	\$47.51	\$367.94	\$417.50	\$247.80	\$665.30
323	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
324	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
325	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
326	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
327	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29

Strata Plan EPS 2691 - Elgin House  
Proposed Maintenance Fees  
June 1, 2020 to May 31, 2021

Unit No	Operating	Reserve	2019/2020 Approved Fee	2020/2021 Proposed Fee	Jun-Oct'20 Adjustment	Nov'20 One-Time Fee
328	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
329	\$414.22	\$53.19	\$411.93	\$467.41	\$277.40	\$744.81
330	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
331	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
332	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
333	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
334	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
335	\$325.75	\$41.83	\$323.95	\$367.58	\$218.15	\$585.73
401	\$341.83	\$43.89	\$339.95	\$385.72	\$228.85	\$614.57
402	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
403	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
404	\$281.51	\$36.15	\$279.95	\$317.66	\$188.55	\$506.21
405	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
406	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
407	\$414.22	\$53.19	\$411.93	\$467.41	\$277.40	\$744.81
408	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
409	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29
410	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
411	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
412	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
413	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
414	\$365.96	\$46.99	\$363.94	\$412.95	\$245.05	\$658.00
415	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
416	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
417	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
418	\$369.99	\$47.51	\$367.94	\$417.50	\$247.80	\$665.30
419	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
420	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
421	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
422	\$369.99	\$47.51	\$367.94	\$417.50	\$247.80	\$665.30
423	\$329.77	\$42.35	\$327.94	\$372.12	\$220.90	\$593.02
424	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
425	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
426	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
427	\$353.90	\$45.44	\$351.95	\$399.34	\$236.95	\$636.29
428	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
429	\$414.22	\$53.19	\$411.93	\$467.41	\$277.40	\$744.81
430	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
431	\$317.70	\$40.80	\$315.94	\$358.50	\$212.80	\$571.30
432	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
433	\$289.55	\$37.18	\$287.95	\$326.73	\$193.90	\$520.63
434	\$337.81	\$43.38	\$335.94	\$381.19	\$226.25	\$607.44
435	\$325.75	\$41.83	\$323.95	\$367.58	\$218.15	\$585.73

### **¾ VOTE RESOLUTION #1 – AUTHORIZATION OF CRF WITHDRAWAL – 5 YEAR WARRANTY REVIEW & FILING**

**PREAMBLE** The purpose of the ¾ vote resolution is to authorize a withdrawal up to \$9,000.00 from the Contingency Reserve Fund for the purpose of obtaining a 5 year building envelope warranty review by an engineering firm and filing the report with the developer and warranty provider using the assistance of a lawyer.

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**WHEREAS** pursuant to s. 96 of the *Strata Property Act*, S.B.C. 1998, c. 43, a strata corporation must not spend money from the contingency reserve fund unless the expenditure is consistent with the purposes of the CRF, as set out in the Act, and first approved by a resolution passed by a 3/4 vote at an annual or special general meeting;

**BE IT RESOLVED** by 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, pursuant to s. 96 of the Act, that the Strata Corporation approve the expenditure of \$9,000.00 from the contingency reserve fund for the purpose of obtaining and filing the 5 Year Building Envelope Warranty Review.

### **¾ VOTE RESOLUTION #2 – AUTHORIZATION OF CRF WITHDRAWAL – NVR & UPS REPLACEMENTS**

**PREAMBLE** The purpose of the ¾ vote resolution is to authorize a withdrawal up to \$5,000.00 from the Contingency Reserve Fund for the purpose of replacing the Network Video Recorder (NVR) & Uninterruptible Power Supply (UPS) for the security/camera system.

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**WHEREAS** the Owners may make expenditures from the Contingency Reserve Fund for expenses that occur less often than once a year, if first approved by a ¾ vote at a General Meeting, in accordance with Sections 92 and 96 of the Strata Property Act.

**BE IT RESOLVED** As a ¾ vote of the Owners, Strata Plan EPS 2691, authorize an expenditure of up to \$5,000.00 from the Contingency Reserve Fund for the purpose of replacing the Network Video Recorder (NVR) & Uninterruptible Power Supply (UPS) for the security/camera system.

### **¾ VOTE RESOLUTION #3 – AUTHORIZATION OF CRF WITHDRAWAL – 4<sup>TH</sup> FLOOR GROUND FAULT**

#### **TROUBLESHOOTING**

**PREAMBLE** The purpose of the ¾ vote resolution is to authorize a withdrawal up to \$10,000.00 from the Contingency Reserve Fund for the purpose of troubleshooting a ground fault issue on the 4<sup>th</sup> floor which is causing the fire panel to produce false alarm notifications to the alarm monitoring company.

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**WHEREAS** the Owners may make expenditures from the Contingency Reserve Fund for expenses that occur less often than once a year, if first approved by a ¾ vote at a General Meeting, in accordance with Sections 92 and 96 of the Strata Property Act.

**BE IT RESOLVED** As a ¾ vote of the Owners, Strata Plan EPS 2691, authorize an expenditure of up to \$10,000.00 from the Contingency Reserve Fund for the purpose of troubleshooting and fixing a ground fault somewhere on the 4<sup>th</sup> floor.

#### **¾ VOTE RESOLUTION #4 – AUTHORIZATION OF CRF WITHDRAWAL – EMERGENCY BOILER REPAIRS**

**PREAMBLE** The purpose of the ¾ vote resolution is to authorize a withdrawal up to \$11,000.00 from the Contingency Reserve Fund for the purpose of emergency repairs to both boilers due to a leak sourced back to a boiler supply line in the boiler room.

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**WHEREAS** the Owners may make expenditures from the Contingency Reserve Fund for expenses that occur less often than once a year, if first approved by a ¾ vote at a General Meeting, in accordance with Sections 92 and 96 of the Strata Property Act.

**BE IT RESOLVED** As a ¾ vote of the Owners, Strata Plan EPS 2691, authorize an expenditure of up to \$11,000.00 from the Contingency Reserve Fund for the purpose of emergency repairs to both boilers due to a leak sourced back to a boiler supply line in the boiler room.

#### **¾ VOTE RESOLUTION #5 – DEPRECIATION REPORT**

**WHEREAS** the Owners, Strata Plan EPS 2691, wish to defer the completion of a Contingency Reserve Fund Study “Depreciation Report” update in accordance with a recent amendment to the Strata Property Act of BC, with the costs to be expensed from the Contingency Reserve Fund. The Council is recommending deferring completing the report for another year.

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**WHEREAS** approval of Option 1 will concurrently defeat Option 2

##### **Option #1**

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691 that pursuant to Section 94 (2) (c), the Owners agree to exempt themselves and waive the requirements of this sub-section during the period immediately following the Annual General Meeting of **November 9<sup>th</sup>, 2020** or any adjournment thereof, until the next Annual General Meeting.

##### **Option #2**

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, to approve an expenditure of up to \$9,000.00 from the Strata Corporation Contingency Reserve Fund for the purpose of obtaining a Deprecation Report pursuant to Section 94 of the Strata Property Act.

## AWM ALLIANCE REAL ESTATE GROUP LTD. RESTRICTED PROXY FORM

### Strata Plan EPS 2691 – Elgin House

*Due to the restrictions on community gatherings, the strata corporation is including this Restricted Proxy for our annual/special general meeting. The proxy will be represented by the designated council member, each instruction will be voted as restricted and no amendments will be permitted. The restricted proxy will be retained for a period of 2 years from the date of this meeting.*

*The designated proxy holder is authorized to ratify each Procedural Agenda items (Call to Order, Approval of Agenda, Approval of Minutes, Termination of Meeting) by majority vote.*

I/We \_\_\_\_\_ are the registered owner(s) of Suite # \_\_\_\_\_ at **15168 33rd Ave, Surrey BC, V3Z 0N7**

We hereby appoint **[John Cameron]** \_\_\_\_\_ or failing

him/her **[Genevieve Truchon]** \_\_\_\_\_ to act as my limited/restricted proxy on my/our behalf at the Annual General Meeting to be held:

**November 9<sup>th</sup>, 2020 at 1:00pm**  
**“Rowing Club” – 15100 33<sup>rd</sup> Avenue, Surrey BC, V3V 1A1**

Signed:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**\*\*PLEASE COMPLETE THIS PROXY FORM IN FULL, INCLUDING ATTACHED VOTING INSTRUCTION BALLOT(S), AND RETURN BY EMAIL/FAX/DROP OFF NO LATER THAN 9:00AM ON [November 9<sup>th</sup>, 2020] TO:**

Strata Agent – Kyle Gloude – [Kyle@awmalliance.com](mailto:Kyle@awmalliance.com)  
Client Care Officer – Jocelyn Gan – [Jocelyn@awmalliance.com](mailto:Jocelyn@awmalliance.com)

**\*\*\*UNSIGNED OR INCOMPLETE PROXY FORMS WILL BE VOID. PROPERTY MANAGERS AND STRATA EMPLOYEES MAY NOT BE APPOINTED AS PROXY HOLDERS\*\***



### **RESTRICTED PROXY - RESOLUTION BALLOT**

*Please check only ONE (1) box for each resolution*

**\*NOTE: A revised restricted proxy will be emailed to all Owners subscribed on **October 26<sup>th</sup>, 2020**, which will contain a list of Council Nominees. It is recommended that you wait to fill out the proxy until this version is distributed.**

Resolution or agenda item description as included in the notice package that require voting instructions	In Favour	Opposed	Abstain	Discretion of the Proxy Holder
Annual Operating Budget (13.47% Increase) – Majority Vote				
Resolution #1 – 5 Year Warranty (\$9,000) – 3/4 Vote				
Resolution #2 – NVR & UPS Replacement (\$5,000) – 3/4 Vote				
Resolution #3 – 4 <sup>th</sup> Floor Ground Fault Troubleshooting (\$10,000) – 3/4 Vote				
Resolution #4 – Emergency Boiler Repairs (\$11,000) – 3/4 Vote				
Resolution #5 – Depreciation Report Opt-Out/Update (\$9,000) – 3/4 Vote	<b>Option #1 (Opt-Out)</b>	<b>Option #2 (Update)</b>	<b>Abstain</b>	<b>Discretion of the Proxy Holder</b>

### **RESTRICTED PROXY - COUNCIL ELECTION BALLOT**

*Please check only ONE (1) box for each resolution*

**\*NOTE: THIS WILL BE SENT AFTER NOMINATIONS ARE RECEIVED ON **October 26<sup>th</sup>, 2020****

Council Nominee as circulated in the Council Nomination package distributed to owners	In Favour	Opposed	Abstain	Discretion of the Proxy Holder
John Cameron (Incumbent)				
Marsha Smythe (Incumbent)				
Genevieve Truchon (Incumbent)				
Nicole Lowry (Incumbent)				



**COUNCIL MEETING MINUTES**  
**ELGIN HOUSE EPS 2691**

**Held: Monday, June 29<sup>th</sup>, 2020 at 6:30 pm**

**Location: Zoom Meeting Conference Call**

**ATTENDANCE**

John Cameron  
Zuzana Horvathova  
Genevieve Truchon  
Kimberley MacGregor  
Marsha Smythe

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

**REGRETS**

Nicole Lowry

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:30 pm.

**APPROVAL OF PREVIOUS MINUTES**

It was **MOVED** and **SECONDED** to accept the minutes of the April 15<sup>th</sup>, 2020 Council Meeting that were previously distributed to the Owners and posted to the AWM website (*unanimous*).

**COUNCIL RESPONSE DISPUTE**

Council reviewed a request for a warning letter which had been sent to a unit in March 2020 in relation to an alleged noise violation from December 2019 to be retracted. After consideration it was noted the warning letter would not be retracted due to the length of time that has passed since the alleged violation would have occurred.

**FINANCIAL REPORT**

**Financials** - The financial statements for months of March to May 2020 were reviewed. It was noted that as of May 31<sup>st</sup> 2020, the strata fiscal year end, the Strata Corporation was running a deficit of \$5,219.38 most notably due to overages on the Mechanical, Maintenance & Repair and Snow Removal/Salting budget line items. It was further noted that these draft year end financials would be reviewed in further detail following the meeting to determine which emergency invoices can be paid from the CRF. The Council **MOVED** and **SECONDED** the March to May 2020 financial statements (*unanimous*).

**Arrears** – AWM briefly reviewed the arrears which amounted to \$16,281.42 as of June 12<sup>th</sup>, 2020 largely due to past due maintenance fees, fines and a couple of common property damage chargebacks. After a brief discussion it was **MOVED** and **SECONDED** to action in accordance with the below (*unanimous*)

*AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:*

- 1 Month – Letter*
- 2 Months – Letter, plus \$50.00 fine.*
- 3 Months – Lien Warning Letter, plus \$50.00 fine.*

4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.

5 Months – Foreclosure Warning Letter, plus \$50.00 fine.

6 Months or more – Foreclosure in accordance with the Strata Property Act.

*All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.***

#### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

#### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices.

It was noted that there was a short term temporary loan from the CRF to cover low operating funds most notably due to the increase to the insurance premium and that the short term loan would be paid back within a few months.

#### **BUSINESS ARISING**

**Kennedy Landscaping Site Review** – Council reviewed the site review update for the month of May 2020.

**Door Closure Replacement** – Council reviewed an invoice from Lockmasters for \$890 + GST relating to replacing a failed door closure for the lobby/courtyard entry door. After a brief discussion and noting that these repairs were necessary to prevent further damage to strata property, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the total of \$890 + GST related to the door closure replacement (*unanimous*).

**Insurance Renewal** – Council reviewed confirmation from CapriCMW Insurance; the strata's insurance broker, that full replacement coverage has now been secured and the strata is now insured for its total insured value at no additional premium cost however, it was noted that there were a number of amendments to the deductibles on the policy:

- **Replacement Glass is increasing from \$2,500 to \$50,000**
- **Master Key/Lock is increasing from \$2,500 to \$50,000**
- **Key Coverage is increasing from \$2,500 to \$50,000**
- **Earthquake Deductible is increasing from 15% to 20% of Total Insured Value**

With the Earthquake (EQ) Deductible being increased to 20% of the Total Insured Value, Council then considered a proposal for a 15% Earthquake Deductible Buy-Down for \$4,535 + GST and after a brief discussion, it was **MOVED** and **SECONDED** to **RATIFY** the decision made electronically to bind coverage for full replacement cost, to purchase the 15% EQ Buy-Down and to add the EQ Buy-Down to the rest of the strata's premium that is being financed through SNAP Premium Finance at a 2.45% flat rate (*unanimous*).

To summarize, all of the strata's new deductible amounts are below (**changes in bold**):

All Losses: \$50,000.00 except:

- Water Damage and Sewer Backup: \$75,000.00 (each)
- Flood: \$75,000.00
- **Earthquake Deductible: 20% of the total insured value of the property (Earthquake Deductible Buy-Down to 15%)**
- **Residential Glass Breakage: \$50,000.00**
- **Master Key/Lock & Key Coverage: \$50,000.00 (each)**
- Illegal Drug Activity: \$50,000.00
- All Losses arising from Vacant Units: \$75,000.00
- Sprinkler Discharge: \$75,000.00

Owners are advised that in the event of a loss, the deductible amount may be assessed back to the unit if determined to be originating from an in-suite fixture such as a pipe or appliance. Owners are strongly encouraged to obtain their own personal insurance as these deductible amounts can be claimed on a personal policy. Owners are further advised to take a copy of the Strata Corporation's insurance certificate to their personal broker to ensure adequate coverage. The insurance certificate can be found on the AWM Alliance/Elgin House Community Website under the resource center tab.

Owners looking for their strata lots Unit Entitlement for the purpose of calculating their strata lot share of any shared strata deductibles such as the Flood and Earthquake deductibles are asked to please refer to the Strata Lot/Unit Entitlement list appended to these council meeting minutes.

**Boiler Repairs & HVAC Contractor Discussion** – Council met with a representative from Trotter & Morton who provided proposals to repair or replace one of the buildings two Laars Neo Therm Boilers which has been diagnosed with a damaged heat exchanger as well as an annual maintenance proposal to have Trotter & Morton take over the scheduled maintenance from the current HVAC contractor. After a lengthy discussion and noting a new heat exchanger would cost roughly \$14,500 whereas a brand new boiler would cost roughly \$17,500; and seeing as the boilers are under 5 years old, there is a possibility the heat exchanger could still be under warranty and therefore it was **MOVED** and **SECONDED** to **DEFER** making a decision on both the repairs and on the annual maintenance agreement until Trotter and Morton can contact Laars and see if replacing the damaged heat exchanger would be covered under the manufacturer warranty (*unanimous*).

**4<sup>th</sup> Floor Ground Fault Troubleshooting** – Council discussed the now urgent need to have the 4<sup>th</sup> floor troubleshooting work scheduled ASAP and reviewed an update provided by Fire-Pro Fire Protection regarding their plan to begin safe, contactless in-suite inspections and repairs during the Covid-19 pandemic. Some of the details of their safety plan are shared below:

- As noted, in-suite inspections, testing, and repairs will be contactless.
- Additional personal protective equipment will be worn by Fire-Pro employees while on-site completing all essential work. While completing in-suite work, Fire-Pro technicians will be required to wear gloves and masks, and disinfect all equipment.
- Fire-Pro employees that feel unwell are required to stay home and self-quarantine for a 14-day period. Prior to returning to work, they are required to be tested for COVID-19 before returning.
- Additional disinfecting and cleaning of our fleet vehicles and offices is now standard practice.

It was noted that AWM would be asking the resident caretaker to once again get in touch with all of the units on the 4<sup>th</sup> floor that Fire-Pro requires in-suite access to with hopes that they can sign off again on allowing Fire-Pro inside their suites to complete the necessary repairs as soon as possible.

**Network Video Recorder (NVR) Replacement** – Council reviewed a report provided by the resident caretaker along with a proposal provided by Cobra Integrated Systems (CIS) relating to replacing the NVR for the security system at Elgin House. It was noted that the original NVR had failed unexpectedly and the cost to replace it had been quoted at \$2, 492.92 + applicable taxes. After a lengthy discussion and CIS clarifying that although an NVR should last longer than this one has, if a building has a lot of camera activity or if a building has any power outages, the NVR and some of its components can be damaged upon the power surges, it was **MOVED** and **SECONDED** to **APPROVE** the proposal to replace the NVR and to also ask CIS to install an Uninterrupted Power Supply or UPS which would protect the electrical components from any future power surges caused by power outages (*unanimous*).

#### **CORRESPONDENCE**

- A concern regarding an exterior patio door in need of minor repairs was reviewed and it was noted that the resident caretaker was handling it.
- A request involving power of attorney was reviewed and it was noted that the Council would be lenient on issuing late payment fines to a unit of which the owner is now deceased; however, requested the applicant update the Council at the end of July.
- Two concerns regarding window seals/repairs were reviewed and it was noted that as the windows are considered common property, repairs have been completed or are being scheduled for repair with Extreme Glass.

#### **BYLAW INFRACTIONS**

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- Two (2) bylaw violations regarding Noise were reviewed. After consideration of the responses received, it was **MOVED** and **SECONDED** to let the letter stand as a warning; however, requested that the unit allegedly making the noise provide photos supporting their claims that 60% of the hard surface flooring has floor coverings on it (*unanimous*).
- A bylaw violation regarding noise was reviewed. After consideration, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding smoking was reviewed. After consideration, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding smoking was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding noise was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to retract the letter (*4 in favour, 1 abstained*).
- A bylaw violation regarding noise was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding noise was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to retract the letter (*unanimous*).
- A bylaw violation regarding noise was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding noise was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to retract the letter (*unanimous*).

#### **NEW BUSINESS**

**Irrigation Pressure Issue** – it was noted that the irrigation system is not operating as it should and that Kennedy Landscaping who recently took over maintaining the irrigation system again, has had difficulties finding the issue.

It was further noted that AWM would put reps from Kennedy in touch with a member from Council familiar with the issues following the meeting.

**Overnight Security** – In light of a recent break-in of a neighbouring complex, Council reviewed an invoice from Excalibur Security Services for \$1,056 + GST relating to having a uniformed guard on site between 10pm-6am overnight the nights of May 26-31, 2020. After a brief discussion it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the total of \$1,056 + GST invoice related to overnight security (*unanimous*).

**Courtyard Garbage Can Removed** – it was noted that the communal garbage can that had been in the courtyard has been removed due to too many people placing their household garbage in the bin awkwardly leaving the resident caretaker responsible for adjusting others waste.

**Visitors Parking** – With isolation recommendations lifting in the province of BC, Council would like to advise all residents and Owners who have gotten use to using the visitors parking stalls as their own personal stalls that the visitors parking bylaws will be enforced again. Reminder – Visitors Parking is for Visitors ONLY.

**5 Year Warranty Review** – Council discussed the upcoming 5 Year Building Envelope warranty review and it was noted that AWM would be sending the Council a formal engagement proposal over email following the meeting should the Council wish for AWM to oversee the procurement of an Engineer Firm to provide a 5 Year Warranty Report and to oversee filing of the report with both the developer, Polygon Homes and the warranty provider, Travelers prior to the expiry date of February 18, 2021.

**Proposed Budget and AGM Discussion** – It was noted that due to the restrictions put in place for large gatherings and the legitimate concerns from Owners, the Annual General Meeting this year will take place by what is called “Restricted Proxy”. What this means is that although all registered voters have the right to attend in person, the Strata Property Act permits a Strata Corporation to hold a General Meeting with only the Chair and two proxy holders physically present with the rest of the votes coming by way of a restricted proxy which will give all registered voters the opportunity to specify exactly how they wish to vote on each item to be voted on rather than assigning a proxy to someone and trusting that they will vote in your best interest. It was further noted that the Owners can expect a rather large fee increase next fiscal, for the most part due to the increase to the insurance policy. Lastly, the Council wishes to propose  $\frac{3}{4}$  vote resolutions to approve funds for the purposes of performing the ground fault troubleshooting work that has been on hold but is required within suites on the 4<sup>th</sup> floor as soon as possible and Boiler Repairs. Just prior to the AGM notice being distributed to Owners, Council will be hosting a virtual information session to help answer any questions that Owners may have prior to the AGM as there will be no discussions or amendments permitted from the floor during the AGM itself, being a restricted proxy meeting. Please, should you wish to have any questions answered prior to the meeting, attend the information session once notice is distributed with details. Should anyone have any questions regarding restricted proxy meetings and how they work please contact the undersigned.

**AWM Office Hours** – AWM continues to postpone a full opening of our offices to the general public, our valued clients and trades. These precautionary measures remain in place to limit the potential spread of the virus, to support our employees in this challenging time and to ensure we maintain our ability to serve you, for the long term. Our staff have returned to work and we remain vigilant and are monitoring the situation in real time and responding as conditions evolve. Visits to our office should be scheduled in advance and please visit our website for more information [www.awmalliance.com](http://www.awmalliance.com).

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the

responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, *NO items* are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes, packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.

In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated ***"Form K", Notice of Tenants Responsibilities*** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

**Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

**ADJOURNMENT**

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

**NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

**TBD – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**





**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).



**COUNCIL MEETING MINUTES**  
**ELGIN HOUSE EPS 2691**

**Held: Wednesday, April 15<sup>th</sup>, 2020 at 6:00 pm**

**Location: Zoom Meeting Conference Call**

**ATTENDANCE**

John Cameron  
Nicole Lowry  
Zuzana Horvathova  
Genevieve Truchon  
Kimberley MacGregor

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

**REGRETS**

Marsha Smythe

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:00 pm.

**HEARING**

Council met with an Owner between 6:00pm and 6:10pm whom was disputing a chargeback relating to damages to common property. It was noted that the Owner was not disputing any wrongdoing however, wants Council to consider depreciation of the damaged property and that following the hearing, AWM would inform the Owner of Councils decision.

**RESIGNATION OF COUNCIL MEMBER**

It was noted that prior to the meeting, Council member Tanya Straza had resigned from her position on Council effective immediately.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated February 19<sup>th</sup>, 2020, and **MOVED** and **SECONDED** the February 19<sup>th</sup>, 2020 Council meeting minutes (*unanimous*).

**FINANCIAL REPORT**

**Financials** - The financial statements for months of January to February 2020 were reviewed. It was noted that as of February 29<sup>th</sup> 2020, nine (9) months into the fiscal year, the Strata Corporation was running a deficit of approximately \$13,863 most notably due to overages on the Mechanical, Maintenance & Repair and Snow Removal/Salting budget line items. It was further noted that many of these invoices are related to unexpected emergency repairs due to a break-in and boiler maintenance which will be reviewed in further detail with the Council following the meeting to see if any can be moved to the CRF as emergency expenses. The Council **MOVED** and **SECONDED** the January to February 2020 financial statements (*unanimous*).

**Arrears** – AWM briefly reviewed the arrears which amounted to \$14,749.79 as of February 19<sup>th</sup>, 2020 largely due to past due maintenance fees, fines and a couple of common property damage chargebacks. After a brief discussion it was **MOVED** and **SECONDED** to action in accordance with the below (*unanimous*):

AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:

- 1 Month – Letter
- 2 Months – Letter, plus \$50.00 fine.
- 3 Months – Lien Warning Letter, plus \$50.00 fine.
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.

All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.**

#### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

#### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices.

It was noted that there was a loan from the CRF for the strata's insurance premium, which is being re-paid back to the CRF on a monthly basis over the course of the insurance year to avoid financing charges.

#### **BUSINESS ARISING**

**Kennedy Landscaping Site Review** – Council reviewed the site review update for the months of February and March 2020 and it was noted that Kennedy had top dressed and seeded all of the ground floor yards free of charge.

**Parkade Door Repairs** – Council reviewed an invoice from Ideal Door for \$1,590.00 + GST and a further proposal from Ideal Door for \$2,525.00 + GST relating to repairs that are required due accidental vehicle damage. After a brief discussion and noting that these repairs are necessary and that the invoices will be billed back to the unit responsible, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the total of \$4,115.00 + GST related to parkade gate repairs (*unanimous*).

**Fob Purchase** - Council reviewed an invoice from CIS Security for \$1,225.00 + taxes relating to the purchase and delivery of twenty (20) 4-Button fobs. After a brief discussion, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to proceed with the fob purchase (*unanimous*).

**Insurance Appraisal Renewal** - Council reviewed an invoice from NLD Appraisals for \$750 + GST relating to the annual insurance appraisal update. After a brief discussion and noting that the new appraisal had the property valued at \$32,798,000, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to proceed with the appraisal update (*unanimous*).

**4<sup>th</sup> Floor Ground Fault Troubleshooting On Hold** – It was noted that due to the Covid-19 pandemic, the 4<sup>th</sup> floor *in-suite* ground fault troubleshooting; which had been previously approved and scheduled once already, will need to be rescheduled again once the government health officials say it is safe to do so.

**Exterior Inaccessible Window Cleaning Deferral** – Council reviewed two proposals to have the exterior inaccessible windows cleaned by a combination of lift and tucker-pole and after a lengthy discussion and noting the current deficit combined with and a large increase to the insurance premium forthcoming, it was **MOVED** and **SECONDED** to **DEFER** window cleaning in 2020 and to consider it again in spring 2021 (*unanimous*).

#### **CORRESPONDENCE**

- A concern regarding soil erosion in the yard of a ground floor unit was reviewed and it was noted that with the topsoil and seeding provided for free by Kennedy Landscaping, this concern is addressed but should continue to be monitored.

#### **BYLAW INFRACTIONS**

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- A bylaw violation regarding damage to common property was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding noise was reviewed. After consideration of the response received, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).
- A bylaw violation regarding damage to common property was reviewed. After consideration, it was **MOVED** and **SECONDED** to let the letter stand as a warning (*unanimous*).

#### **NEW BUSINESS**

**Aquatherm Pipes** – Council discussed a third minor but concerning leak originating from an Aquatherm piping in the boiler/mechanical room. It was noted that AWM, the Building Caretaker and Polygon met with a representative from HiLine Sales, an Aquatherm Product Specialist just prior to the council meeting to discuss potentially inspecting all of the piping proactively and to provide a reliable mechanical contractor contact familiar with Aquatherm so that in the event another leak originates from one of these pipes, they can be repaired in a timely manner under warranty. It was noted that a follow up meeting was to be scheduled however due to the Covid-19 pandemic, that meeting has been postponed.

**April Resident Balcony Cleanings** – It was noted that similar to last spring, each weekend during the month of April this year, a different floor has been/will be permitted to clean their own balcony surface, starting from the 4<sup>th</sup> floor at the start of April and ending on the ground floor on the last weekend of April.

**Covid-19 FAQ** – Council reviewed a list of Frequently Asked Questions compiled by AWM relating to the Coronavirus (Covid-19) and it was noted that should any Owner or Resident have any questions regarding the latest on Covid-19 and how AWM and the strata corporation are handling the pandemic, they are asked to please visit <https://awmalliance.com/covid-19/>

**Waste Collection Monitoring** – It was noted that Council would monitor the garbage room over the next month should there be a need for an additional bin while most residents are working from home or in isolation. All residents are asked to please report if the bin(s) are full or close to full.

**Insurance Renewal** – Council reviewed an updated appraised value of the property which is now \$32,798,000; up roughly 8.9% compared to the appraisal last year. Council also reviewed a policy renewal proposal from CapriCMW Insurance to renew the strata's insurance policy. After a lengthy review it was noted that after exhausting the market by approaching over 20 Insurers 120 days from renewal, CapriCMW have advised that they were unable to fill a policy for the Full Replacement Value of \$32,798,000.

It was further noted that CapriCMW have secured terms with a Loss Limit that is lower than the replacement value of your property and that the new terms will have a loss limit of \$22,904,000 on the corporation building. In short, the corporation is self-insuring the shortfall, which means that the corporation and unit owners need to set aside sufficient money to provide a fund to cover possible losses in excess of the loss limit. The Council is exhausting all of the corporations options which include obtaining a legal opinion and approaching other brokers to see if they can fill a 100% replacement value policy.

With strata deductibles on the rise, Unit Owner Policies have been increasing the Loss Assessment limit available in an attempt to keep up with the deductibles being placed for the strata. CapriCMW is in the midst of doing a full market audit to determine what each insurer is offering, but as of today we are aware of the following insurers that could cover up to the strata deductible amounts:

- Travelers Insurance - \$100,000 and higher
- Chubb Insurance Company of Canada - \$75,000
- Intact Insurance - \$75,000
- CNS - \$100,000
- Aviva Insurance - \$100,000
- SGI Canada - \$100,000
- Peace Hills - \$75,000
- Family Insurance - \$100,000
- Optimum - \$50,000
- Wawanesa - \$100,000
- The Guarantee - \$100,000

Following a lengthy discussion regarding the Loss Limit policy it was noted that the policy premium has increased approximately 73% compared to last year, increasing from \$66,414 to \$115,042. It was also noted that a number of deductibles on the policy have also increased due to many of the underwriters either reducing the capacity they have available or removing themselves from the BC Strata Insurance market altogether. It was then **MOVED** and **SECONDED** to renew the strata's insurance policy with CapriCMW Insurance for the insurance term of April 1<sup>st</sup>, 2020 until April 1<sup>st</sup>, 2021 and to finance the premium at an AWM negotiated interest rate of 2.45% using SNAP Premium Finance compared to the original 3.16% finance rate proposed by CapriCMW provided by FIRST Insurance Funding (*unanimous*).

Owners are advised of the following deductible amounts:

- **All Losses: \$50,000.00**
- **Water Damage and Sewer Backup: \$75,000.00 (each)**
- **Flood: \$75,000.00**
- **Earthquake Deductible: 15% of the insured value of the property.**
- **Residential Glass Breakage: \$2,500.00**
- **Canopy Glass Breakage: \$5,000.00**
- **Master Key/Lock & Key Coverage: \$2,500.00 (each)**
- **Illegal Drug Activity: \$50,000.00**

- **All Losses arising from Vacant Units: \$75,000.00**
- **Sprinkler Discharge: \$75,000.00**

Owners are advised that in the event of a loss, the deductible amount may be assessed back to the unit if determined to be originating from an in-suite fixture such as a pipe or appliance. Owners are strongly encouraged to obtain their own personal insurance as these deductible amounts can be claimed on a personal policy. Owners are further advised to take a copy of the Strata Corporation's insurance certificate to their personal broker to ensure adequate coverage. The insurance certificate can be found on the AWM Alliance/Elgin House Community Website under the resource center tab.

Owners looking for their strata lots Unit Entitlement for the purpose of calculating shared strata deductibles such as the Flood and Earthquake deductibles are asked to please refer to the Strata Lot/Unit Entitlement list appended to these council meeting minutes.

**Pest Control Assistance** – Council would like to remind all Owners/Residents that with warmer weather; ants, wasps and hornets are known to frequent the property so a prompt and precise report with location and photo (if possible) can assist in making sure these nuisances dealt with by pest control in a timely manner.

**Hose Bibs Turned On & Irrigation Start-Up Scheduled** – It was noted that the ground floor hose bibs (taps) have now been turned on and that Coastal Irrigation has been asked to start the irrigation system up and repair as required as soon as possible.

**Pet Waste in Courtyard** – Council would like to remind all residents to please pick up their pets waste. Units with occupants who are not cleaning up after their pets will be fined if caught.

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, NO *items* are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes,

packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.

In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated **"Form K", Notice of Tenants Responsibilities** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

**Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:48 p.m.

**NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

Wednesday, June 24th, 2020 – Budget Meeting

**Wednesday, July 29th, 2020 – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**

**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).

## Unit Entitlement List

Unit No	Legal / Lot #	U.E.
101	01	62
102	02	84
103	03	72
104	04	70
105	05	79
106	06	79
107	07	94
108	08	79
109	09	88
110	10	84
111	11	84
112	12	79
113	13	82
114	14	91
115	15	79
116	16	79
117	17	91
118	18	68
119	19	79
120	20	79
121	21	92
122	22	82
123	23	68
124	24	79
125	25	79
126	26	88
127	27	79
128	28	94
129	29	79
130	30	79
131	31	72
132	32	72
133	33	84



## Unit Entitlement List

Unit No	Legal / Lot #	U.E.
134	34	81
201	35	85
202	36	84
203	37	72
204	38	70
205	39	79
206	40	79
207	41	103
208	42	79
209	43	88
210	44	84
211	45	84
212	46	79
213	47	82
214	48	91
215	49	79
216	50	79
217	51	79
218	52	39
219	53	79
220	54	79
221	55	79
222	56	92
223	57	82
224	58	79
225	59	79
226	60	79
227	61	88
228	62	79
229	63	103
230	64	79
231	65	79
232	66	72

## Unit Entitlement List

Unit No	Legal / Lot #	U.E.
233	67	72
234	68	84
235	69	81
301	70	85
302	71	84
303	72	72
304	73	70
305	74	79
306	75	79
307	76	103
308	77	79
309	78	88
310	79	84
311	80	84
312	81	79
313	82	82
314	83	91
315	84	79
316	85	79
317	86	79
318	87	92
319	88	79
320	89	79
321	90	79
322	91	92
323	92	82
324	93	79
325	94	79
326	95	79
327	96	88
328	97	79
329	98	103
330	99	79

## Unit Entitlement List

Unit No	Legal / Lot #	U.E.
331	100	79
332	101	72
333	102	72
334	103	84
335	104	81
401	105	85
402	106	84
403	107	72
404	108	70
405	109	79
406	110	79
407	111	103
408	112	79
409	113	88
410	114	84
411	115	84
412	116	79
413	117	82
414	118	91
415	119	79
416	120	79
417	121	79
418	122	92
419	123	79
420	124	79
421	125	79
422	126	92
423	127	82
424	128	79
425	129	79
426	130	79
427	131	88
428	132	79

# Unit Entitlement List

Unit No	Legal / Lot #	U.E.
429	133	103
430	134	79
431	135	79
432	136	72
433	137	72
434	138	84
435	139	81
		11,296

**COUNCIL MEETING MINUTES  
ELGIN HOUSE EPS 2691**

**Held: Wednesday, December 11<sup>th</sup>, 2019 at 6:00 pm**

**Location: Rowing Club (Games Room) 15100 33<sup>rd</sup> Avenue, Surrey, BC.**

**ATTENDANCE**

John Cameron  
Nicole Lowry  
Zuzana Horvathova  
Genevieve Truchon  
Marsha Smythe

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

**REGRETS**

Tanya Straza  
Kimberley MacGregor

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:00 pm.

**GUEST BUSINESS**

Between 6:00pm and 6:15pm, Council met with Owners representing two separate, unrelated units, both regarding noise bylaw violations received. One unit requesting a previously issued bylaw fine relating to noise and the other questioning the legitimacy of multiple noise violation claims. By 6:15pm the Owners had all left the meeting, it was noted that a member from Council excused themselves from one of the hearings as it could be considered a conflict of interest and further noted that AWM would reach out to advise the Owners that requested hearings of Councils decisions, electronically.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated October 30<sup>th</sup>, 2019, and **MOVED** and **APPROVED** the October 30<sup>th</sup>, 2019 Council meeting minutes (*unanimous*).

**FINANCIAL REPORT**

**Financials** - The financial statements for months of September to October 2019 were reviewed. It was noted that as of October 31<sup>st</sup> 2019, five (5) months into the new fiscal year, the Strata Corporation was running a surplus of approximately \$7,115. The Council **MOVED** and **APPROVED** the September to October 2019 financial statements (*unanimous*).

**Arrears** – AWM briefly reviewed the arrears which amounted to \$8,490.54 as of November 15<sup>th</sup>, 2019 largely due to past due maintenance fees, fines and an insurance claim deductible chargeback which is being paid back on a monthly hardship payment plan. It was then **MOVED** and **APPROVED** to action in accordance with the below (*unanimous*):

AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:

- 1 Month – Letter
- 2 Months – Letter, plus \$50.00 fine.
- 3 Months – Lien Warning Letter, plus \$50.00 fine.
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.

All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.**

#### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

#### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices.

It was noted that there was a loan from the CRF for the strata's insurance premium, which is being re-paid back to the CRF on a monthly basis over the course of the insurance year to avoid financing charges.

#### **BUSINESS ARISING**

**Kennedy Landscaping Site Review** – Council reviewed the site review for the month of October to November 2019.

**Garbage Room Door Repairs** – Council reviewed an invoice from SmartChoice Construction and Maintenance for \$1,350 + GST relating to replacing one of the garbage room doors and re-paint both doors so they match. After a brief discussion and noting that this invoice had been approved electronically, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the invoice (*unanimous*). It was however noted that only the new door has been painted and the colour does not match the old door so AWM was asked to contact SmartChoice and have them paint the existing door so they both match, at no extra cost.

**Lasco Panel Purchase** – Council reviewed an invoice from Pacific West Systems Supply for \$445.72 taxes in relating to the purchase of six (6) 4x8 foot sheets of lasco panel to be installed by a Council member volunteer to the walls on the ground floor adjacent to the lobby and elevators. After a brief discussion and noting that this invoice had been approved electronically, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the lasco panel material invoice (*unanimous*).

**Parkade Gate Repairs & Security Invoices** – Council reviewed an invoice from Excalibur Security relating to emergency overnight security guard coverage for two consecutive nights due to a resident vehicle making contact with the parkade gate. After a brief discussion and noting that this invoice would be charged back to the unit

responsible for the damage, it was **MOVED** and **APPROVED** to pay the invoice and charge back to the unit responsible (*unanimous*).

It was further noted that another invoice for the repairs required to the parkade gate itself is still pending and once received, will be paid and charged back to the unit responsible. Council would like to take this opportunity to remind all Owners/Residents to please always let the parkade gates completely close, only proceed if your fob has activated the gate to open, never tailgate another vehicle that has opened a gate and proceed with extreme caution while entering and exiting the parkade, especially where the gates are as this is also a high traffic area for pedestrians.

**Backflow Preventer Testing Deficiencies** - Council reviewed invoices from Fire-Pro Fire Protection for \$465 + GST relating to the deficiencies found during the backflow preventer testing. After a brief discussion, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to proceed with the repairs required as noted on the deficiencies list (*unanimous*).

**Annual Fire Inspection and Deficiencies** – It was noted that the previously approved annual fire inspection deficiencies and inspection of suites that were missed the first time around was scheduled for December 12<sup>th</sup>, 2019.

**4<sup>th</sup> Floor Ground Fault Testing** – Council reviewed a proposal from Fire-Pro Fire Protection for \$9,491.20 + GST relating to ground fault signal issues the building has been experiencing which is preventing some of the units on the 4<sup>th</sup> floor from hearing the buildings alarm system. It was noted that \$2,200.00 of the proposal is related to troubleshooting within a number of units from the 4<sup>th</sup> floor and \$7,291.20 of the proposal is related to replacing all of the in-suite buzzers within the same noted 4<sup>th</sup> floor units. After a lengthy discussion, noting that this troubleshooting and these repairs are absolutely required and mandatory to ensure the safety of all building occupants and that these repairs would be considered emergency repairs and paid for through the Contingency Reserve Fund, it was **MOVED** and **APPROVED** to proceed with the noted troubleshooting and repairs (*unanimous*).

**Irrigation Winterized & Repairs Scheduled For Spring 2020** – Council discussed the recent winterization of the irrigation system, the new contractor; Coastal Irrigation, whom will be handling irrigation maintenance at Elgin House starting Spring 2020 and it was noted that Coastal would be asked to do a walk-thru prior to start-up to go over all that is in need of repair and provide Council with a quote to consider prior to the Elgin House fiscal year end of May 31, 2020.

**Property Lighting and Maintenance** – Council would like to remind all Owners/Residents of Elgin House to please report any burnt out light bulbs, anything that requires urgent attention or maintenance and to send any suggestions for improvement to the undersigned ideally through the management office forms on the community website found at [www.awmalliance.com](http://www.awmalliance.com) which will generate a tracking number for the Resident and Management to both reference.

**Entrance Planter Flower Displays** – Council discussed removing the vine plants from the exterior entrance planters and replace them with seasonal flower displays as suggested by Kennedy Landscaping. It was **MOVED** and **APPROVED** to proceed with the seasonal flower displays pending confirmation on annual costs (*unanimous*).

**Elgin House Building Plan Layout** – Council reviewed the Elgin House building plan and discussed the common occurrence of resident(s) on the first and second floors submitting bylaw violation reports regarding resident(s) in a unit below or above them while assuming that the unit below or above them is sequentially aligned with their unit (\*eg. unit 199 has unit 299 above it) when in fact, half of the first floor units are not sequentially aligned with



the second floor units above them (\*eg. Unit 199 has unit 298 above it) due to the first floor having a lobby and the rest of the floors having a unit in place of the lobby. The significance that this has when complaints are filled out is everything as a resident whom makes an assumption and submits a complaint with a unit number that is wrong will result in the unit actually causing a nuisance not receiving a letter. It is for this reason that Council asks everyone who is submitting anything through the website to please leave the unit number out if you are unsure; instead, reference “the unit below mine” or “the unit above mine” when submitting and someone from AWM will make sure that the correct unit receives the correspondence.

*\*Units 199, 298 and 299 do not exist at Elgin House and were only used for the purpose of explaining this concern.*

**Bike Room Discussion** – Council discussed the bike room, the annual rental fee, maximum number of racks each strata lot can rent and key deposit to make sure keys are returned each year. It was noted that the annual fee to rent one (1) rack for (1) bike is going to be \$25/year, the maximum number of racks that any one strata lot can rent is two (2) and each key that is handed out will require a \$25 key deposit. Failure to return the key after the annual rental will result in the user forfeiting their \$25 key deposit.

It was further noted that Council is in the process of reconfiguring the bike room to optimize the space available and increase the number of bikes that can fit in the room and that anyone who still has a bike rack in their personal locker that they would like to donate to the strata so it can be installed in the bike room is asked to please fill out the “Bike Rack Donation” form on the Elgin House community website. Removal of the rack from your locker will be coordinated and paid for by the Strata Corporation.

Those interested in renting up to no more than two (2) bike racks in the bike room per the terms above are asked to please fill out the “Bike Room Rental” form on the Elgin House community website no later than January 31<sup>st</sup>, 2020.

### **CORRESPONDENCE**

- Concerns regarding a dog adoption were reviewed. It was noted that Council was fine with the resident adopting the dog in question.
- Concerns regarding two (2) failing suite entrance door locksets were reviewed. It was noted that the locksets would be replaced by the strata approved make/model replacement lockset.

### **BYLAW INFRACTIONS**

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- Three (3) bylaw violations for Noise were reviewed. After consideration of the responses received, it was **MOVED** and **APPROVED** to let the letters stand as warnings however noted that the occupants would be asked to use area rugs to assist with transfer of noise below and asked to send photos confirming no less than 60% of the floor has floor coverings (*unanimous*).
- A bylaw violation for Noise was reviewed. After consideration, it was **MOVED** and **APPROVED** to let the letters stand as warnings however noted that the occupants would be asked to use area rugs to assist with transfer of noise below and asked to send photos confirming no less than 60% of the floor has floor coverings (*unanimous*).
- A bylaw violation for Noise was reviewed. After consideration, it was **MOVED** and **APPROVED** to let the letters stand as warnings however noted that the occupants would be asked to use area rugs to assist with transfer of noise below and asked to send photos confirming no less than 60% of the floor has floor coverings (*unanimous*).

## **NEW BUSINESS**

**ULC Testing Scheduling** – Council was informed of the annual ULC testing which is performed by Cobra Integrated Security as part of their annual service agreement and carries no extra charge had been completed December 5<sup>th</sup>.

**Waste Contamination Reported** – Council reviewed a \$30.00 waste contamination charge levied by Waste Management (WM) relating to black garbage bags being disposed of in the cardboard bin. Council would like to remind all Owners/Residents that the garbage room has cameras and the trucks that dump the bins have cameras facing all of the items that are dumped from the bins at Elgin House and anyone found cross contaminating the bins will be charged back the charges levied by WM and it was noted that fine(s) will also be considered.

**Roof Drains** – It was noted that with the weather changing and freezing temperatures sneaking in and out of the forecast, AWM would ask the building caretaker to inspect the roof drains to ensure no water will pool and potentially freeze over the winter.

**Soil For Lawns** – AWM was asked to obtain a proposal from Kennedy Landscaping to supply and install topsoil to all first floor yard and common property lawns.

**Sprinkler System Air Compressor** – Council discussed the recent full wet trip of the sprinkler system dry pipe valve and while onsite completing the full wet trip's, it was found that the air-compressor serving this is oversized and that the oversized compressor was not able to keep up with the air loss coming from the inspector's test. It was noted that the additional lag time created by the oversized air compressor actually resulted in the dry pipe valves well exceeding the required time frame for the water to reach the inspectors test. This additional lag time if not corrected could potentially allow a fire to spread to an uncontrivable state. AWM was asked to expedite a request for assistance from the developer and the original installer and that Council would be updated electronically between meetings.

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, NO *items* are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded

to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes, packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.

In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated **"Form K", Notice of Tenants Responsibilities** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

**Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:45 p.m.

**NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

Wednesday, February 19th, 2020 – Council Meeting

Wednesday, April 22nd, 2020 – Council Meeting

Wednesday, June 24th, 2020 – Budget Meeting

**Wednesday, July 29th, 2020 – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**

**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).

**COUNCIL MEETING MINUTES**  
**ELGIN HOUSE EPS 2691**

**Held: Wednesday, October 30<sup>th</sup>, 2019 at 6:00 pm**  
**Location: Rowing Club (Games Room) 15100 33<sup>rd</sup> Avenue, Surrey, BC.**

**ATTENDANCE**

John Cameron  
Kimberley MacGregor  
Nicole Lowry  
Tanya Straza  
Zuzana Horvathova  
Genevieve Truchon  
Marsha Smythe

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:03 pm.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated August 28<sup>th</sup>, 2019, and **MOVED** and **APPROVED** the August 28<sup>th</sup>, 2019 Council meeting minutes (*unanimous*).

**FINANCIAL REPORT**

**Financials** - The financial statements for months of July to August 2019 were reviewed. It was noted that as of August 31<sup>st</sup> 2019, three (3) months into the new fiscal year, the Strata Corporation was running a surplus of approximately \$5,073. The Council **MOVED** and **APPROVED** the July to August 2019 financial statements (*unanimous*).

**Arrears** – AWM briefly reviewed the arrears which amounted to \$8,642.91 as of October 15<sup>th</sup>, 2019 largely due to past due maintenance fees, fines and an insurance claim deductible chargeback. It was then **MOVED** and **APPROVED** to action in accordance with the below (*unanimous*):

*AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:*

- 1 Month – Letter*
- 2 Months – Letter, plus \$50.00 fine.*
- 3 Months – Lien Warning Letter, plus \$50.00 fine.*
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.*
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.*
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.*

*All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.***

### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices. It was noted that there is a short term loan from the CRF to pay the insurance premium and avoid financing charges.

### **BUSINESS ARISING**

**Kennedy Landscaping Site Review** – Council reviewed the site review for the month of August to September 2019.

**Exterior Dryer Vent Cleaning** – Council reviewed an invoice from Air-Vac Services for \$1,167.60 + Taxes relating to the exterior dryer vent cleaning. After a brief discussion and noting that this annual maintenance item was already approved electronically, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the invoice for exterior dryer vent cleaning (*unanimous*).

**Boiler Room Pipe Repairs** – Council reviewed an invoice from Iron Monkey Mechanical for \$2,646.00 + Taxes relating to emergency repairs which were required to fix a minor but steady leak in the boiler room. After a brief discussion and noting that the material portion of the invoice was for a full length of custom pipe which will be stored and used in the event more leaks occur, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the invoice for boiler room repairs (*unanimous*).

**Parkade Cleaning** – Council reviewed a proposal from BC Strata Employee Management Ltd. for \$2,250 + Taxes relating to parkade cleaning. After a brief discussion and noting that this proposal had been approved electronically, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the proposal for parkade cleaning (*unanimous*).

**Garbage Room Floor Painting** – Council reviewed an invoice from BC Strata Employee Management Ltd. for \$500 + Taxes relating to the painting of the garbage room floor. After a brief discussion and noting that this invoice had been approved electronically, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to approve the proposal for garbage room floor painting (*unanimous*).

**Annual Fire Inspection and Deficiencies** - Council reviewed invoices from Fire-Pro Fire Protection for \$3,385.00 + Taxes relating to the annual fire inspection and for \$4,087.50 + GST relating to the deficiencies found during the inspection. After a lengthy discussion and noting that there were a number of minor items on the deficiencies list that the Strata Corporation will charge back to other parties, it was **MOVED** and **APPROVED** to **RATIFY** the decision made electronically to perform the annual fire inspection and to proceed with the repairs required as noted on the deficiencies list (*unanimous*).

**Boiler Repairs Polygon Feedback** – Council reviewed responses from Polygon Construction (PCML) regarding requests made by the Strata to Polygon for assistance with paying for boiler repairs and for enterphone repairs and it was noted that PCML would not be able to assist with the boiler repair invoices however that a number of small invoices related to the enterphone would be credited to the Strata by Cobra Integrated Security.

**Quarterly Scheduled Gate Maintenance Renewal** – Council reviewed a proposal from Ideal Door relating to the quarterly scheduled maintenance of the parkade gates for \$200.00 + Taxes per visit. After a brief discussion and noting that this agreement can be canceled at any time, it was **MOVED** and **APPROVED** to renew with the quarterly scheduled gate maintenance with Ideal Door (*unanimous*).

#### **CORRESPONDENCE**

- Concerns regarding extremely hot water in-suite were reviewed. It was requested by Council that any resident experiencing any fluctuations in regular water use to please report the issues to the undersigned through the community website.
- Concerns regarding a failing suite entrance door lockset was reviewed. It was noted that the lockset would be replaced by the strata approved make/model replacement lockset.

#### **BYLAW INFRACTIONS**

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- A bylaw violation for Smoking was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** to retract the letter (*unanimous*).

*A member of Council was asked to leave the meeting temporarily due to conflict of interest*

- A bylaw violation for Noise was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** to issue a \$50 fine and noted that the occupants would be asked to use area rugs to assist with transfer of noise below (*unanimous*).

*The member of Council was asked to rejoin the meeting*

#### **NEW BUSINESS**

**Hose Bibs Winterized** – Council was informed that the exterior hose bibs have now been winterized for the winter to assist in preventing freezing and/or broken pipes.

**Waste Collection Reminder** – Council would like to remind all residents to please pay attention to the signage in the garbage room and please place all items in the correct bin. Should any residents have any questions regarding waste collection, please reach out to the undersigned.

**Bike Room Discussion** – Council discussed a number of proposed changes to how the bike room is assigned and it was noted that once clarified, notices would be distributed.

**Break-In Discussion** – Council discussed the recent break-in which occurred over the weekend of October 19-20 within the parkade at Elgin House and it was noted that the Council immediately reviewed overnight security (7 hours/night) for a two week period electronically over email starting October 23<sup>rd</sup>, 2019 and ending November 4<sup>th</sup>, 2019. After a lengthy discussion, it was **MOVED** and **APPROVED** to proceed with overnight security for \$2,254 + GST for two weeks nightly on-site security guard coverage at a rate of \$23/hr for 7 hours per night. (*unanimous*). It was further noted that any suspicious activities should be reported to the Police and to the Strata Corporation.

**Break-In Lock Repairs** – Council reviewed an invoice from Lockmasters for \$694.00 + Taxes relating to lock repairs. After a brief discussion and noting that these repairs were completed, it was **MOVED** and **APPROVED** to



**RATIFY** the decision made electronically to repair the locks damaged during the break-in (*unanimous*). It was further noted that further security upgrades to the locks and entry points would be reviewed and considered electronically.

**Backflow Testing** – Council reviewed confirmation that the properties backflow preventers would be tested on November 4<sup>th</sup> by Fire-Pro Fire Protection.

**4<sup>th</sup> Floor West Ground Fault Troubleshooting & Buzzer Replacement** – Council reviewed correspondence from Fire-Pro Fire Protection; following their attendance at the last Council Meeting, regarding the continued and ongoing ground fault issues which have been sending false alarm signals to the alarm monitoring company.

After a lengthy discussion and noting that the estimate to troubleshoot the cause for the ground fault within the suites on the west wing of the 4<sup>th</sup> floor would be \$2,200.00 + GST, it was **MOVED** and **APPROVED** to proceed with the troubleshooting work subject to Fire-Pro confirming they can honor that price to check all 18 units at a flat rate (*unanimous*).

Council then reviewed a proposal from Fire-Pro Fire Protection for \$7,291.20 + GST to replace all of the sixty-two (62) 4<sup>th</sup> floor west in-suite buzzers to ensure that one of the existing buzzers is not causing the ground fault. After a lengthy discussion it was **MOVED** and **APPROVED** to proceed with the buzzer replacements (*unanimous*).

**Interior Wall Painting Estimate** – In an effort to get an idea of what interior painting is going to cost the Strata eventually, Council reviewed a proposal from Husky Painting relating to interior walls, baseboards, moldings, door frames and elevator frames for \$27,700.00 + GST. After a brief discussion, it was **MOVED** and **APPROVED** to **DEFER** interior wall painting for the foreseeable future (*unanimous*).

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, *NO items* are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded



to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes, packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.

In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated **"Form K", Notice of Tenants Responsibilities** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

**Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:55 p.m.

**NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

Wednesday, December 11th, 2019 – Council Meeting

Wednesday, February 19th, 2020 – Council Meeting

Wednesday, April 22nd, 2020 – Council Meeting

Wednesday, June 24th, 2020 – Budget Meeting

**Wednesday, July 29th, 2020 – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**

**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).

**COUNCIL MEETING MINUTES**  
**ELGIN HOUSE EPS 2691**

**Held: Tuesday, August 28<sup>th</sup>, 2019 at 6:00 pm**

**Location: Rowing Club (Games Room) 15100 33<sup>rd</sup> Avenue, Surrey, BC.**

**ATTENDANCE**

John Cameron  
Kimberley MacGregor  
Nicole Lowry  
Tanya Straza  
Genevieve Truchon  
Marsha Smythe

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

**REGRETS**

Zuzana Horvathova

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:00 pm.

**GUEST BUSINESS**

Council met with representatives from Fire-Pro Fire Protection to discuss in person what is required to repair two issues involving the fire panel and a ground fault on the 4<sup>th</sup> floor. It was noted that both issues would require in-suite access to some degree and that once proposals with details are received; and approved, notices would be distributed.

**ELECTION OF COUNCIL POSITIONS**

As this was the first meeting following the Annual General Meeting, it was noted the election of Council Positions would take place. The following were nominated/volunteered for the following positions:

President	Kimberley MacGregor
Vice President	Zuzana Horvathova
Treasurer	Tanya Straza
Secretary	Nicole Lowry
Privacy Officer	Marsha Smythe
Rowing Club Reps	Genevieve Truchon & Marsha Smythe
Member	John Cameron

There being no further discussion, it was **MOVED** and **SECONDED** (*unanimous*) to accept the positions above.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated June 25<sup>th</sup>, 2019, and **MOVED** and **APPROVED** (*unanimous*) the April 24<sup>th</sup>, 2019 Council meeting minutes.

## **FINANCIAL REPORT**

**Financials** - The financial statements for months of May to June 2019 were reviewed. It was noted that as of June 30<sup>th</sup> 2019, one (1) month into the new fiscal year, the Strata Corporation was running a surplus of approximately \$3,612. The Council **MOVED** and **APPROVED** (*unanimous*) the May to June 2019 financial statements.

**Arrears** – AWM briefly reviewed the arrears which amounted to \$14,761.48 as of August 15<sup>th</sup>, 2019. \$6,732.76 due to the adjustment in maintenance fees for the first three months of the fiscal year (June-August 2019), past due maintenance fees, fines and an insurance claim deductible chargeback. It was further noted that a unit with a past due all-loss deductible of \$2,500 has set up a hardship payment plan. It was then **MOVED** and **APPROVED** (*unanimous*) to action in accordance with the below:

*AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:*

- 1 Month – Letter*
- 2 Months – Letter, plus \$50.00 fine.*
- 3 Months – Lien Warning Letter, plus \$50.00 fine.*
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.*
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.*
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.*

*All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Owners are encouraged to correspond with Council if they experience financial difficulties.*

## **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

## **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices. It was noted that there is a short term loan from the CRF to pay the insurance premium and avoid financing charges.

## **BUSINESS ARISING**

**Kennedy Landscaping Site Review** – Council reviewed the site review for the month of April to July 2019.

**Replacement Visitors Parking Passes** – Council reviewed an invoice from Sandbox Signs & Graphics for \$362.50 + Taxes relating to purchasing replacement passes as it was noted AWM only had a handful remaining. After a brief discussion and noting this purchase was already approved electronically, it was **MOVED** And **APPROVED** (*unanimous*) to **RATIFY** the decision made electronically to approve the invoice for replacement parking passes.

**Front Automatic Door Operator** – Council reviewed an invoice from CP Distributors for \$1,630.00 + Taxes relating to the supply and install of a new front entrance automatic door operator. After a brief discussion and noting these repairs were necessary and that this work was already approved electronically, it was **MOVED** And

**APPROVED** (*unanimous*) to **RATIFY** the decision made electronically to approve the invoice for a new automatic door operator for the front entrance.

**Replacement Key Fobs** – Council reviewed an invoice from Cobra Integrated Systems Inc. (CIS) for \$1,345.00 + Taxes relating to purchasing replacement fobs to be reimbursed by owners as required. After a brief discussion and noting this purchase was already approved electronically, it was **MOVED** And **APPROVED** (*unanimous*) to **RATIFY** the decision made electronically to approve the invoice for replacement fobs which included twenty (20) 4-button fobs and ten (10) key-tag fobs.

**Exterior Inaccessible Window Cleaning** – Council reviewed an invoice from All-Star Window & Pressure Cleaning for \$7,383.00 + Taxes relating to the exterior inaccessible window cleaning. After a brief discussion and noting that this purchase was already approved electronically, it was **MOVED** And **APPROVED** (*unanimous*) to **RATIFY** the decision made electronically to approve the invoice for exterior inaccessible window cleaning.

As a further note, the cleaners noticed this year that there is a lot of construction debris/paint on windows most notably on the windows facing the courtyard and removing this debris will actually cause more damage than good and therefore decided by the council that next year this will be monitored but not scraped next year when the windows are cleaned.

It was further noted that council would make sure exterior window cleaning would be done during the spring moving forward

**Boiler Maintenance** – Council reviewed an invoice from Iron Monkey Mechanical for \$4,163.50 + Taxes relating to maintenance required on the boilers. After a lengthy discussion and noting that the air intakes were littered with debris, it was **MOVED** And **APPROVED** (*unanimous*) to approve the invoice for boiler maintenance and to pay for the maintenance from the CRF as it would be considered an emergency expense. It was further noted that AWM would reach out again to Polygon and ask for assistance in paying for this invoice as it is believed that the debris dates back to original construction.

#### **CORRESPONDENCE**

- Concerns regarding gate repairs were reviewed. It was noted that Ideal Door had performed the necessary repairs.
- Concerns regarding landscape maintenance and the need for additional tree watering bags were reviewed. It was noted that a council member would get a count on how many additional tree bags are required and that they would be purchased for installation next spring/summer.
- Concerns regarding electrical/lighting ballast issues were reviewed. It was noted that the repairs required have been completed.
- Concerns regarding a problematic cottonwood tree in the courtyard were reviewed. It was noted that the tree has been removed as it was posing a risk to the structure of the building.
- An Owner with concerns regarding minor damage to the wood on a number yard gates. It was noted that the minor damage would be touched up by the handyman at earliest.
- An Owner with concerns regarding, hornets, lighting, a loose railing and common area air circulation were reviewed. It was noted that the mechanical contractor would be contacted to investigate the common area air circulation concerns, pest control would address the hornets and a council member would look into the loose railing to come up with a cost effective solution.
- An Owner with concerns regarding common area hallway corners and walls were reviewed. It was noted that the Council would be considering painting proposals and/or wall protectors to prevent this sort of damage from occurring in the future.

- An Owner with concerns regarding suspicious activities were reviewed. It was noted that residents should be vigilant in reporting any suspicious activities to Police and to lock all doors/windows while not at home.
- An Owner with a concern regarding their patio door which was noted to have been repaired by Extreme Glass in the past. It was further noted that Extreme Glass had returned to ensure the repairs were completed as required free of charge.

### **BYLAW INFRACTIONS**

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- Five (5) bylaw violations for Nuisance were reviewed. After consideration of the responses received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning subject to conditions.
- A bylaw violation for Noise was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.

*A member of Council was asked to leave the meeting temporarily due to conflict of interest*

- Two bylaw violations for Smoking were reviewed. After consideration of the responses received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as warning.

*The member of Council was asked to rejoin the meeting*

- A bylaw violation for Smoking was reviewed. After consideration of the response received and noting the wrong unit was sent the notification, it was **MOVED** and **APPROVED** (unanimous) to retract the letter.
- A bylaw violation for Smoking was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.

### **NEW BUSINESS**

**Water Pressure Concerns** – Council asks that anyone whom experiences low or unusual water pressure, to please record the date and time and to contact the undersigned with the details of when the issues started/ended.

**Power Outage Reminder** – In light of the recent power outages and with fall/winter weather conditions still forthcoming, Council would like to remind all Owners/Residents that the elevators do not function in the event of a power outage and that it may be a good idea to prepare an emergency/power outage kit including a flashlight.

**Surrey – Large Item Pickup** – Council reviewed a notice from the City of Surrey regarding plans for the City to start implementing a free Large Item Pickup Program free of charge to the residents which would allow all units to set out four large items for collection per year, with a maximum of forty items per week from the building. Acceptable items would include mattresses, furniture, appliances, tires, electronics and other household goods. It was noted that Elgin House has registered for this free service and further details will be shared once they become available.

**Winter Services Discussion/Estimates** – Council reviewed proposals from two contractors; Kennedy Landscaping and North Western Property Maintenance relating to winter services including salting and snow removal. It was noted that Kennedy Landscaping has done these services in the past and that Council has been generally very happy with the service levels provided by Kennedy Landscaping for winter services and that Elgin House would be

happy to renew with Kennedy, subject to the other stratum within Harvard Gardens agreeing. It was noted that a final decision would be made at a later date, likely electronically prior to the next meeting.

**Parkade Cleaning** – Council discussed having the parkade power washed. It was noted that proposals would be reviewed electronically between meetings.

**No Smoking Reminder** – Council would like to remind ALL residents of the No Smoking Bylaw 53(1) which can be found on the AWM/Elgin House community website or conveniently below for reference:

**No Smoking**

- 53** (1) *Smoking is prohibited:*
- a) in a strata lot;*
  - b) on the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas;*
  - c) on patios and balconies;*
  - d) within 7.5 Meters near any door, window or air intake per the City of Surrey bylaw;*
  - and*
  - e) any land that is a common asset.*

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, NO *items* are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes, packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.



In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated **"Form K", Notice of Tenants Responsibilities** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

**Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:24 p.m.

**NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

Wednesday, October 30th, 2019 – Council Meeting

Wednesday, December 11th, 2019 – Council Meeting

Wednesday, February 19th, 2020 – Council Meeting

Wednesday, April 22nd, 2020 – Council Meeting

Wednesday, June 24th, 2020 – Budget Meeting

**Wednesday, July 29th, 2020 – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**

**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).



## IMPORTANT NOTICE TO OWNERS “ELGIN HOUSE” – STRATA PLAN EPS 2691

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### POST – AGM INFORMATION

**COUNCIL MEMBERS:** The names of Council can be found on the Elgin House Community Website by going to the “YOUR COMMUNITY” menu and then selecting “Strata Council Members”.

**BUDGET:** The budget was approved at the AGM. Please note the change in maintenance fees effective June 1<sup>st</sup>, 2019.

• **New Strata Fee Payments**

- The new strata fees are effective as of June, 2019.
- The first strata fee due on September 1<sup>st</sup> will be an amount slightly higher than the remaining months of the fiscal year, as the budget is approved after the end of the fiscal year.
- **The amounts for your new strata fees can be found on the attached Fee Schedule.**

• **If you pay your monthly strata fees by EFT:**

- You do not need to do anything in regards to the new strata fees
- The new strata fee amount will be withdrawn automatically on the first of every month as outlined in the attached Fee Schedule

• **If you pay your monthly strata fees by cheque:**

- Please ensure that a series of post-dated cheques is issued.
- Cheques can be dropped off or mailed to the AWM Head Office (#401 – 958 W 8<sup>th</sup> Ave., Vancouver, BC V5Z 1E5) Please make cheques payable to “EPS 2691” and write “0381 –” followed by your unit # and a brief description (i.e. Strata Fee) on the memo line.

• **If you would like to set up an automatic payment plan:**

- Please visit our website: [www.awmalliance.com](http://www.awmalliance.com). Once on the home page, go to the “FORMS” and select “PRE-AUTHORIZED DEBIT (EFT) SET UP” where further information and directions will be provided.

It is the Owner’s responsibility to ensure that the accurate strata fee is being paid. If you have any questions about your account, please contact your Strata Agent’s assistant, Jocelyn Gan, by e-mail ([jocelyn@awmalliance.com](mailto:jocelyn@awmalliance.com)).

¾ **VOTE RESOLUTION #1 – Waiver/Completion of Depreciation Report – OPTION #1 (WAIVER) APPROVED**

¾ **VOTE RESOLUTION #2 – Bylaw Amendment: Cleanliness – APPROVED**

¾ **VOTE RESOLUTION #3 – Bylaw Amendment: Exterior Appearance – APPROVED**

¾ **VOTE RESOLUTION #4 – Bylaw Amendment: Parking & Storage – APPROVED**



Strata, Residential & Commercial Property Management  
604.685.3227 | [www.awmalliance.com](http://www.awmalliance.com)

**¾ VOTE RESOLUTION #5 – Bylaw Amendment: Security – *APPROVED***

**¾ VOTE RESOLUTION #6 – Bylaw Amendment: Controlled Substances – *APPROVED***

**¾ VOTE RESOLUTION #7 – Bylaw Amendment: Short Term Accommodation – *APPROVED***

**¾ VOTE RESOLUTION #8 – Bylaw Amendment: No Smoking – *APPROVED***

**¾ VOTE RESOLUTION #9 – Special Assessment for Ground Level Patio Paver Stones/Artificial Turf Installation – *DEFEATED***

Vancouver Head Office  
401-958 West 8th Avenue  
Vancouver, BC V5Z 1E5

Fraser Valley Office  
214-6820 188th Street.  
Surrey, BC V4N 3G6

Whistler Office  
212-1200 Alpha Lake Road  
Whistler, BC V8E 0H6

Strata Plan EPS 2691 - Elgin House  
Approved Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Adjustment	Sep'19 One-Time Fee
101	\$237.12	\$247.96	\$32.52	\$280.48
102	\$321.26	\$335.94	\$44.04	\$379.98
103	\$275.37	\$287.95	\$37.74	\$325.69
104	\$267.72	\$279.95	\$36.69	\$316.64
105	\$302.14	\$315.94	\$41.40	\$357.34
106	\$302.14	\$315.94	\$41.40	\$357.34
107	\$359.51	\$375.94	\$49.29	\$425.23
108	\$302.14	\$315.94	\$41.40	\$357.34
109	\$336.55	\$351.95	\$46.20	\$398.15
110	\$321.26	\$335.94	\$44.04	\$379.98
111	\$321.26	\$335.94	\$44.04	\$379.98
112	\$302.14	\$315.94	\$41.40	\$357.34
113	\$313.61	\$327.94	\$42.99	\$370.93
114	\$348.03	\$363.94	\$47.73	\$411.67
115	\$302.14	\$315.94	\$41.40	\$357.34
116	\$302.14	\$315.94	\$41.40	\$357.34
117	\$348.03	\$363.94	\$47.73	\$411.67
118	\$260.07	\$271.95	\$35.64	\$307.59
119	\$302.14	\$315.94	\$41.40	\$357.34
120	\$302.14	\$315.94	\$41.40	\$357.34
121	\$351.86	\$367.94	\$48.24	\$416.18
122	\$313.61	\$327.94	\$42.99	\$370.93
123	\$260.07	\$271.95	\$35.64	\$307.59
124	\$302.14	\$315.94	\$41.40	\$357.34
125	\$302.14	\$315.94	\$41.40	\$357.34
126	\$336.55	\$351.95	\$46.20	\$398.15
127	\$302.14	\$315.94	\$41.40	\$357.34
128	\$359.51	\$375.94	\$49.29	\$425.23
129	\$302.14	\$315.94	\$41.40	\$357.34
130	\$302.14	\$315.94	\$41.40	\$357.34
131	\$275.37	\$287.95	\$37.74	\$325.69
132	\$275.37	\$287.95	\$37.74	\$325.69
133	\$321.26	\$335.94	\$44.04	\$379.98
134	\$309.79	\$323.95	\$42.48	\$366.43
201	\$325.09	\$339.95	\$44.58	\$384.53
202	\$321.26	\$335.94	\$44.04	\$379.98
203	\$275.37	\$287.95	\$37.74	\$325.69
204	\$267.72	\$279.95	\$36.69	\$316.64
205	\$302.14	\$315.94	\$41.40	\$357.34
206	\$302.14	\$315.94	\$41.40	\$357.34
207	\$393.92	\$411.93	\$54.03	\$465.96
208	\$302.14	\$315.94	\$41.40	\$357.34

Strata Plan EPS 2691 - Elgin House  
Approved Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Adjustment	Sep'19 One-Time Fee
209	\$336.55	\$351.95	\$46.20	\$398.15
210	\$321.26	\$335.94	\$44.04	\$379.98
211	\$321.26	\$335.94	\$44.04	\$379.98
212	\$302.14	\$315.94	\$41.40	\$357.34
213	\$313.61	\$327.94	\$42.99	\$370.93
214	\$348.03	\$363.94	\$47.73	\$411.67
215	\$302.14	\$315.94	\$41.40	\$357.34
216	\$302.14	\$315.94	\$41.40	\$357.34
217	\$302.14	\$315.94	\$41.40	\$357.34
218	\$149.15	\$155.97	\$20.46	\$176.43
219	\$302.14	\$315.94	\$41.40	\$357.34
220	\$302.14	\$315.94	\$41.40	\$357.34
221	\$302.14	\$315.94	\$41.40	\$357.34
222	\$351.86	\$367.94	\$48.24	\$416.18
223	\$313.61	\$327.94	\$42.99	\$370.93
224	\$302.14	\$315.94	\$41.40	\$357.34
225	\$302.14	\$315.94	\$41.40	\$357.34
226	\$302.14	\$315.94	\$41.40	\$357.34
227	\$336.55	\$351.95	\$46.20	\$398.15
228	\$302.14	\$315.94	\$41.40	\$357.34
229	\$393.92	\$411.93	\$54.03	\$465.96
230	\$302.14	\$315.94	\$41.40	\$357.34
231	\$302.14	\$315.94	\$41.40	\$357.34
232	\$275.37	\$287.95	\$37.74	\$325.69
233	\$275.37	\$287.95	\$37.74	\$325.69
234	\$321.26	\$335.94	\$44.04	\$379.98
235	\$309.79	\$323.95	\$42.48	\$366.43
301	\$325.09	\$339.95	\$44.58	\$384.53
302	\$321.26	\$335.94	\$44.04	\$379.98
303	\$275.37	\$287.95	\$37.74	\$325.69
304	\$267.72	\$279.95	\$36.69	\$316.64
305	\$302.14	\$315.94	\$41.40	\$357.34
306	\$302.14	\$315.94	\$41.40	\$357.34
307	\$393.92	\$411.93	\$54.03	\$465.96
308	\$302.14	\$315.94	\$41.40	\$357.34
309	\$336.55	\$351.95	\$46.20	\$398.15
310	\$321.26	\$335.94	\$44.04	\$379.98
311	\$321.26	\$335.94	\$44.04	\$379.98
312	\$302.14	\$315.94	\$41.40	\$357.34
313	\$313.61	\$327.94	\$42.99	\$370.93
314	\$348.03	\$363.94	\$47.73	\$411.67
315	\$302.14	\$315.94	\$41.40	\$357.34

Strata Plan EPS 2691 - Elgin House  
Approved Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Adjustment	Sep'19 One-Time Fee
316	\$302.14	\$315.94	\$41.40	\$357.34
317	\$302.14	\$315.94	\$41.40	\$357.34
318	\$351.86	\$367.94	\$48.24	\$416.18
319	\$302.14	\$315.94	\$41.40	\$357.34
320	\$302.14	\$315.94	\$41.40	\$357.34
321	\$302.14	\$315.94	\$41.40	\$357.34
322	\$351.86	\$367.94	\$48.24	\$416.18
323	\$313.61	\$327.94	\$42.99	\$370.93
324	\$302.14	\$315.94	\$41.40	\$357.34
325	\$302.14	\$315.94	\$41.40	\$357.34
326	\$302.14	\$315.94	\$41.40	\$357.34
327	\$336.55	\$351.95	\$46.20	\$398.15
328	\$302.14	\$315.94	\$41.40	\$357.34
329	\$393.92	\$411.93	\$54.03	\$465.96
330	\$302.14	\$315.94	\$41.40	\$357.34
331	\$302.14	\$315.94	\$41.40	\$357.34
332	\$275.37	\$287.95	\$37.74	\$325.69
333	\$275.37	\$287.95	\$37.74	\$325.69
334	\$321.26	\$335.94	\$44.04	\$379.98
335	\$309.79	\$323.95	\$42.48	\$366.43
401	\$325.09	\$339.95	\$44.58	\$384.53
402	\$321.26	\$335.94	\$44.04	\$379.98
403	\$275.37	\$287.95	\$37.74	\$325.69
404	\$267.72	\$279.95	\$36.69	\$316.64
405	\$302.14	\$315.94	\$41.40	\$357.34
406	\$302.14	\$315.94	\$41.40	\$357.34
407	\$393.92	\$411.93	\$54.03	\$465.96
408	\$302.14	\$315.94	\$41.40	\$357.34
409	\$336.55	\$351.95	\$46.20	\$398.15
410	\$321.26	\$335.94	\$44.04	\$379.98
411	\$321.26	\$335.94	\$44.04	\$379.98
412	\$302.14	\$315.94	\$41.40	\$357.34
413	\$313.61	\$327.94	\$42.99	\$370.93
414	\$348.03	\$363.94	\$47.73	\$411.67
415	\$302.14	\$315.94	\$41.40	\$357.34
416	\$302.14	\$315.94	\$41.40	\$357.34
417	\$302.14	\$315.94	\$41.40	\$357.34
418	\$351.86	\$367.94	\$48.24	\$416.18
419	\$302.14	\$315.94	\$41.40	\$357.34
420	\$302.14	\$315.94	\$41.40	\$357.34
421	\$302.14	\$315.94	\$41.40	\$357.34
422	\$351.86	\$367.94	\$48.24	\$416.18

Strata Plan EPS 2691 - Elgin House  
Approved Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Adjustment	Sep'19 One-Time Fee
423	\$313.61	\$327.94	\$42.99	\$370.93
424	\$302.14	\$315.94	\$41.40	\$357.34
425	\$302.14	\$315.94	\$41.40	\$357.34
426	\$302.14	\$315.94	\$41.40	\$357.34
427	\$336.55	\$351.95	\$46.20	\$398.15
428	\$302.14	\$315.94	\$41.40	\$357.34
429	\$393.92	\$411.93	\$54.03	\$465.96
430	\$302.14	\$315.94	\$41.40	\$357.34
431	\$302.14	\$315.94	\$41.40	\$357.34
432	\$275.37	\$287.95	\$37.74	\$325.69
433	\$275.37	\$287.95	\$37.74	\$325.69
434	\$321.26	\$335.94	\$44.04	\$379.98
435	\$309.79	\$323.95	\$42.48	\$366.43

**MINUTES OF ANNUAL GENERAL MEETING  
ELGIN HOUSE - EPS 2691**

**Held: Tuesday, July 30<sup>th</sup>, 2019 at 6:00pm  
Location: ROWING CLUB 15100 33<sup>rd</sup> Avenue, Surrey, BC**

**INTRODUCTION TO THE MEETING**

Jason Jumaní, the Strata Council President, welcomed the Owners present to the Annual General Meeting. Jason introduced the remaining Council members present; John Cameron, Kimberly MacGregor, Marlena Pawlak and Zuzana Horvathova.

The Chair also introduced Kyle Gloude of AWM-Alliance Real Estate Group and advised the audience that there was no quorum to call the meeting to order at 6:00pm, and therefore, a further fifteen minutes must be provided prior to calling to order, as per the Elgin House bylaws. However, it was noted that an informal discussion on the agenda items was appropriate until 6:15pm.

AWM-Alliance Real Estate Group Ltd. will be minuted as AWM.

AWM provided a brief review of the voting cards and voting procedures which would be used at the meeting.

The meeting was called to order at 6:15pm.

**CERTIFICATION OF PROXIES**

AWM reviewed with the Owners present the requirements for the certification of the proxies.

There were a total of (5) proxies deemed certified in accordance with the Strata Property Act.

**CERTIFICATION OF QUORUM**

A total of twenty-nine (29) Owners were represented at the meeting. The *Strata Property Act* states that a quorum of Owners shall be present, in person or represented by proxy, holding no less than one-third or 33.3% of the Ownership entitled to vote at the meeting.

However, the meeting was called to order at 6:15pm pursuant to Bylaw 44(1), which reads:

*Pursuant to Section 48(3) of the Strata Property Act, if, within fifteen (15) minutes from the time appointed for an annual or special general meeting a quorum is not present in person or by proxy, those eligible voters present in person or by proxy will constitute a quorum and the meeting will be called to order.*

As such, quorum was achieved and the meeting proceeded as scheduled.

**PROOF OF NOTICE**

AWM reviewed the proof of notice requirements as per the Strata Property Act for the Owners. There were no returns of the advanced meeting notice, as previously sent to Owners by mail on July 11<sup>th</sup>, 2019.



### **APPROVAL OF THE AGENDA**

AWM reviewed the agenda for the Owners present.

It was **MOVED** (#126), **SECONDED** (#133) and **CARRIED** to approve the agenda as circulated (*unanimous*).

### **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED** (#414), **SECONDED** (#404) and **CARRIED** to approve the last general meeting minute's dated September 13<sup>th</sup>, 2018 (*unanimous*).

### **CERTIFICATE OF INSURANCE**

AWM provided a brief review of the current insurance policy.

It was noted any alterations to a Strata Lot including, but not limited to, flooring, window coverings, walls (excluding paint) are considered an alteration or betterment. As a result, these alterations require Strata Council's prior approval. Each individual Owner is also responsible to ensure these alterations or betterments are insured under his or her homeowner's insurance policy.

AWM also discussed with the Owners the importance of obtaining liability and deductible coverage (noted below) as costs associated with losses up to the Strata Corporation's deductible which are the responsibility of an Owner, Tenant or Occupant of a strata lot may be assessed to the strata lot. It was reviewed with the Owners present the requirement for Owners to ensure that required maintenance is being completed on their appliances, as these are not the responsibility of the Strata Corporation, and damage to common property resulting from malfunctions can be found to be the responsibility of the Owner. It was further noted that personal contents are not insured under the strata corporation's policy, and any owner looking for further clarification should consult their insurance advisor.

Owners are advised that they should allow for deductible coverage on their specific homeowners insurance policy for the following:

- All Losses - \$5,000
- Water & Sewer Damage - \$10,000
- Earthquake Damage – 10% of total loss

### **MAJORITY VOTE RESOLUTION #1 – RATIFICATION OF RULES**

It was **MOVED** (#313) and **SECONDED** (#126) to approve the following resolution.

To approve a Majority Vote to ratify the general rules that were passed in the previous fiscal year for EPS 2691.

### **WHEREAS**

Pursuant to s. 125 of the *Strata Property Act*, S.B.C. 1998, c. 43 a strata corporation must ratify its rules by a majority vote at the first annual general meeting held after the rules are made or at a special general meeting held before that annual general meeting, otherwise the rules cease to have effect;

## 1. Resident Parking

- (1) An Owner, Tenant or Occupant must only use the parking space(s), which is/are specifically assigned to the strata in which he/she resides and no other person shall use such parking space without the Owner's permission.
- (2) Owners may make private arrangements with another owner of a strata lot within the Strata Corporation for use of a parking stall(s). Arrangements may not be made with non-residents of Elgin House.
- (3) A Resident must not park a vehicle in any manner which obstructs the passageway or another parking stall.
- (4) No repairs to motor vehicles may be made in the parking garage except in an emergency.
- (5) Items other than licensed and operable motor vehicles must not be stored in a parking stall.
- (6) The allotted parking stall must be kept clean and tidy by the Owner(s), Tenant(s) or Occupant(s) to whom it is assigned.
- (7) Motor vehicles dripping oil, gasoline or any other fluid may, at the discretion of the Strata Council be prohibited from entering upon common property including the parking garage until repaired. Owners of motor vehicles causing floor stains or leaving fluids shall, upon notice of the Strata Corporation, clean up all dripping including stains or, failing to do so within seven (7) days, the Strata Corporation may do so and the costs of such cleaning shall be assessed as a charge against the strata lot to whom the parking space is assigned. Only an authentic oil absorbing mat is to absorb the occasional oil seepage. Cardboard or paper products are not permitted beneath a vehicle as these are deemed fire and safety hazards.
- (8) Unlicensed vehicles must be covered by storage insurance for third party liability, and a copy of the said insurance must be displayed on the dash of the vehicle.
- (9) Commercial vehicles, recreational vehicles, propane powered vehicles, trailers and boats shall not be parked on common or limited common property.
- (10) Speed in excess of 15 km/h in the parking areas is prohibited.
- (11) Vehicles entering or leaving the garage must operate headlights while in the underground parking area.
- (12) Any vehicle found to be in violation of any provision of this rule may, at the discretion of the Strata Council, be towed at the expense of the Owner of the vehicle.
- (13) Individual homeowners', granted the exclusive use of one or more parking stalls, may at their discretion remove unauthorized vehicles from the stalls assigned to their strata lot at the expense of the Owner of the vehicle.

## 2. Patio Storage / BBQ Use

- (1) Owners, tenants and/or occupants shall not place any indoor-outdoor carpeting on any deck, patio or balcony.

- (2) Owners, tenants and/or occupants shall not place or store any item on the deck, patio or balcony except free-standing, self-contained small planter boxes, barbecues (propane, electric only) and summer patio furniture.
- (3) Storage of propane tanks is limited to one (1) 20-lb. or smaller tank for personal use.

### **3. Security**

- (1) All Owners and residents are requested to take an active part in preventing unauthorized access to the complex, particularly at parking and pedestrian entrances. The elevators are controlled by fob transmitter access in order to provide a high level of security to both suite level corridors and parking. Residents are therefore requested not to allow access to any suspicious or unidentified person(s).
- (2) Residents must ensure that the garage gate has returned to a fully closed position before leaving the entrance area at both overhead garage gates.
- (3) All lost or stolen keys or fobs must be reported immediately to the Building Manager or AWM-Alliance. The cost of replacements will be borne by the strata lot owner.

### **4. Use of Bicycles/In-Line Skates & Bicycle Storage**

- (1) In-line skates, scooters, and other similar items are not be worn or used in common areas of the complex. Exit and return to residents' suites is permitted via the elevators and parking levels only.
- (2) Bicycles are not to be stored on balconies or patios; they shall be stored in the designated common bicycle rooms. Bicycles being stored in a strata lot must not be ridden in any common property being traversed (ie. Elevators, residential floor corridors, etc.).
- (3) Any Owner, Tenant occupant who stores any item on or in the common property or on any limited common property does so at his own risk, subject to any claim that may properly be made under any insurance policy maintained by the Strata Corporation by anyone that is an insured under that policy.

### **5. Storage Lockers**

- (1) An Owner, Tenant or Occupant must only use the storage locker(s), which is/are specifically assigned to the strata in which he/she resides and no other person shall use such storage locker without the Owner's permission.
- (2) Owners may make private arrangements with another owner of a strata lot within the Strata Corporation for use of a storage locker. Arrangements may not be made with non-residents of Elgin House.
- (3) Residents are reminded that storage lockers may not be used to store items which may be deemed a fire hazard. Common examples are propane tanks, gasoline, jerry cans or other flammable/combustible substances.

- (4) Residents are reminded that as per the Fire Code, items may not be stored above storage lockers or in the aisles. Any items stored in these areas will be removed and disposed of without notice. The costs associated with removal will be assessed against the strata lot assigned the exclusive use of the storage locker.
- (5) Any Owner, Tenant occupant who stores any item on or in the common property or on any limited common property does so at his own risk, subject to any claim that may properly be made under any insurance policy maintained by the Strata Corporation by anyone that is an insured under that policy.

## 6. Holiday Decorations

- (1) Live Christmas Trees are not permitted.
- (2) Holiday décor including but not limited to Christmas lights is permitted from November 15<sup>th</sup> to January 15<sup>th</sup> annually.

## 7. Insurance

- (1) An Owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any unit (including the Owner's unit) as a result of damage arising from a grow operation, clandestine laboratory or other illegal activity installed in or operated from the proceeds received by operation of any insurance policy held by the Strata Corporation. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation's as insurance coverage and will be charged to the Owner.
- (2) In addition to the obligations and liabilities imposed by Rule 7(1), an Owner is strictly liable to the Strata Corporation and to other Owners and occupants for any damage to common property, limited common property, common assets or to any Strata Lot as a result of:
  - i. Any of the following items located in the Owner's Strata Lot:
    - a. Dishwasher;
    - b. Refrigerator with ice/water dispensing capabilities;
    - c. Stove/Oven;
    - d. Garburator;
    - e. Hot water tank;
    - f. Washing machine;
    - g. Radiant heating system, including boiler;
    - h. Toilets, sinks, bathtubs and, where located wholly within the strata lot and accessible to the owner, plumbing pipes, fixtures and hoses;
    - i. Fireplaces;
    - j. Anything introduced into the Strata Lot by the owner;

- ii. Any alterations or additions to the Strata Lot, the limited common property or the common property made by the Owner or prior Owner(s) of the Strata Lot;
  - iii. Any of the following areas of limited common property that an owner is required to maintain and repair;
    - a. Damage arising from a blocked drain on the deck, balcony or patio designated as limited common property for the owner's strata lot;
    - b. Any pets residing in or visiting at the owner's strata lot; and,
    - c. Any children residing in or visiting at the owner's strata lot.
- (3) An Owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any Strata Lot arising from Rules 7(1) & 7(2) above, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy held by the Strata Corporation. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the Owner.
- (4) For the purpose of Rules 7(1) through 7(3), any insurance deductibles or uninsured repair costs charged to an Owner shall be added to and become part of the assessment of that Owner for the month next following the date on which the expense was incurred and shall become due and payable on the date of payment of the monthly assessment.
- (5) The adoption of Rules 7(1) through 7(4) does not in any way limit the Strata Corporation's ability to sue an Owner in order to recover the deductible portion of an insurance claim if the Owner is responsible.

## 8. Stairwell Keys

- (1) For security reasons, common stairwell keys will not be distributed to owners.

## BE IT RESOLVED

By a majority vote of THE OWNERS, STRATA PLAN EPS 2691 that the rules attached to this resolution be approved and ratified by the Strata Corporation.

After brief discussion, the vote was called and the motion **CARRIED** (*unanimous*).

## APPROVAL OF THE BUDGET FOR 2019/2020

It was **MOVED** (#414), and **SECONDED** (#412) to approve the budget for the fiscal year June 1<sup>st</sup>, 2019 to May 31<sup>st</sup>, 2020 for Strata Plan EPS 2691 as proposed.

There was a lengthy review of the year end financials and the proposed budget. AWM noted that there would be a proposed 4.5% budget increase for this fiscal year.

During a review of the Schedule A, it was noted that there appeared to be errors in the Schedule A which were sent out in the AGM Notice. After a brief discussion regarding the noted errors, a vote was taken to distribute a corrected Schedule A within the AGM minutes, which **CARRIED (unanimous)**.

A **MOTION** (#309) was made to increase the “*Landscape Improvements*” annual operating budget line item from \$3,000 to \$10,000 however; there was no seconder to the motion therefore the motion fell to the floor.

It was then **MOVED** (#106) and **SECONDED** (#122) to fix an erroneous description for “Water & Sewer” in the Budget Notes which mention “Kingston House” rather than “Elgin House”. The amendment was put to a vote which **CARRIED (unanimous)**.

There being no further discussion, the budget as presented was put to a vote which **CARRIED (unanimous)**.

\*\*\*All Owners are advised the **INCREASED & APPROVED** maintenance fees are due on September 1<sup>st</sup>, 2019. For those Owners on automatic withdrawal, fees will continue to be withdrawn from their account. All other Owners are requested to provide post-dated cheques to cover the monthly fees for the next year. For convenience, the Pre-Authorized Debit form for automatic payments may be filled in online at the AWM website: [www.awmalliance.com](http://www.awmalliance.com). This form can be found under the resource center tab under forms. Please see the attached maintenance fee schedule for further details. Note the maintenance fees attached will be considered as the official fees for the next fiscal year.\*\*\*

#### **¾ VOTE RESOLUTION #1 – DEPRECIATION REPORT**

It was **MOVED** (#414) and **SECONDED** (#216) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to fulfill the Strata Property Act requirements to complete or defer the depreciation report.

**WHEREAS** the Owners, Strata Plan EPS 2691, wish to defer the completion of a Contingency Reserve Fund Study “Depreciation Report” in accordance with a recent amendment to the Strata Property Act of BC, with the costs to be expensed from the Contingency Reserve Fund. The Council is recommending deferring completing the report for the next fiscal year.

**WHEREAS** approval of Option 1 will concurrently defeat Option 2

#### **Option #1**

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, that pursuant to Section 94 (2) (c), the Owners agree to exempt themselves and waive the requirements of this sub-section during the period immediately following the Annual General Meeting of July 30th, 2019 or any adjournment thereof, until the next Annual General Meeting.

## Option #2

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, to approve an expenditure of up to \$7,200 from the Strata Corporation Contingency Reserve Fund for the purpose of obtaining a Deprecation Report pursuant to Section 94 of the Strata Property Act.

AWM explained that a depreciation report is a long term capital planning report for the Strata Corporation to use as a guide for funding projects and budgeting in future years.

After discussion ceased, the vote was called and the motion for option #1 **CARRIED** (*unanimous*). As option #1 carried, option #2 was **DEFEATED** (*unanimous*).

## ¾ VOTE RESOLUTION #2 – BYLAW AMENDMENT: CLEANLINESS

It was **MOVED** (#132) and **SECONDED** (#313) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30<sup>th</sup>, 2019 to amend the cleanliness bylaw per below:

### **WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

### ***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special*  
*general meeting,*  
*(a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*  
*(b) in the case of a strata plan composed entirely of nonresidential strata lots, by*  
*a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*  
*(c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) *If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) *[Repealed 2009-17-21.]*
- (4) *The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*



And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 34 below:

***Repeal***

**Cleanliness**

- 34 (1) All household refuse and recycling material must be secured in suitable plastic bags or recycling containers. Owners, tenants and occupants will comply with the municipal authority or local government's recycling program as it is implemented.
- (2) Any waste material other than ordinary household refuse and normally collected recycling materials must be removed by the individual owner, tenant or occupant of the strata lot.

***Replace***

**Cleanliness**

- 34 (1) All household refuse and recycling material must be secured in suitable plastic bags or recycling containers. Owners, tenants and occupants will comply with the municipal authority or local government's recycling program as it is implemented.
- (2) Cardboard is to be flattened and placed in the appropriate green bin.
- (3) Any waste material other than ordinary household refuse and normally collected recycling materials; including but not limited to furniture and appliances must be removed by the individual owner, tenant or occupant of the strata lot. Failure to do so will result in the costs associated with the collection and disposal of the items being charged back to the strata lot responsible and possible fines being assessed.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 34.

After a short discussion; a vote was called, which **CARRIED** (*unanimous*).

**¾ VOTE RESOLUTION #3 – BYLAW AMENDMENT: EXTERIOR APPEARANCE**

It was **MOVED** (#133) and **SECONDED** (#331) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30<sup>th</sup>, 2019 to amend the exterior appearance bylaw per below:

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

**Bylaw amendment procedures**

- 128 (1) Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.
- (2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.
- (3) [Repealed 2009-17-21.]
- (4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 35 below:

**Repeal**

**Exterior Appearance**

- 35 (1) Signs, fences, gates, billboards, placards, advertising or notices of any kind must not be erected or displayed on the common property or the strata lot without prior written approval by the Strata Council.
- (2) Awnings, shade screens, smoke stacks, satellite dishes, radio or television antenna must not be hung from or attached to the exterior of the strata lot.
- (3) Laundry, clothing, bedding, or other articles must not be hung or displayed from windows, patios, or other parts of the strata lot so that they are visible from the outside.
- (4) Draperies or window coverings that are visible from the exterior of any strata lot must be cream or white in colour.
- (5) Balcony, patio and roof deck furnishings are restricted to patio furniture, barbecues and plants. For example, laundry or other like articles must not be hung or displayed so that they are visible from the outside of the building. Balconies, patios, roof decks and other common property including limited common property must not be used for the storage of bicycles, refrigerators, freezers, storage boxes or cleaning materials.

**Replace**

**Exterior Appearance**

- 35 (1) Signs, fences, gates, billboards, placards, advertising or notices of any kind must not be erected or displayed on the common property or the strata lot without prior written approval by the Strata Council.
- (2) Hanging plants or baskets are not to be installed or attached to the railings or common area exterior.
- (3) Awnings, sunscreens, shade screens, smoke stacks, satellite dishes, radio or television antenna must not be hung from or attached to the exterior of the strata lot.
- (4) Laundry, clothing, bedding, or other articles must not be hung or displayed from windows, patios, or other parts of the strata lot so that they are visible from the outside.
- (5) Draperies or window coverings that are visible from the exterior of any strata lot must be cream or white in colour.
- (6) Balcony, patio and roof deck furnishings are restricted to patio furniture, barbeques and plants. For example, laundry or other like articles must not be hung or displayed so that they are visible from the outside of the building. Balconies, patios, roof decks and other common property including limited common property must not be used for the storage of bicycles, refrigerators, freezers, storage boxes or cleaning materials.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 35.

After a short discussion; a vote was called, which **CARRIED** (*unanimous*).

**¾ VOTE RESOLUTION #4 – BYLAW AMENDMENT: PARKING & STORAGE**

It was **MOVED** (#232) and **SECONDED** (#122) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30<sup>th</sup>, 2019 to amend the parking & storage bylaw per below:

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

**Bylaw amendment procedures**

- 128 (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) *If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) *[Repealed 2009-17-21.]*
- (4) *The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 37 below:

**Repeal**

**Parking and Storage Lockers**

- 37 (1) An owner, tenant or occupant must only use the parking stall(s) and/or storage lockers obtained by way of partial assignment of Polygon Parking Limited's rights under a lease or sublease registered in the Land Title Office against title to the common property of the strata corporation. Parking stalls and/or storage lockers cannot be utilized by a person who is not an owner, tenant or occupant within the strata corporation.
- (2) Subject to subparagraph (3), owners must provide the Strata Council with a copy of any assignment of their leasehold interest in a parking stall or storage locker to another owner within 30 days of assignment.
- (3) An owner is not required to comply with subparagraph (2) when the owner transfer's title to their Strata Lot to a new owner in which case the Strata Council is entitled to assume that the assignment has been made concurrently with the transfer of title to the Strata Lot, unless notified to the contrary in writing.
- (4) Major repairs or adjustments must not be made to motor vehicles on the common property.

- (5) Guest parking is only permitted in the spaces provided.
- (6) A maximum speed of 15 km/h will apply within the common property.
- (7) An owner, tenant or occupant will be responsible for the clean up of oil spills on common property.
- (8) Parking is only permitted in a designated parking space, however a vehicle must not be parked in a manner which will reduce the width of an access roadway.
- (9) Vehicles exceeding 4,000 kg. G.V.W. must not be parked or brought onto the common property without the consent of the Strata Council, except when used in delivery to or removal from the premises. RVs, boats, and trailers must not be permitted on the surface parking stalls at any time.
- (10) All vehicles parked or stored in the parkade must be licensed, insured and operable.
- (11) Any vehicle, which does not comply with this bylaw, will be removed at the owner's expense.

#### **Replace**

#### **Parking and Storage Lockers**

- 37
- (1) An owner, tenant or occupant must only use the parking stall(s) and/or storage lockers obtained by way of partial assignment of Polygon Parking Limited's rights under a lease or sublease registered in the Land Title Office against title to the common property of the strata corporation. Parking stalls and/or storage lockers cannot be utilized by a person who is not an owner, tenant or occupant within the strata corporation.
  - (2) Subject to subparagraph (3), owners must provide the Strata Council with a copy of any assignment of their leasehold interest in a parking stall or storage locker to another owner within 30 days of assignment.
  - (3) An owner is not required to comply with subparagraph (2) when the owner transfer's title to their Strata Lot to a new owner in which case the Strata Council is entitled to assume that the assignment has been made concurrently with the transfer of title to the Strata Lot, unless notified to the contrary in writing.
  - (4) Major repairs or adjustments must not be made to motor vehicles on the common property.
  - (5) Guest parking is only permitted in the spaces provided.
  - (6) A maximum speed of 10 km/h will apply within the common property.

- (7) An owner, tenant or occupant will be responsible for the clean up of oil spills on common property.
- (8) Parking is only permitted in a designated parking space, however a vehicle must not be parked in a manner which will reduce the width of an access roadway.
- (9) Vehicles exceeding 4,000 kg. G.V.W. must not be parked or brought onto the common property without the consent of the Strata Council, except when used in delivery to or removal from the premises. RVs, boats, and trailers must not be permitted on the surface parking stalls at any time.
- (10) All vehicles parked or stored in the parkade must be licensed, insured and operable.
- (11) Any vehicle, which does not comply with this bylaw, will be removed at the owner's expense.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 37.

After a short discussion; a vote was called, which **CARRIED** (*unanimous*).

**¾ VOTE RESOLUTION #5 – BYLAW AMENDMENT: SECURITY**

It was **MOVED** (#414) and **SECONDED** (#126) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30<sup>th</sup>, 2019 to amend the security bylaw per below:

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential*

*strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*

- (2) *If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) *[Repealed 2009-17-21.]*
- (4) *The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 39 below:

**Repeal  
Security**

- 39**
- (1) An owner, tenant or occupant will be responsible for anyone they admit onto or about the common property, inclusive of agents, servants, licenses, or invitees.
  - (2) The Strata Council will form a Security Committee to provide guidelines for the security of individual strata lots, and to establish resident-based voluntary crime prevention programs such as Block Watch.

**Replace  
Security**

- 39**
- (1) An owner, tenant or occupant will be responsible for anyone they admit onto or about the common property, inclusive of agents, servants, licenses, or invitees.
  - (2) Lock boxes are strictly prohibited. Any lock boxes found on Elgin House property will be removed immediately at the cost of the owner of the strata lot responsible.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 39.

After a short discussion; a vote was called, which **CARRIED** (*unanimous*).

**¾ VOTE RESOLUTION #6 – BYLAW AMENDMENT: CONTROLLED SUBSTANCES**

It was **MOVED** (#126) and **SECONDED** (#307) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30<sup>th</sup>, 2019 to amend the controlled substances bylaw per below:



## WHEREAS

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by  $\frac{3}{4}$  vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

### ***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a  $\frac{3}{4}$  vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a  $\frac{3}{4}$  vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a  $\frac{3}{4}$  vote of the residential strata lots and a resolution passed by a  $\frac{3}{4}$  vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) *If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) *[Repealed 2009-17-21.]*
- (4) *The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaws 46 & 47 below:

## **Repeal**

### **Production of Medicinal Marijuana**

- 46** (1) An owner, tenant or occupant must not permit a marijuana grow operation or production facility or allow such activities to operate or function within or outside of a Strata Lot, regardless of whether such operation is licensed or otherwise permitted by an government authority.
- (2) Should any owner, tenant or occupant violate this bylaw, any resultant increase in the insurance premium of the Strata Corporation must be borne solely by the owner of the Strata Lot regardless of whether the owner had any knowledge or involvement in such violation. These costs will be payable within fourteen (14)j days of written notification from the Strata Corporation. Nothing in this bylaw will be construed as a restriction on the rights of the Strata Corporation to pursue all remedies against the offending owner, tenant or occupant at law including injunctive relief.

### **Production of Illegal Substances**

- 47** (1) An owner, tenant or occupant must not produce illegal substances or allow such

activities to operate or function within or outside of a Strata Lot.

- (2) Should any owner, tenant or occupant violate this bylaw, any resultant increase in the insurance premium of the Strata Corporation must be borne solely by the owner of the Strata Lot regardless whether the owner had any knowledge or involvement in such violation. These costs will be payable within fourteen (14) days of written notification from the Strata Corporation. Nothing in this bylaw will be construed as a restriction on the rights of the Strata Corporation to pursue all remedies against the offending owner, tenant or occupant at law, including injunctive relief.

## **Replace**

### **Controlled Substances**

- 46 (1) An owner shall indemnify, defend, and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot (including the owner's strata lot) as a result of damage arising from a grow operation, clandestine laboratory or other illegal activity installed in or operated from the owner's strata lot, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy held by the strata corporation. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner
- (2) A resident or visitor must not use a Strata lot for any of the following use or purposes:
- The purpose of growing producing, harvesting, storing, marketing, selling or distribution of marijuana or any other "Controlled Substance" as that term is defined in the Controlled Drugs and Substances Act.

### **Intentionally Deleted**

- 47 (1) Intentionally Deleted

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaws 46 & 47.

After a short discussion; a vote was called, which **CARRIED** (*unanimous*).

### **¾ VOTE RESOLUTION #7 – BYLAW AMENDMENT: SHORT TERM ACCOMMODATIONS**

It was **MOVED** (#414) and **SECONDED** (#313) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30<sup>th</sup>, 2019 to amend the short term accommodations bylaw per below:

**WHEREAS:**

- A. Effective as of November 30, 2018, Regulation 7.1 of the Regulations of the Strata Property Act has been amended to allow the Strata Corporation to charge a daily fine of \$1,000 for the contravention of a bylaw that prohibits the use of a strata lot for remuneration as vacation, travel or temporary accommodation.
- B. The Strata Corporation proposes to amend its bylaws to permit such fines.

**BE IT RESOLVED that:**

***Repeal***

**Prohibition of Short Term Occupancy or Accommodations**

- 50
- (a) No owner, tenant, sub-tenant or occupant shall lease, offer for lease, permit, license, advertise or use a strata lot for the purposes of temporary residence or occupancy of less than thirty (30) consecutive calendar days.
  - (b) No owner, tenant, sub-tenant or occupant shall engage in the business activity of or engage in the use of a strata lot as a motel, hotel, vacation rental, bed and breakfast, home sharing or for provision of transient accommodation for any period less than thirty (30) consecutive calendar days.
  - (c) Paragraphs (a) and (b) shall not apply to a short-term accommodation or occupancy referred to in paragraph (a) where the owner, tenant or sub-tenant continues to reside in the unit on a full-time basis for each day of the duration of the short-term accommodation or occupancy.

***Replace***

**Short Term Accommodation:**

- 50
- (1) No owner, tenant, or occupant will for any reason grant a license to any person to occupy a strata lot under any of the following arrangements:
    - (a) As vacation, travel, or temporary accommodation; or
    - (b) As a motel, hotel, inn, hostel, or bed and breakfast, or other similar accommodations; or
    - (c) As a boarding house, home stay, or student housing; except as authorized by the Strata Council; or
    - (d) through any website designed for booking short term accommodations, temporary accommodations or vacation rentals, including but not limited to [www.Airbnb.com](http://www.Airbnb.com), [www.vrbo.com](http://www.vrbo.com) and other similar websites; or
    - (e) Through any app designed for booking short term accommodations, temporary accommodations or vacation rentals; or
    - (f) Through any other person, agency, or organization which makes arrangements for, or which itself reserves, short term accommodations, temporary accommodations, or vacation rentals; or
    - (g) At a nightly or weekly rate.

- (2) The Strata Corporation may fine an owner up to \$1,000 for the contravention of Bylaw 50(1). The strata corporation may fine an Owner on a daily basis for breach of Bylaw 50, if an activity or lack of activity that constitutes a contravention the bylaw continues.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 50.

After a short discussion; a vote was called, which **CARRIED** (*unanimous*).

**¾ VOTE RESOLUTION #8 – BYLAW AMENDMENT: NO SMOKING**

It was **MOVED** (#414) and **SECONDED** (#409) to approve the following resolution.

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30<sup>th</sup>, 2019 to amend the no smoking bylaw per below:

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) *If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) *[Repealed 2009-17-21.]*
- (4) *The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 53 below:

**Repeal**

**No Smoking**

- 53 (1) Smoking is prohibited:
- a) in a strata lot;
  - b) on the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas;
  - c) on patios and balconies;
  - d) within 7.5 Meters near any door, window or air intake per the City of Surrey bylaw; and
  - e) any land that is a common asset.
- (2) All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw.
- (3) Council must make reasonable accommodation, pursuant to section 8 of the Human Rights Code and the whole of the Code for a resident who has proven by medical evidence that he or she is physically and/or mentally disabled and is unable to control his or her addiction to nicotine. Whether the resident has proven the disability will be determined in the sole reasonable discretion of the Council. What accommodation will be made will be based on all of the circumstances and the accommodation may include but is not limited to:
- a) allowing smoking in one or more designated areas of the common property; and/or
- (4) Reasonable accommodation granted pursuant to subsection 3 may be for a fixed period of time at which time the resident is free to re-apply to Council for further reasonable accommodation be made.
- (5) In addition to accommodation made under subsection 3, reasonable accommodation will be made by the Council if a resident proves that to not allow smoking would result in other discrimination prohibited by the Human Rights Code. Council, in its sole reasonable discretion, will determine whether or not the resident has proven that to not allow smoking would be discriminatory pursuant to the Human Rights Code. The Council will make reasonable accommodation in the case where a resident intends to use tobacco in relation to a traditional aboriginal cultural activity, or smoking is intended to be done by a prescribed group for a prescribed purpose. In making the accommodation the Council will only do so in writing and may prescribe in writing when the permission is granted for, the duration of the permission and where smoking will be allowed.

**Replace**

**No Smoking**

- 53 (1) Smoking is prohibited:
- a) in a strata lot;

- b) on the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas;
  - c) on patios and balconies;
  - d) within 7.5 Meters near any door, window or air intake per the City of Surrey bylaw; and
  - e) any land that is a common asset including but not limited to the courtyard and the entrances
- (2) All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw.
- (3) Council must make reasonable accommodation, pursuant to section 8 of the Human Rights Code and the whole of the Code for a resident who has proven by medical evidence that he or she is physically and/or mentally disabled and is unable to control his or her addiction to nicotine. Whether the resident has proven the disability will be determined in the sole reasonable discretion of the Council. What accommodation will be made will be based on all of the circumstances and the accommodation may include but is not limited to:
- a) allowing smoking in one or more designated areas of the common property; and/or
- (4) Reasonable accommodation granted pursuant to subsection 3 may be for a fixed period of time at which time the resident is free to re-apply to Council for further reasonable accommodation be made.
- (5) In addition to accommodation made under subsection 3, reasonable accommodation will be made by the Council if a resident proves that to not allow smoking would result in other discrimination prohibited by the Human Rights Code. Council, in its sole reasonable discretion, will determine whether or not the resident has proven that to not allow smoking would be discriminatory pursuant to the Human Rights Code. The Council will make reasonable accommodation in the case where a resident intends to use tobacco in relation to a traditional aboriginal cultural activity, or smoking is intended to be done by a prescribed group for a prescribed purpose. In making the accommodation the Council will only do so in writing and may prescribe in writing when the permission is granted for, the duration of the permission and where smoking will be allowed.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 53.

After a short discussion; a vote was called, which **CARRIED** (*unanimous*).

**¾ VOTE RESOLUTION #9 – SPECIAL ASSESSMENT: GROUND LEVEL PATIO PAVERS/ARTIFICIAL GRASS**

It was **MOVED** (#126) and **SECONDED** (#331) to approve the following resolution.

**WHEREAS**, pursuant to s. 108 of the Strata Property Act, S.B.C. 1998, c. 43 a strata corporation may raise money from the owners by means of a special levy if the levy is approved by a resolution passed by a 3/4 vote at an Annual or Special General Meeting;

**BE IT RESOLVED** by a 3/4 vote of THE OWNERS, STRATA PLAN EPS 2691, that the Strata Corporation levy on the strata lots comprising the Strata Corporation, in proportion to the unit entitlement of each strata lot and in the amounts shown opposite each strata lot in the Fee Schedule (attached to and forming part of this resolution), up to \$110,000 to pay the costs required to replace ground level unit sod with patio pavers or artificial turf:

After a lengthy discussion and noting that this project will likely be proposed again with more details in the future; a vote was called, which was **DEFEATED** (9 in favour, 20 opposed).

**NEW BUSINESS**

AWM advised this was the point in the meeting for the Owners to bring forward any concerns which the Owners wished the Strata Council to address at the first meeting, which included:

- Concerns regarding their feeling the building shaking and the Rowing Club Rules were heard and it was noted that the newly elected council would discuss these concerns at the first council meeting following the AGM.

**ELECTION OF COUNCIL**

AWM advised the Owners present, under the regulations of the Strata Property Act a minimum of (3) and maximum of (7) members could be elected to the Strata Council by majority vote.

The following Owners were nominated/volunteered for the Strata Council for the coming year:

Nicole Lowry	#431
Marlena Pawlak	#309
Zuzana Horvathova	#430
Kimberley Anne MacGregor	#301
John Cameron	#133
Rose Luo	#313
Genevieve Truchon	#122
Marsha Smythe	#232
Edi dePencier	#106
Tanya Straza	#126

As there were greater than seven (7) nominees, the vote was taken by way of a ballot. All nominees/volunteers were asked to introduce themselves to the Owners present, after which the ballots were collected. Two (2) Owners volunteered to act as scrutineers to the counting of ballots. The following nominees/volunteers were elected by majority vote of the ballot:



Nicole Lowry	#431
Zuzana Horvathova	#430
Kimberley Anne MacGregor	#301
John Cameron	#133
Genevieve Truchon	#122
Marsha Smythe	#232
Tanya Straza	#126

It was then **MOVED** (#427), **SECONDED** (#301) and **CARRIED** (*unanimous*) to elect the noted Owners for the 2019/2020 fiscal year.

A **MOTION** (#404) was made to destroy the ballots.

**CONCERNS/COMPLAINTS:**

Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd. for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and/or requests you wish to make. These forms are available through the AWM-ELGIN HOUSE website through the Strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**TERMINATION/NEXT MEETING**

There being no further business, a **MOTION** (#313) was made to terminate the meeting and the meeting was terminated at 8:30pm.

The next meeting is the Council meeting to be held on August 28<sup>th</sup>, 2019

The minutes were taken and respectfully submitted by:

**Kyle Gloude, Strata Agent**

AWM-Alliance Real Estate Group

Suite 214-6820 188<sup>th</sup> Street

Surrey, BC, V4N 3G6

Direct: 604-638-7381

Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)

[www.awmalliance.com](http://www.awmalliance.com)

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance Real Estate Group Ltd.**

REVISED SCHEDULE A: EPS 2691 ELGIN HOUSE  
CONTINGENCY AND OPERATING FUND OVERVIEW

Contingency Reserve Fund - Fiscal Year Recap		
Opening Balance:	June 1st, 2018	\$104,767
Less: Expenditures from CRF as outlined in strata corporation meeting minutes		\$0
Less: Extra Expenditures		\$0
Less: Bank Charges		-\$60
Subtotal:		\$104,707
Add: Owner contributions for previous fiscal year		\$48,134
Add: Interest		\$2,357
Fiscal Year End Balance	May 31st, 2019	\$155,198

Contingency Reserve Fund - New Fiscal Year		
Opening Balance:	June 1st, 2019	\$155,198
Less: Projected Capital Expenses for fiscal year (as per proposed 3/4 Vote Resolutions)		-\$7,500
Balance Remaining:		\$147,698
Add: Owner contributions for current fiscal year (as per proposed budget)		\$55,000
Add: Operating Surplus Transfer to Contingency		\$0
Projected Closing Balance:	May 31st, 2020	\$202,698

Operating Fund - New Fiscal Year		
Opening Balance:	June 1st, 2019	-\$2,067
Add: Owner contributions for current fiscal year (excluding Contingency contributions)		\$487,119
Other Revenue		\$11,500
Add: Operating fund resolutions where the owners are charged (ie. deficit recovery)		\$0
Subtotal:		\$496,552
Less: Projected Expenses for fiscal year (excluding Contingency expense)		-\$497,468
Less: Operating Surplus Transfer to Contingency		\$0
Projected Closing Balance:	May 31st, 2020	-\$916

July 11<sup>th</sup>, 2019**Notice of Annual General Meeting  
The Owners Strata Plan EPS 2691  
ELGIN HOUSE**

**DATE:** Tuesday July 30<sup>th</sup> 2019

**TIME:** 6:00 P.M. (REGISTRATION AT 5:45 P.M.)

**PLACE:** The Rowing Club – “Great Room” – 15100 33<sup>rd</sup> Ave, Surrey, BC

**\*\*Please bring this notice to the meeting.\*\***

An Agenda for this meeting along with some explanatory notes concerning voting procedures is enclosed herewith. Please read this material prior to the meeting and bring it with you to the meeting for reference. You may also obtain additional and other important information on the AWM/ELGIN HOUSE website by visiting [www.awmalliance.com](http://www.awmalliance.com) and clicking on the strata owners log in box and accessing the specific building website hosted by AWM-Alliance.

1. **PURPOSE:** To approve the 2019-2020 Operating Budget, to vote on any 3/4 Vote Resolutions, Majority Vote Resolutions, general discussion and to elect the Strata Council for the coming year.
2. **QUORUM:** “Pursuant to Section 48(3) of the *Strata Property Act* and Bylaw 44(1), if, within fifteen (15) minutes from the time appointed for an annual or special general meeting a quorum is not present in person or by proxy, those eligible voters present in person or by proxy will constitute a quorum and the meeting will be called to order.”
3. **VOTING:** The vote for a Strata Lot will be by way of voting cards issued to eligible voters only upon registration.
4. **3/4 VOTE RESOLUTION:** A “3/4 Vote” means a vote in favour of a Resolution by at least 3/4 of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.
5. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his/her appointer or attorney. A proxy need not be an Owner but may not be the Strata Agent or Corporation Employee(s). A proxy holder may not assign their proxy to a third party without prior written consent of the Strata Lot Owner or their legal representative.

**Notice of Annual General Meeting  
The Owners Strata Plan EPS 2691  
ELGIN HOUSE  
July 30<sup>th</sup>, 2019 at 6:00 pm**

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- **Agenda**
- **Voting Procedures Information**
- **Approval of AGM meeting minutes – AGM Held September 13<sup>th</sup>, 2018**  
(please review in advance, the minutes of the previous AGM will not be read at the meeting)
- **Insurance Memo For Owners**
- **Certificate of Insurance**
- **Financial Statements for Fiscal Year Ending May 31<sup>st</sup>, 2019 (Balance Sheet & Income Statement)**
- **Schedule A: Operating and Contingency Reserve Fund Overview**
- **Budget Notes for 2019/2020**
- **Proposed Budget 2019/2020**
- **Proposed Fee Schedule 2019/2020**
- **¾ Vote Resolutions #1 - #9**
- **Proxy form**

**Notice of Annual General Meeting  
The Owners Strata Plan EPS 2691  
ELGIN HOUSE  
July 30<sup>th</sup>, 2019 at 6:00 pm**

**AGENDA**

1. **Introduction to the Meeting**
2. **Call Meeting to Order**
3. **Certification of Proxies & Quorum**
4. **File Proof of Notice of Meeting**
5. **Approval of the Agenda**
6. **Approval of Previous General Meeting Minutes – AGM, September 13<sup>th</sup>, 2018)**  
(please review in advance, the minutes of the previous AGM will not be read at the meeting)
7. **Majority Vote Resolution – Ratification of Rules**
8. **Certificate of Insurance**
9. **Review and Approval of the Annual Operating Budget for 2019/2020 Fiscal Year**
  - 2018/2019 Financial Review
  - Schedule A 2019/2020
  - Budget Notes & Proposed Budget 2019/2020
  - Proposed Fee Schedule 2019/2020
10. **Consideration of  $\frac{1}{4}$  Vote Resolutions**
  - #1 – Waiver/Completion of Depreciation Report
  - #2 – Bylaw Amendment – Cleanliness
  - #3 – Bylaw Amendment – Exterior Appearance
  - #4 – Bylaw Amendment – Parking & Storage
  - #5 – Bylaw Amendment – Security
  - #6 – Bylaw Amendment – Controlled Substances
  - #7 – Bylaw Amendment – Short Term Accommodation
  - #8 – Bylaw Amendment – No Smoking
  - #9 – Special Assessment – \$110,000 for Ground Level Patio Paver Stones/Artificial Turf Installation
11. **New Business**
12. **Election of Council for 2019/2020 Term**
13. **Termination**

## VOTING PROCEDURE

In accordance with the Strata Property Act and articles of the Act the procedure for voting at the meeting will be as follows:

- All votes will be taken by a show of hands or voting cards, unless a secret ballot is requested by an eligible voter.
- On a show of hands/voting cards, every Owner who is present in person or by proxy and entitled to vote will have ONE vote or as otherwise stated. In the case of Joint ownership, there shall be only ONE vote per Strata Lot.
- A motion to approve any resolution or alike will be required from the floor followed by a second to that motion. Once the motion receives a second, there will be an open discussion period involving those entitled to vote on the motion following a general vote by those present by a show of hands/voting cards to approve or reject the motion/resolution.

## RULES OF ORDER

In order for all owners to provide their thoughts and opinions and in the best interest of time management, we have outlined the basic rules of order which will be used at this meeting.

- In order to allow everyone the opportunity to speak, each Owner will only be allowed to speak ONCE on each issue prior to any secondary comments.
- All questions and/or comments should be directed to the Chair or Co-Chair and outbursts shall not be recognized by the Chair or noted in the minutes.
- Please raise your hand if you wish to speak and wait in the appropriate order. Once selected, please state your name and suite number prior to speaking.

It is the intent to permit the attending forum to dialogue on any motion, however, if the Question is called by someone entitled to vote, then a motion must be made by that Owner to call the question on the floor and a vote is required to end debate and proceed with a vote.

## ELECTION OF STRATA COUNCIL

Please note that although all Resident feedback and involvement is appreciated, as per the Strata Property Act, only the following are eligible to stand for election: (a) owners; (b) individuals representing corporate owners; (c) tenants who have been assigned a landlord's right to stand for council. A bylaw permitting a spouse who is not on title to stand for election needs to be confirmed at the time of the election. Only one Owner may be elected to represent a Strata Lot.

Members to the Strata Council must be elected by a Majority Vote of the votes cast

## **MAJORITY VOTE RESOLUTION #1 – RATIFICATION OF RULES**

To approve a Majority Vote to ratify the general rules that were passed in the previous fiscal year for EPS 2691.

---

### **WHEREAS**

Pursuant to s. 125 of the *Strata Property Act*, S.B.C. 1998, c. 43 a strata corporation must ratify its rules by a majority vote at the first annual general meeting held after the rules are made or at a special general meeting held before that annual general meeting, otherwise the rules cease to have effect;

#### **1. Resident Parking**

- (1) An Owner, Tenant or Occupant must only use the parking space(s), which is/are specifically assigned to the strata in which he/she resides and no other person shall use such parking space without the Owner's permission.
- (2) Owners may make private arrangements with another owner of a strata lot within the Strata Corporation for use of a parking stall(s). Arrangements may not be made with non-residents of Elgin House.
- (3) A Resident must not park a vehicle in any manner which obstructs the passageway or another parking stall.
- (4) No repairs to motor vehicles may be made in the parking garage except in an emergency.
- (5) Items other than licensed and operable motor vehicles must not be stored in a parking stall.
- (6) The allotted parking stall must be kept clean and tidy by the Owner(s), Tenant(s) or Occupant(s) to whom it is assigned.
- (7) Motor vehicles dripping oil, gasoline or any other fluid may, at the discretion of the Strata Council be prohibited from entering upon common property including the parking garage until repaired. Owners of motor vehicles causing floor stains or leaving fluids shall, upon notice of the Strata Corporation, clean up all dripping including stains or, failing to do so within seven (7) days, the Strata Corporation may do so and the costs of such cleaning shall be assessed as a charge against the strata lot to whom the parking space is assigned. Only an authentic oil absorbing mat is to absorb the occasional oil seepage. Cardboard or paper products are not permitted beneath a vehicle as these are deemed fire and safety hazards.
- (8) Unlicensed vehicles must be covered by storage insurance for third party liability, and a copy of the said insurance must be displayed on the dash of the vehicle.
- (9) Commercial vehicles, recreational vehicles, propane powered vehicles, trailers and boats shall not be parked on common or limited common property.
- (10) Speed in excess of 15 km/h in the parking areas is prohibited.
- (11) Vehicles entering or leaving the garage must operate headlights while in the underground parking area.
- (12) Any vehicle found to be in violation of any provision of this rule may, at the discretion of the Strata Council, be towed at the expense of the Owner of the vehicle.
- (13) Individual homeowners', granted the exclusive use of one or more parking stalls, may at their discretion remove unauthorized vehicles from the stalls assigned to their strata lot at the expense of the Owner of the vehicle.

#### **2. Patio Storage / BBQ Use**

- (1) Owners, tenants and/or occupants shall not place any indoor-outdoor carpeting on any deck, patio or balcony.
- (2) Owners, tenants and/or occupants shall not place or store any item on the deck, patio or balcony except free-standing, self-contained small planter boxes, barbecues (propane, electric only) and summer patio furniture.
- (3) Storage of propane tanks is limited to one (1) 20-lb. or smaller tank for personal use.



**3. Security**

- (1) All Owners and residents are requested to take an active part in preventing unauthorized access to the complex, particularly at parking and pedestrian entrances. The elevators are controlled by fob transmitter access in order to provide a high level of security to both suite level corridors and parking. Residents are therefore requested not to allow access to any suspicious or unidentified person(s).
- (2) Residents must ensure that the garage gate has returned to a fully closed position before leaving the entrance area at both overhead garage gates.
- (3) All lost or stolen keys or fobs must be reported immediately to the Building Manager or AWM-Alliance. The cost of replacements will be borne by the strata lot owner.

**4. Use of Bicycles/In-Line Skates & Bicycle Storage**

- (1) In-line skates, scooters, and other similar items are not to be worn or used in common areas of the complex. Exit and return to residents' suites is permitted via the elevators and parking levels only.
- (2) Bicycles are not to be stored on balconies or patios; they shall be stored in the designated common bicycle rooms. Bicycles being stored in a strata lot must not be ridden in any common property being traversed (ie. Elevators, residential floor corridors, etc.).
- (3) Any Owner, Tenant occupant who stores any item on or in the common property or on any limited common property does so at his own risk, subject to any claim that may properly be made under any insurance policy maintained by the Strata Corporation by anyone that is an insured under that policy.

**5. Storage Lockers**

- (1) An Owner, Tenant or Occupant must only use the storage locker(s), which is/are specifically assigned to the strata in which he/she resides and no other person shall use such storage locker without the Owner's permission.
- (2) Owners may make private arrangements with another owner of a strata lot within the Strata Corporation for use of a storage locker. Arrangements may not be made with non-residents of Elgin House.
- (3) Residents are reminded that storage lockers may not be used to store items which may be deemed a fire hazard. Common examples are propane tanks, gasoline, jerry cans or other flammable/combustible substances.
- (4) Residents are reminded that as per the Fire Code, items may not be stored above storage lockers or in the aisles. Any items stored in these areas will be removed and disposed of without notice. The costs associated with removal will be assessed against the strata lot assigned the exclusive use of the storage locker.
- (5) Any Owner, Tenant occupant who stores any item on or in the common property or on any limited common property does so at his own risk, subject to any claim that may properly be made under any insurance policy maintained by the Strata Corporation by anyone that is an insured under that policy.

**6. Holiday Decorations**

- (1) Live Christmas Trees are not permitted.
- (2) Holiday décor including but not limited to Christmas lights is permitted from November 15<sup>th</sup> to January 15<sup>th</sup> annually.

**7. Insurance**

- (1) An Owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any unit (including the Owner's unit) as a result of damage arising from a grow operation, clandestine laboratory or other illegal activity installed in or operated from the proceeds received by operation of any insurance policy held by the Strata Corporation. In such circumstances, any insurance deductible paid or payable by the Strata

Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation's as insurance coverage and will be charged to the Owner.

- (2) In addition to the obligations and liabilities imposed by Rule 7(1), an Owner is strictly liable to the Strata Corporation and to other Owners and occupants for any damage to common property, limited common property, common assets or to any Strata Lot as a result of:
- i. Any of the following items located in the Owner's Strata Lot:
    - a. Dishwasher;
    - b. Refrigerator with ice/water dispensing capabilities;
    - c. Stove/Oven;
    - d. Garburator;
    - e. Hot water tank;
    - f. Washing machine;
    - g. Radiant heating system, including boiler;
    - h. Toilets, sinks, bathtubs and, where located wholly within the strata lot and accessible to the owner, plumbing pipes, fixtures and hoses;
    - i. Fireplaces;
    - j. Anything introduced into the Strata Lot by the owner;
  - ii. Any alterations or additions to the Strata Lot, the limited common property or the common property made by the Owner or prior Owner(s) of the Strata Lot;
  - iii. Any of the following areas of limited common property that an owner is required to maintain and repair;
    - a. Damage arising from a blocked drain on the deck, balcony or patio designated as limited common property for the owner's strata lot;
    - b. Any pets residing in or visiting at the owner's strata lot; and,
    - c. Any children residing in or visiting at the owner's strata lot.
- (3) An Owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any Strata Lot arising from Rules 7(1) & 7(2) above, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy held by the Strata Corporation. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the Owner.
- (4) For the purpose of Rules 7(1) through 7(3), any insurance deductibles or uninsured repair costs charged to an Owner shall be added to and become part of the assessment of that Owner for the month next following the date on which the expense was incurred and shall become due and payable on the date of payment of the monthly assessment.
- (5) The adoption of Rules 7(1) through 7(4) does not in any way limit the Strata Corporation's ability to sue an Owner in order to recover the deductible portion of an insurance claim if the Owner is responsible.

## 8. Stairwell Keys

- (1) For security reasons, common stairwell keys will not be distributed to owners.

## BE IT RESOLVED

By a majority vote of THE OWNERS, STRATA PLAN EPS 2691 that the rules attached to this resolution be approved and ratified by the Strata Corporation.

## INSURANCE COVERAGE

Enclosed with the Notice of Annual General Meeting is a copy of the summary of coverages for the Strata Corporation insurance, placed via CapriCMW. We wish to draw Owners attention to the key strata corporation deductibles:

All Loss Risk	\$5,000	<i>Deductibles greater than \$25,000 (typical default limit), Owners are advised that Aviva, CNA, Square One and Wawanesa are all known insurers which can provide this coverage limit.</i>
Water/Sewer Damage	\$10,000	

**Owners are strongly encouraged to obtain personal insurance coverage as an Owner may be responsible for payment of a strata corporation insurance deductible in the event a loss occurs from an owner's area of responsibility, as outlined in the corporation's Bylaws.**

For example, where an owner's plumbing fixture or appliance fails and causes water damage to the unit and/or adjacent units and common property, the corporation may claim the amounts up to the applicable insurance deductible for the corporation. The Owner will be able to make a claim against their home insurance policy and be responsible for a significantly lower deductible than the average corporation deductible.

The strata corporation policy does not extend coverage to Owners within a strata lot in a variety of circumstances, including but not limited to:

**Individual Contents** – personal contents and belongings damaged during a claim must be claimed via the home owner policy.

**Alterations/Improvements** – any renovations made to the strata lot which changes the strata lot's original construction must be claimed via the home owner policy. For example, if a unit was purchased with carpeting and the owner (or previous owner) has installed hardwood flooring, the 'new' hardwood flooring is not covered by the corporation insurance.

**Loss of Rent (tenanted unit)** – where a landlord faces a claim from a tenant for reduced rent or other tenant rights, as a result of a loss occurrence in the strata lot, there is no coverage under the corporation policy.

**Additional Living Expenses (Owners & Tenants)** – where a strata lot occupant must vacate the unit in order to accommodate repairs under an insurance claim, the corporation policy typically has limited coverage to a resident Owner (ie. an Owner who resides in the strata lot). The owner must first use their home insurance policy for any relocation expenses and the strata insurance policy will provide supplemental coverage. There is NO coverage for this additional living expense extended to a Tenant of a strata lot.

Owners are advised that where a loss or damage occurs to a strata lot which is below the applicable insurance deductible for the corporation, the strata corporation may not be responsible for the repairs to the strata lot. An owner is responsible to repair and maintain their strata lot under the Bylaws and this includes a situation where damage may have originated from another strata lot (such as a water leak from an upstairs unit) or from the common property (such as a burst pipe). The circumstances of each loss will determine whether the strata corporation is involved, either directly or via insurance.

**It is imperative home owners have insurance coverage in place to protect against loss and damage in their home.**



## Residential Strata Program Summary of Coverages - Strata Plan EPS2691

<b>Insured</b>	The Owners of Strata Plan EPS2691, Elgin House AWM - Alliance Real Estate Group Ltd.	<b>Property Policy Number: CMWM1742</b>
<b>Policy Period</b>	From: April 1, 2019 To: April 1, 2020	<b>Effective April 1, 2019</b>
<b>Location(s)</b>	15168 33rd Avenue, Surrey, BC V3Z 0N7	

Description of Coverages	Limits of Liability	Deductibles
<b>Property of Every Description</b> – Per Occurrence, Form CMWM-JANUARY-01-2017, Appraisal: Feb 13, 2019, Year of Cycle: 3	\$ 30,127,000.	See Below
Controls and video surveillance	\$ 115,000.	
Business Interruption	Not Covered	
Earthquake – Annual Aggregate – Extended Replacement Cost Applies	\$ 30,242,000.	
Flood – Annual Aggregate – Extended Replacement Cost Applies	\$ 30,242,000.	
Blanket Glass	Included	
<b>Equipment Breakdown</b> – By-laws Included	\$ 30,127,000.	\$1,000.
Controls and video surveillance	\$ 115,000.	
Business Interruption – Loss of Profits (Gross Rentals)	Not Covered	
Included - Debris Removal, \$500,000. Ammonia Contamination, \$500,000. Hazardous Substances, \$1,000,000. Expediting Expense, \$500,000. Water Damage, \$250,000. Extra Expense, \$100,000. Service Interruption	Included	
<b>General Liability</b> – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$ 10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$ 10,000,000.	
Non-Owned Automobile	\$ 10,000,000.	
Advertising Injury Liability	\$ 10,000,000.	
Medical Payments – Each Person	\$ 50,000.	
Tenants' Legal Liability – Any One Premises	\$ 500,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage (Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$/week & set at \$/week for Volunteer Workers)	\$ 100,000.	
<b>Strata Corporation Directors &amp; Officers Liability</b> – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation	\$ 10,000,000.	Nil
<b>Professional Liability Extension for Property Manager</b> per Wrongful Act – Annual Aggregate – Claims Made	Included	Nil
Discrimination Defense Costs	Included	
Employment Practices Liability	Included	
<b>Broad Form Money &amp; Securities</b> – Loss Inside & Outside Premises, Depositors Forgery	Not Covered	
Employee Dishonesty, Coverage – Form A	Not Covered	
<b>Pollution Liability</b> – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs	\$ 1,000,000.	\$10,000.
Aggregate (Master) Policy Limit	\$ 5,000,000.	
<b>Terrorism and Sabotage Coverage</b>	\$ 500,000.	\$2,500
<b>Volunteer Accident Coverage</b>	\$ 100,000.	7 Day Waiting Period
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.		
<b>Intellect Privacy &amp; Data Breach</b>		Nil.
Liability	\$ 50,000.	
Expense	\$ 10,000.	
<b>Earthquake Deductible Buy-Down Coverage</b> – Annual Aggregate	\$ Not Covered	

<b>Platinum Legal Services Retainer Contract</b> Per Claim – \$1,500,000 Term Aggregate Note: The Legal Services Retainer Contract with Clark Wilson LLP is not a contract of insurance but is a Retainer agreement between the Strata Corporation and Clark Wilson LLP for Legal Services as described in the Contract. Premium is fully earned.	<b>Aggregate Fees Cap per Legal Proceeding</b> \$1,000,000.
--	--

### Deductibles – Property

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>▪ All Losses \$5,000 except:</li> <li>▪ Water Damage \$10,000</li> <li>▪ Sewer Back-up \$10,000</li> </ul> | <ul style="list-style-type: none"> <li>▪ Flood \$25,000</li> <li>▪ Earthquake 10%, minimum \$250,000</li> <li>▪ Residential Glass Breakage \$500</li> </ul> | <ul style="list-style-type: none"> <li>▪ Master Key Coverage \$500</li> <li>▪ Lock and Key Coverage \$250</li> </ul> |
|---|---|--|

### Conditions – Property

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws.
- Co-insurance Basis – Stated Amount.
- Extended Replacement Cost – 30%
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

### Conditions – General Liability

- Property Manager is an Additional Named Insured for their management of the Strata Plan.
- \*\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

**E&OE This document does not form part of the policy. For more specific details, please refer to the actual policy wordings.**

**AWM-Alliance Real Estate Group Ltd.**

#401 - 958 West 8th Ave, Vancouver, BC V5Z 1E5

Phone: (604)685-3227 Fax: (604)893-1721

Date: Jun 25, 2019

**Balance Sheet****Elgin House EPS 2691**

As of: May 31, 2019

Account #	Description	Net
<b>ASSETS</b>		
1050-0381	Operating Cash	\$21,240.28
1060-0381	Contingency Cash	\$88,784.33
1100-0381	Accounts Receivable	\$5,759.50
1150-0381	Accounts Receivable - Other	\$45.75
1160-0381	Contingency - AR	\$66,414.00
1200-0381	Prepaid Insurance	\$55,345.00
1290-0381	Prepays - Other	\$1,480.92
1400-0381	Capital - Corporate Suite	\$249,900.00
<b>TOTAL ASSETS:</b>		<b>\$488,969.78</b>
<b>LIABILITIES</b>		
2000-0381	Accounts Payable	\$747.60
2003-0381	Accrued Liabilities	\$15,538.58
2005-0381	A/P Others	\$2,388.16
2020-0381	Prepaid Liability	\$850.15
2160-0381	Contingency - AP	\$66,414.00
2400-0381	Mortgages Payable	\$173,074.64
<b>TOTAL LIABILITIES:</b>		<b>\$259,013.13</b>
<b>EQUITY</b>		
3000-0381	Current Earnings	(\$1,150.94)
3001-0381	Prior Year Adjustment	(\$916.10)
3100-0381	Contingency Reserve	\$155,198.33
3200-0381	Corporate Suite Equity	\$76,825.36
<b>TOTAL EQUITY:</b>		<b>\$229,956.65</b>
		<b>\$488,969.78</b>

# AWM-Alliance Real Estate Group Ltd.

#401 - 958 West 8th Ave, Vancouver, BC V5Z 1E5  
Phone: (604)685-3227 Fax: (604)893-1721

Date: Jun 25, 2019

## Statement of Income

Elgin House EPS 2691

From Jun 01, 2018 to May 31, 2019

Account #	Description	May			Year - to - Date			Annual Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
REVENUE								
4010-0381	Fob Income	\$340.00		\$340.00	\$1,565.00		\$1,565.00	
4125-0381	Move In/Out Fees	\$0.00		\$0.00	\$3,600.00		\$3,600.00	
4130-0381	Bylaw Fine Income	\$0.00		\$0.00	\$200.00		\$200.00	
4140-0381	Maintenance Fees	\$43,202.21	\$43,201.88	\$0.33	\$518,426.52	\$518,423.00	\$3.52	\$518,423.00
4175-0381	Interests Earned	\$67.45		\$67.45	\$468.82		\$468.82	
4300-0381	Caretaker Suite Income	\$750.00	\$750.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00
4490-0381	Other Income	\$65.00	\$208.37	(\$143.37)	\$1,265.00	\$2,500.00	(\$1,235.00)	\$2,500.00
TOTAL REVENUE:		\$44,424.66	\$44,160.25	\$264.41	\$534,525.34	\$529,923.00	\$4,602.34	\$529,923.00
EXPENSES								
Salaries/Wages								
5000-0381	Caretaker Salaries	\$5,355.00	\$6,166.63	(\$811.63)	\$80,779.50	\$74,000.00	\$6,779.50	\$74,000.00
Total Salaries/Wages:		\$5,355.00	\$6,166.63	(\$811.63)	\$80,779.50	\$74,000.00	\$6,779.50	\$74,000.00
Administration								
5110-0381	Administration	\$138.00	\$375.00	(\$237.00)	\$5,300.65	\$4,500.00	\$800.65	\$4,500.00
5125-0381	Strata Fees - Corporate Suite	\$260.07	\$258.37	\$1.70	\$3,120.84	\$3,100.00	\$20.84	\$3,100.00
5180-0381	Monitoring	\$282.54	\$500.00	(\$217.46)	\$7,821.90	\$6,000.00	\$1,821.90	\$6,000.00
5195-0381	Property Management Fees	\$3,210.90	\$3,216.63	(\$5.73)	\$38,530.80	\$38,600.00	(\$69.20)	\$38,600.00
Total Administration:		\$3,891.51	\$4,350.00	(\$458.49)	\$54,774.19	\$52,200.00	\$2,574.19	\$52,200.00
Maintenance/Supplies								
5200-0381	Maintenance & Repair	\$3,882.05	\$1,541.63	\$2,340.42	\$20,514.90	\$18,500.00	\$2,014.90	\$18,500.00
5206-0381	Mechanical	\$0.00	\$666.63	(\$666.63)	\$11,232.69	\$8,000.00	\$3,232.69	\$8,000.00
5220-0381	Ground Mtc/Landscaping	\$2,891.00	\$2,666.63	\$224.37	\$33,041.40	\$32,000.00	\$1,041.40	\$32,000.00
5228-0381	Landscape Improvement	\$0.00	\$250.00	(\$250.00)	\$0.00	\$3,000.00	(\$3,000.00)	\$3,000.00
5237-0381	Security System/Devices	\$1,678.69	\$2,500.00	(\$821.31)	\$23,192.91	\$30,000.00	(\$6,807.09)	\$30,000.00
5250-0381	Parking Maintenance	\$0.00	\$250.00	(\$250.00)	\$389.55	\$3,000.00	(\$2,610.45)	\$3,000.00
5270-0381	Window Cleaning	\$0.00	\$666.63	(\$666.63)	\$7,245.00	\$8,000.00	(\$755.00)	\$8,000.00
5275-0381	Fire System/Equipment	\$623.79	\$458.37	\$165.42	\$5,015.86	\$5,500.00	(\$484.14)	\$5,500.00

# Statement of Income

## Elgin House EPS 2691

From Jun 01, 2018 to May 31, 2019

Account #	Description	May		Year - to- Date		Annual Budget
		Actual	Variance	Actual	Budget	
5285-0381	Building Supplies/Sundry	\$0.00	(\$108.87)	\$0.00	\$1,306.00	\$1,306.00
5290-0381	Snow Removal/Saling	\$0.00	(\$625.00)	\$12,547.50	\$7,500.00	\$7,500.00
5295-0381	Elevator Maintenance	\$487.20	(\$179.43)	\$5,661.60	\$8,000.00	\$8,000.00
Total Maintenance/Supplies:		\$9,562.73	(\$837.66)	\$118,841.41	\$124,806.00	\$124,806.00
Utilities						
5300-0381	Electricity	\$1,823.02	\$31.39	\$21,095.53	\$21,500.00	\$21,500.00
5310-0381	Water & Sewer	\$2,200.00	(\$383.37)	\$29,481.56	\$31,000.00	\$31,000.00
5320-0381	Trash Collection	\$1,747.78	\$1,064.41	\$10,164.23	\$8,200.00	\$8,200.00
5330-0381	Natural Gas	\$1,601.97	\$67.10	\$18,288.54	\$18,418.00	\$18,418.00
Total Utilities:		\$7,372.77	\$779.53	\$79,029.86	\$79,118.00	\$79,118.00
Other Expenses						
5420-0381	Mortgage Expenses	\$961.00	(\$122.37)	\$13,113.93	\$13,000.00	\$13,000.00
5450-0381	Amenity Contribution	\$5,486.13	\$0.00	\$65,833.56	\$65,834.00	\$65,834.00
5460-0381	Insurance	\$5,534.50	\$448.25	\$63,414.20	\$61,035.00	\$61,035.00
5635-0381	Deficit Recovery	\$980.05	\$0.43	\$11,755.43	\$11,755.00	\$11,755.00
Total Other Expenses:		\$12,961.68	\$326.31	\$154,117.12	\$151,624.00	\$151,624.00
Reserve Contribution						
6100-0381	Contingency Reserve Contribution	\$4,014.57	(\$0.05)	\$48,134.20	\$48,175.00	\$48,175.00
Total Reserve Contribution:		\$4,014.57	(\$0.05)	\$48,134.20	\$48,175.00	\$48,175.00
TOTAL EXPENSES:		\$43,158.26	(\$1,001.99)	\$535,676.28	\$529,923.00	\$529,923.00
Net Income:						
		\$1,266.40	\$0.00	(\$1,150.94)	\$0.00	\$0.00



SCHEDULE A: EPS 2691 ELGIN HOUSE  
CONTINGENCY AND OPERATING FUND OVERVIEW

<b>Contingency Reserve Fund - Fiscal Year Recap</b>		
Opening Balance:		
	June 1st, 2018	\$104,767
Less: Expenditures from CRF as outlined in strata corporation meeting minutes		\$0
Less: Extra Expenditures		\$0
Less: Bank Charges		-\$60
Subtotal:		\$104,707
Add: Owner contributions for previous fiscal year		\$48,134
Add: Interest		\$2,357
Fiscal Year End Balance		
	May 31st, 2019	<b>\$155,198</b>

<b>Contingency Reserve Fund - New Fiscal Year</b>		
Opening Balance:		
	June 1st, 2019	\$155,198
Less: Projected Capital Expenses for fiscal year (as per proposed 3/4 Vote Resolutions)		-\$75,000
Balance Remaining:		\$80,198
Add: Owner contributions for current fiscal year (as per proposed budget)		\$37,558
Add: Operating Surplus Transfer to Contingency		\$0
Projected Closing Balance:		
	May 31st, 2020	<b>\$117,756</b>
<b>Operating Fund - New Fiscal Year</b>		
Opening Balance:		
	June 1st, 2019	-\$2,067
Add: Owner contributions for current fiscal year (excluding Contingency contributions)		\$487,119
Other Revenue		\$11,500
Add: Operating fund resolutions where the owners are charged (ie. deficit recovery)		\$0
Subtotal:		\$496,552
Less: Projected Expenses for fiscal year (excluding Contingency expense)		-\$497,468
Less: Operating Surplus Transfer to Contingency		\$0
Projected Closing Balance:		
	May 31st, 2020	<b>-\$916</b>

## **STRATA PLAN EPS 2691 – “ELGIN HOUSE” OPERATING BUDGET NOTES**

### **INCOME**

<b>Maintenance Fees</b>	The strata fees are derived from the operating budget and allocated proportionately to each strata lot in accordance with their unit entitlement. This also includes the contribution to the Rowing Club budget.
<b>Caretaker Suite Income</b>	Income derived from the rental of the Resident Managers suite. The suite is currently rented for \$750 per month for the Resident Manager.
<b>Other Income</b>	Income not otherwise mentioned in the budget notes.

### **OPERATING EXPENSES**

<b>Caretaker Salaries</b>	This covers salary, employer portions of EI and CPP benefits package, along with MSP and WCB coverage and other associated charges relating to the employment of a Resident Manager. This also covers 2 days per week of relief coverages.
<b>Administration</b>	This covers miscellaneous office supplies, rentals of equipment for general meetings, lien registration for arrears, and other administrative expenses as directed by the Strata Council.
<b>Strata Fees – Corporate Suite</b>	Cost associated with the Strata Fees for the Resident Manager suite.
<b>Alarm Monitoring</b>	Expenses relating to the provisions of alarm monitoring.
<b>Property Mgmt Fees</b>	<p>AWM Alliance Real Estate Group Ltd. has a property management contract with the Strata Corporation.</p> <p>The Management Company relieves the Strata Council of all the day to day operations of the Strata Corporation. This includes full accounting services, provision of management staff, attendance at Strata Council Meetings and General Meetings, preparation of minutes, providing 24 hour emergency support, etc. The services also include assisting the Strata Council in establishing and enforcing bylaws, rules and preparing the operating budget on behalf of the owners, collecting arrears and making recommendations regarding operations and administration such as improvements, reserve requirements, liability protection, etc.</p>
<b>Maintenance &amp; Repair</b>	This category covers exterior repairs and maintenance not separately categorized in this budget.
<b>Mechanical Plumbing</b>	This account covers maintenance and repair costs specifically for the mechanical system.
<b>Landscaping Maintenance</b>	Maintenance of the common area grounds is required throughout the fiscal year to uphold and maintain property value. The landscaping

**STRATA PLAN EPS 2691 – “ELGIN HOUSE”  
OPERATING BUDGET NOTES**

contract is currently held with Kennedy Landscaping Services.

<b>Landscape Improvements</b>	This cost covers upgrades of soil and replacement of plants in the common areas.
<b>Security Systems/Devices</b>	Allowance to cover the annual costs associated with security systems.
<b>Parking Maintenance</b>	Allowance to cover the annual costs associated with parking maintenance.
<b>Fire System/Equipment</b>	This includes the cost of the annual inspection of the fire smoke detectors as well as the sprinkler system for each unit. There is also an allowance for repairs as necessary.
<b>Window Cleaning</b>	This line item allows for annual cleaning of all exterior non-accessible windows
<b>Building Supplies/Sundry</b>	This account includes an allowance for specific building supplies and miscellaneous items.
<b>Snow Removal/ Salting</b>	Depending on the season and the amount of snow, this operating budget allocation will vary from year to year. It also includes salting and/or outdoor ice melt as required as well as snow removal.
<b>Elevator Maintenance</b>	Based on the contract in place with Richmond Elevator for the monthly elevator maintenance. Includes an allowance for additional call-outs due to elevator failures.
<b>Enterphone/Monitoring Lease</b>	This covers the yearly lease payments for the enterphone system which was noted in the disclosure statement.
<b>Electricity</b>	This is the electrical consumption for the common areas of the complex.
<b>Natural Gas</b>	This is the natural gas consumption for the building. The budget is based on historical costs and allows for a slight fluctuation.
<b>Trash Collection</b>	This is the cost for waste, recycling and organic collection.
<b>Water &amp; Sewer</b>	This is the cost of Water and Sewer usage for all of Kingston House. The budget is based on historical figures and allows for a slight fluctuation.
<b>Amenity Contribution</b>	As outlined in the disclosure statement Elgin House is responsible for a contribution to the Rowing Club Budget (28%). This account covers maintenance and repairs cost specifically for the amenity building. This also includes equipment repairs for the pool hot tub as well as the caretaker salary.

## **STRATA PLAN EPS 2691 – “ELGIN HOUSE” OPERATING BUDGET NOTES**

### **Insurance/Appraisal**

In accordance with the Strata Property Act, the Strata Corporation is required to maintain full replacement value coverage for the buildings and may acquire additional coverage for liability, Council errors and omissions, etc. The budget is based on historical costs and allows for an estimated increase in premiums. Most Strata Corporations are experiencing a rise in insurance premiums lately due to instability in the market and rising costs of doing business.

A copy of the insurance cover note is included for reference. The insured value is established by an annual appraisal. It is essential that owners carry “betterments and improvements” insurance to cover any upgrades that have been made to their units. If there was substantial damage to the building, the insurance would restore it to an “as built” condition.

If, in the course of a fire, flood or some other incident, a resident’s possessions are damaged, that person must make a claim for compensation to his/her own insurance. This is **NOT** covered by building insurance.

### **Prior Year Deficit**

Covers the deficit from the 2018/2019 fiscal year.

### **Contingency Reserve**

Allocation of funds for future capital maintenance of various items within the complex, including but not limited to roofing, building envelope, decks, windows, etc. The proposed contribution reflects the minimum 10% specified by the Strata Property Act.

The Strata Council may consider obtaining a Deprecation Report which will direct a savings plan for future capital maintenance.

**Proposed Annual Operating Budget**  
**Strata Plan EPS 2691 - Elgin House**  
**June 1, 2019 - May 31, 2020**

	Approved 2018-2019 Annual Budget	Actual 2018-2019 Annual Budget	Proposed 2019-2020 Annual Budget 4.5% Increase
<i>Fiscal Year-End: May 31st</i>			
<b>REVENUE</b>			
Maintenance Fees	\$518,423	\$518,427	\$542,119
Other Income	\$2,500	\$1,265	\$2,500
Interest Earned	-	\$469	-
Fob Income	-	\$1,565	-
Move In/Out Income	-	\$3,600	-
Bylaw Fine Income	-	\$200	-
Caretaker Suite Income	\$9,000	\$9,000	\$9,000
<b>TOTAL INCOME</b>	<b>\$529,923</b>	<b>\$534,525</b>	<b>\$553,619</b>
<b>EXPENSES</b>			
Caretaker Salaries	\$74,000	\$80,780	\$82,000
<b>Total Salaries / Contractors</b>	<b>\$74,000</b>	<b>\$80,780</b>	<b>\$82,000</b>
Administration	\$4,500	\$5,301	\$4,500
Strata Fees - Corporate Suite	\$3,100	\$3,121	\$3,100
Alarm Monitoring	\$6,000	\$7,822	\$7,500
Property Management fees	\$38,600	\$38,531	\$42,034
<b>Total Administration</b>	<b>\$52,200</b>	<b>\$54,774</b>	<b>\$57,134</b>
Maintenance & Repair	\$18,500	\$20,515	\$19,000
Mechanical	\$8,000	\$11,233	\$12,000
Grounds Maintenance/Landscaping	\$32,000	\$33,041	\$35,000
Landscape Improvements	\$3,000	\$0	\$3,000
Security System/Devices	\$30,000	\$23,193	\$25,000
Parking Maintenance	\$3,000	\$390	\$1,000
Fire System/Equipment	\$5,500	\$5,016	\$5,500
Window Cleaning	\$8,000	\$7,245	\$8,000
Building Supplies/Sundry	\$1,306	\$0	\$500
Snow Removal/Salting	\$7,500	\$12,548	\$10,000
Elevator Maintenance	\$8,000	\$5,662	\$6,000
<b>Total Maintenance/Supplies</b>	<b>\$124,806</b>	<b>\$118,841</b>	<b>\$125,000</b>
Electricity	\$21,500	\$21,096	\$21,500
Natural Gas	\$18,418	\$18,289	\$18,500
Trash Collection	\$8,200	\$10,164	\$11,000
Water & Sewer	\$31,000	\$29,482	\$31,000
<b>Total Utilities</b>	<b>\$79,118</b>	<b>\$79,030</b>	<b>\$82,000</b>
Amenity Contribution	\$65,834	\$65,834	\$65,834
Prior Year Deficit	\$11,755	\$11,755	\$1,151
Insurance	\$61,035	\$63,414	\$72,500
Mortgage Expenses	\$13,000	\$13,114	\$13,000
<b>Total Other Expenses</b>	<b>\$151,624</b>	<b>\$154,117</b>	<b>\$152,485</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$481,748</b>	<b>\$487,542</b>	<b>\$498,619</b>
Contingency Reserve Expense	\$48,175	\$48,134	\$55,000
<b>TOTAL EXPENSES</b>	<b>\$529,923</b>	<b>\$535,676</b>	<b>\$553,619</b>
<b>NET PROFIT / LOSS</b>	<b>\$0</b>	<b>-\$1,151</b>	<b>\$0</b>

Strata Plan EPS 2691 - Elgin House  
Proposed Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Catch-Up	Sep'19 One-Time Fee
101	\$237.12	\$247.96	\$32.52	\$280.48
102	\$321.26	\$335.94	\$44.04	\$379.98
103	\$275.37	\$287.95	\$37.74	\$325.69
104	\$267.72	\$279.95	\$36.69	\$316.64
105	\$302.14	\$315.94	\$41.40	\$357.34
106	\$302.14	\$315.94	\$41.40	\$357.34
107	\$359.51	\$375.94	\$49.29	\$425.23
108	\$302.14	\$315.94	\$41.40	\$357.34
109	\$336.55	\$351.95	\$46.20	\$398.15
110	\$321.26	\$335.94	\$44.04	\$379.98
111	\$321.26	\$335.94	\$44.04	\$379.98
112	\$302.14	\$315.94	\$41.40	\$357.34
113	\$313.61	\$327.94	\$42.99	\$370.93
114	\$348.03	\$363.94	\$47.73	\$411.67
115	\$302.14	\$315.94	\$41.40	\$357.34
116	\$302.14	\$315.94	\$41.40	\$357.34
117	\$348.03	\$363.94	\$47.73	\$411.67
118	\$260.07	\$271.95	\$35.64	\$307.59
119	\$302.14	\$315.94	\$41.40	\$357.34
120	\$302.14	\$315.94	\$41.40	\$357.34
121	\$351.86	\$367.94	\$48.24	\$416.18
122	\$313.61	\$327.94	\$42.99	\$370.93
123	\$260.07	\$271.95	\$35.64	\$307.59
124	\$302.14	\$315.94	\$41.40	\$357.34
125	\$302.14	\$315.94	\$41.40	\$357.34
126	\$336.55	\$351.95	\$46.20	\$398.15
127	\$302.14	\$315.94	\$41.40	\$357.34
128	\$359.51	\$375.94	\$49.29	\$425.23
129	\$302.14	\$315.94	\$41.40	\$357.34
130	\$302.14	\$315.94	\$41.40	\$357.34
131	\$275.37	\$287.95	\$37.74	\$325.69
132	\$275.37	\$287.95	\$37.74	\$325.69
133	\$321.26	\$335.94	\$44.04	\$379.98
134	\$309.79	\$323.95	\$42.48	\$366.43
201	\$325.09	\$339.95	\$44.58	\$384.53
202	\$321.26	\$335.94	\$44.04	\$379.98
203	\$275.37	\$287.95	\$37.74	\$325.69
204	\$267.72	\$279.95	\$36.69	\$316.64
205	\$302.14	\$315.94	\$41.40	\$357.34
206	\$302.14	\$315.94	\$41.40	\$357.34
207	\$393.92	\$411.93	\$54.03	\$465.96
208	\$302.14	\$315.94	\$41.40	\$357.34

Strata Plan EPS 2691 - Elgin House  
Proposed Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Catch-Up	Sep'19 One-Time Fee
209	\$336.55	\$351.95	\$46.20	\$398.15
210	\$321.26	\$335.94	\$44.04	\$379.98
211	\$321.26	\$335.94	\$44.04	\$379.98
212	\$302.14	\$315.94	\$41.40	\$357.34
213	\$313.61	\$327.94	\$42.99	\$370.93
214	\$348.03	\$363.94	\$47.73	\$411.67
215	\$302.14	\$315.94	\$41.40	\$357.34
216	\$302.14	\$315.94	\$41.40	\$357.34
217	\$302.14	\$315.94	\$41.40	\$357.34
218	\$149.15	\$155.97	\$20.46	\$176.43
219	\$302.14	\$315.94	\$41.40	\$357.34
220	\$302.14	\$315.94	\$41.40	\$357.34
221	\$302.14	\$315.94	\$41.40	\$357.34
222	\$351.86	\$367.94	\$48.24	\$416.18
223	\$313.61	\$327.94	\$42.99	\$370.93
224	\$302.14	\$315.94	\$41.40	\$357.34
225	\$302.14	\$315.94	\$41.40	\$357.34
226	\$302.14	\$315.94	\$41.40	\$357.34
227	\$336.55	\$351.95	\$46.20	\$398.15
228	\$302.14	\$315.94	\$41.40	\$357.34
229	\$393.92	\$411.93	\$54.03	\$465.96
230	\$302.14	\$315.94	\$41.40	\$357.34
231	\$302.14	\$315.94	\$41.40	\$357.34
232	\$275.37	\$287.95	\$37.74	\$325.69
233	\$275.37	\$287.95	\$37.74	\$325.69
234	\$321.26	\$335.94	\$44.04	\$379.98
235	\$309.79	\$323.95	\$42.48	\$366.43
301	\$325.09	\$339.95	\$44.58	\$384.53
302	\$321.26	\$335.94	\$44.04	\$379.98
303	\$275.37	\$287.95	\$37.74	\$325.69
304	\$267.72	\$279.95	\$36.69	\$316.64
305	\$302.14	\$315.94	\$41.40	\$357.34
306	\$302.14	\$315.94	\$41.40	\$357.34
307	\$393.92	\$411.93	\$54.03	\$465.96
308	\$302.14	\$315.94	\$41.40	\$357.34
309	\$336.55	\$351.95	\$46.20	\$398.15
310	\$321.26	\$335.94	\$44.04	\$379.98
311	\$321.26	\$335.94	\$44.04	\$379.98
312	\$302.14	\$315.94	\$41.40	\$357.34
313	\$313.61	\$327.94	\$42.99	\$370.93
314	\$348.03	\$363.94	\$47.73	\$411.67
315	\$302.14	\$315.94	\$41.40	\$357.34

Strata Plan EPS 2691 - Elgin House  
Proposed Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Catch-Up	Sep'19 One-Time Fee
316	\$302.14	\$315.94	\$41.40	\$357.34
317	\$302.14	\$315.94	\$41.40	\$357.34
318	\$351.86	\$367.94	\$48.24	\$416.18
319	\$302.14	\$315.94	\$41.40	\$357.34
320	\$302.14	\$315.94	\$41.40	\$357.34
321	\$302.14	\$315.94	\$41.40	\$357.34
322	\$351.86	\$367.94	\$48.24	\$416.18
323	\$313.61	\$327.94	\$42.99	\$370.93
324	\$302.14	\$315.94	\$41.40	\$357.34
325	\$302.14	\$315.94	\$41.40	\$357.34
326	\$302.14	\$315.94	\$41.40	\$357.34
327	\$336.55	\$351.95	\$46.20	\$398.15
328	\$302.14	\$315.94	\$41.40	\$357.34
329	\$393.92	\$411.93	\$54.03	\$465.96
330	\$302.14	\$315.94	\$41.40	\$357.34
331	\$302.14	\$315.94	\$41.40	\$357.34
332	\$275.37	\$287.95	\$37.74	\$325.69
333	\$275.37	\$287.95	\$37.74	\$325.69
334	\$321.26	\$335.94	\$44.04	\$379.98
335	\$309.79	\$323.95	\$42.48	\$366.43
401	\$325.09	\$339.95	\$44.58	\$384.53
402	\$321.26	\$335.94	\$44.04	\$379.98
403	\$275.37	\$287.95	\$37.74	\$325.69
404	\$267.72	\$279.95	\$36.69	\$316.64
405	\$302.14	\$315.94	\$41.40	\$357.34
406	\$302.14	\$315.94	\$41.40	\$357.34
407	\$393.92	\$411.93	\$54.03	\$465.96
408	\$302.14	\$315.94	\$41.40	\$357.34
409	\$336.55	\$351.95	\$46.20	\$398.15
410	\$321.26	\$335.94	\$44.04	\$379.98
411	\$321.26	\$335.94	\$44.04	\$379.98
412	\$302.14	\$315.94	\$41.40	\$357.34
413	\$313.61	\$327.94	\$42.99	\$370.93
414	\$348.03	\$363.94	\$47.73	\$411.67
415	\$302.14	\$315.94	\$41.40	\$357.34
416	\$302.14	\$315.94	\$41.40	\$357.34
417	\$302.14	\$315.94	\$41.40	\$357.34
418	\$351.86	\$367.94	\$48.24	\$416.18
419	\$302.14	\$315.94	\$41.40	\$357.34
420	\$302.14	\$315.94	\$41.40	\$357.34
421	\$302.14	\$315.94	\$41.40	\$357.34
422	\$351.86	\$367.94	\$48.24	\$416.18



Strata Plan EPS 2691 - Elgin House  
Proposed Maintenance Fees  
June 1, 2019 to May 31, 2020

Unit No	2018/2019 Approved Fee	2019/2020 Proposed Fee	Jun-Aug'19 Catch-Up	Sep'19 One-Time Fee
423	\$313.61	\$327.94	\$42.99	\$370.93
424	\$302.14	\$315.94	\$41.40	\$357.34
425	\$302.14	\$315.94	\$41.40	\$357.34
426	\$302.14	\$315.94	\$41.40	\$357.34
427	\$336.55	\$351.95	\$46.20	\$398.15
428	\$302.14	\$315.94	\$41.40	\$357.34
429	\$393.92	\$411.93	\$54.03	\$465.96
430	\$302.14	\$315.94	\$41.40	\$357.34
431	\$302.14	\$315.94	\$41.40	\$357.34
432	\$275.37	\$287.95	\$37.74	\$325.69
433	\$275.37	\$287.95	\$37.74	\$325.69
434	\$321.26	\$335.94	\$44.04	\$379.98
435	\$309.79	\$323.95	\$42.48	\$366.43

**¾ VOTE RESOLUTION #1 – DEPRECIATION REPORT**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to fulfill the Strata Property Act requirements to complete or defer the depreciation report.

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**WHEREAS** the Owners, Strata Plan EPS 2691, wish to defer the completion of a Contingency Reserve Fund Study “Depreciation Report” in accordance with a recent amendment to the Strata Property Act of BC, with the costs to be expensed from the Contingency Reserve Fund. The Council is recommending deferring completing the report for the next fiscal year.

**WHEREAS** approval of Option 1 will concurrently defeat Option 2

**Option #1**

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, that pursuant to Section 94 (2) (c), the Owners agree to exempt themselves and waive the requirements of this sub-section during the period immediately following the Annual General Meeting of July 30th, 2019 or any adjournment thereof, until the next Annual General Meeting.

**Option #2**

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan EPS 2691, to approve an expenditure of up to \$7,500 from the Strata Corporation Contingency Reserve Fund for the purpose of obtaining a Deprecation Report pursuant to Section 94 of the Strata Property Act.

### **¾ VOTE RESOLUTION #2 – BYLAW AMENDMENT: CLEANLINESS**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to amend the cleanliness bylaw per below:

#### **WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

#### ***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) [Repealed 2009-17-21.]*
- (4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 34 below:

#### ***Repeal Cleanliness***

- 34** (1) All household refuse and recycling material must be secured in suitable plastic bags or recycling containers. Owners, tenants and occupants will comply with the municipal authority or local government's recycling program as it is implemented.
- (2) Any waste material other than ordinary household refuse and normally collected recycling materials must be removed by the individual owner, tenant or occupant of the strata lot.

#### ***Replace Cleanliness***

- 34** (1) All household refuse and recycling material must be secured in suitable plastic bags or recycling containers. Owners, tenants and occupants will comply with the municipal authority or local government's recycling program as it is implemented.
- (2) Cardboard is to be flattened and placed in the appropriate green bin.
- (3) Any waste material other than ordinary household refuse and normally collected recycling materials; including but not limited to furniture and appliances must be removed by the individual owner, tenant or occupant of the strata lot. Failure to do so will result in the costs associated with the collection and disposal of the items being charged back to the strata lot responsible and possible fines being assessed.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 34.

**¾ VOTE RESOLUTION #3 – BYLAW AMENDMENT: EXTERIOR APPEARANCE**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to amend the exterior appearance bylaw per below:

---

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) [Repealed 2009-17-21.]*
- (4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 35 below:

***Repeal*****Exterior Appearance**

- 35** (1) Signs, fences, gates, billboards, placards, advertising or notices of any kind must not be erected or displayed on the common property or the strata lot without prior written approval by the Strata Council.
- (2) Awnings, shade screens, smoke stacks, satellite dishes, radio or television antenna must not be hung from or attached to the exterior of the strata lot.
- (3) Laundry, clothing, bedding, or other articles must not be hung or displayed from windows, patios, or other parts of the strata lot so that they are visible from the outside.
- (4) Draperies or window coverings that are visible from the exterior of any strata lot must be cream or white in colour.
- (5) Balcony, patio and roof deck furnishings are restricted to patio furniture, barbeques and plants. For example, laundry or other like articles must not be hung or displayed so that they are visible from the outside of the building. Balconies, patios, roof decks and other common property including limited common property must not be used for the storage of bicycles, refrigerators, freezers, storage boxes or cleaning materials.

***Replace*****Exterior Appearance**

- 35** (1) Signs, fences, gates, billboards, placards, advertising or notices of any kind must not be erected or displayed on the common property or the strata lot without prior written approval by the Strata Council.

- (2) Hanging plants or baskets are not to be installed or attached to the railings or common area exterior.
- (3) Awnings, sunscreens, shade screens, smoke stacks, satellite dishes, radio or television antenna must not be hung from or attached to the exterior of the strata lot.
- (4) Laundry, clothing, bedding, or other articles must not be hung or displayed from windows, patios, or other parts of the strata lot so that they are visible from the outside.
- (5) Draperies or window coverings that are visible from the exterior of any strata lot must be cream or white in colour.
- (6) Balcony, patio and roof deck furnishings are restricted to patio furniture, barbeques and plants. For example, laundry or other like articles must not be hung or displayed so that they are visible from the outside of the building. Balconies, patios, roof decks and other common property including limited common property must not be used for the storage of bicycles, refrigerators, freezers, storage boxes or cleaning materials.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 35.

### **¾ VOTE RESOLUTION #4 – BYLAW AMENDMENT: PARKING & STORAGE LOCKERS**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to amend the parking and storage lockers bylaw per below:

#### **WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

#### ***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) [Repealed 2009-17-21.]*
- (4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 37 below:

#### ***Repeal***

#### **Parking and Storage Lockers**

- 37**
- (1) An owner, tenant or occupant must only use the parking stall(s) and/or storage lockers obtained by way of partial assignment of Polygon Parking Limited's rights under a lease or sublease registered in the Land Title Office against title to the common property of the strata corporation. Parking stalls and/or storage lockers cannot be utilized by a person who is not an owner, tenant or occupant within the strata corporation.
  - (2) Subject to subparagraph (3), owners must provide the Strata Council with a copy of any assignment of their leasehold interest in a parking stall or storage locker to another owner within 30 days of assignment.
  - (3) An owner is not required to comply with subparagraph (2) when the owner transfers their title to their Strata Lot to a new owner in which case the Strata Council is entitled to assume that the assignment has been made concurrently with the transfer of title to the Strata Lot, unless notified to the contrary in writing.
  - (4) Major repairs or adjustments must not be made to motor vehicles on the common property.
  - (5) Guest parking is only permitted in the spaces provided.
  - (6) A maximum speed of 15 km/h will apply within the common property.
  - (7) An owner, tenant or occupant will be responsible for the clean up of oil spills on common property.
  - (8) Parking is only permitted in a designated parking space, however a vehicle must not be parked in a manner which will reduce the width of an access roadway.

- (9) Vehicles exceeding 4,000 kg. G.V.W. must not be parked or brought onto the common property without the consent of the Strata Council, except when used in delivery to or removal from the premises. RVs, boats, and trailers must not be permitted on the surface parking stalls at any time.
- (10) All vehicles parked or stored in the parkade must be licensed, insured and operable.
- (11) Any vehicle, which does not comply with this bylaw, will be removed at the owner's expense.

**Replace**

**Parking and Storage Lockers**

- 37**
- (1) An owner, tenant or occupant must only use the parking stall(s) and/or storage lockers obtained by way of partial assignment of Polygon Parking Limited's rights under a lease or sublease registered in the Land Title Office against title to the common property of the strata corporation. Parking stalls and/or storage lockers cannot be utilized by an person who is not an owner, tenant or occupant within the strata corporation.
  - (2) Subject to subparagraph (3), owners must provide the Strata Council with a copy of any assignment of their leasehold interest in a parking stall or storage locker to another owner within 30 days of assignment.
  - (3) An owner is not required to comply with subparagraph (2) when the owner transfer's title to their Strata Lot to a new owner in which case the Strata Council is entitled to assume that the assignment has been made concurrently with the transfer of title to the Strata Lot, unless notified to the contrary in writing.
  - (4) Major repairs or adjustments must not be made to motor vehicles on the common property.
  - (5) Guest parking is only permitted in the spaces provided.
  - (6) A maximum speed of 10 km/h will apply within the common property.
  - (7) An owner, tenant or occupant will be responsible for the clean up of oil spills on common property.
  - (8) Parking is only permitted in a designated parking space, however a vehicle must not be parked in a manner which will reduce the width of an access roadway.
  - (9) Vehicles exceeding 4,000 kg. G.V.W. must not be parked or brought onto the common property without the consent of the Strata Council, except when used in delivery to or removal from the premises. RVs, boats, and trailers must not be permitted on the surface parking stalls at any time.
  - (10) All vehicles parked or stored in the parkade must be licensed, insured and operable.
  - (11) Any vehicle, which does not comply with this bylaw, will be removed at the owner's expense.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 37.

**¾ VOTE RESOLUTION #5 – BYLAW AMENDMENT: SECURITY**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to amend the security bylaw per below:

---

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

***Bylaw amendment procedures***

- 128** (1) *Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) [Repealed 2009-17-21.]*
- (4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 39 below:

***Repeal  
Security***

- 39** (1) An owner, tenant or occupant will be responsible for anyone they admit onto or about the common property, inclusive of agents, servants, licenses, or invitees.
- (2) The Strata Council will form a Security Committee to provide guidelines for the security of individual strata lots, and to establish resident-based voluntary crime prevention programs such as Block Watch.

***Replace  
Security***

- 39** (1) An owner, tenant or occupant will be responsible for anyone they admit onto or about the common property, inclusive of agents, servants, licenses, or invitees.
- (2) Lock boxes are strictly prohibited. Any lock boxes found on Elgin House property will be removed immediately at the cost of the owner of the strata lot responsible.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 39.



**¾ VOTE RESOLUTION #6 – BYLAW AMENDMENT: CONTROLLED SUBSTANCES**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to amend the controlled substances/production of illegal substances bylaw per below:

---

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

***Bylaw amendment procedures***

- 128 (1) Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) [Repealed 2009-17-21.]*
- (4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaws 46 & 47 below:

***Repeal*****Production of Medicinal Marijuana**

- 46** (1) An owner, tenant or occupant must not permit a marijuana grow operation or production facility or allow such activities to operate or function within or outside of a Strata Lot, regardless of whether such operation is licensed or otherwise permitted by an government authority.
- (2) Should any owner, tenant or occupant violate this bylaw, any resultant increase in the insurance premium of the Strata Corporation must be borne solely by the owner of the Strata Lot regardless of whether the owner had any knowledge or involvement in such violation. These costs will be payable within fourteen (14) days of written notification from the Strata Corporation. Nothing in this bylaw will be construed as a restriction on the rights of the Strata Corporation to pursue all remedies against the offending owner, tenant or occupant at law including injunctive relief.

**Production of Illegal Substances**

- 47** (1) An owner, tenant or occupant must not produce illegal substances or allow such activities to operate or function within or outside of a Strata Lot.
- (2) Should any owner, tenant or occupant violate this bylaw, any resultant increase in the insurance premium of the Strata Corporation must be borne solely by the owner of the Strata Lot regardless whether the owner had any knowledge or involvement in such violation. These costs will be payable within fourteen (14) days of written notification from the Strata Corporation. Nothing in this bylaw will be construed as a restriction on the rights of the Strata Corporation to pursue all remedies against the offending owner, tenant or occupant at law, including injunctive relief.

**Replace****Controlled Substances**

**46** (1) An owner shall indemnify, defend, and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot (including the owner's strata lot) as a result of damage arising from a grow operation, clandestine laboratory or other illegal activity installed in or operated from the owner's strata lot, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy held by the strata corporation. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner

(2) A resident or visitor must not use a Strata lot for any of the following use or purposes:

The purpose of growing producing, harvesting, storing, marketing, selling or distribution of marijuana or any other "Controlled Substance" as that term is defined in the Controlled Drugs and Substances Act.

**Intentionally Deleted**

**47** (1) Intentionally Deleted

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaws 46 & 47.

**¾ VOTE RESOLUTION #7 – BYLAW AMENDMENT: SHORT TERM ACCOMMODATIONS**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to amend the short term accommodation bylaw per below:

---

**WHEREAS:**

- A. Effective as of November 30, 2018, Regulation 7.1 of the Regulations of the Strata Property Act has been amended to allow the Strata Corporation to charge a daily fine of \$1,000 for the contravention of a bylaw that prohibits the use of a strata lot for remuneration as vacation, travel or temporary accommodation.
- B. The Strata Corporation proposes to amend its bylaws to permit such fines.

**BE IT RESOLVED that:*****Repeal*****Prohibition of Short Term Occupancy or Accommodations**

- 50 (a) No owner, tenant, sub-tenant or occupant shall lease, offer for lease, permit, license, advertise or use a strata lot for the purposes of temporary residence or occupancy of less than thirty (30) consecutive calendar days.
- (b) No owner, tenant, sub-tenant or occupant shall engage in the business activity of or engage in the use of a strata lot as a motel, hotel, vacation rental, bed and breakfast, home sharing or for provision of transient accommodation for any period less than thirty (30) consecutive calendar days.
- (c) Paragraphs (a) and (b) shall not apply to a short-term accommodation or occupancy referred to in paragraph (a) where the owner, tenant or sub-tenant continues to reside in the unit on a full-time basis for each day of the duration of the short-term accommodation or occupancy.

***Replace*****Short Term Accommodation:**

- 50 (1) No owner, tenant, or occupant will for any reason grant a license to any person to occupy a strata lot under any of the following arrangements:
- (a) As vacation, travel, or temporary accommodation; or
  - (b) As a motel, hotel, inn, hostel, or bed and breakfast, or other similar accommodations; or
  - (c) As a boarding house, home stay, or student housing; except as authorized by the Strata Council; or
  - (d) through any website designed for booking short term accommodations, temporary accommodations or vacation rentals, including but not limited to [www.Airbnb.com](http://www.Airbnb.com), [www.vrbo.com](http://www.vrbo.com) and other similar websites; or
  - (e) Through any app designed for booking short term accommodations, temporary accommodations or vacation rentals; or
  - (f) Through any other person, agency, or organization which makes arrangements for, or which itself reserves, short term accommodations, temporary accommodations, or vacation rentals; or
  - (g) At a nightly or weekly rate.
- (2) The Strata Corporation may fine an owner up to \$1,000 for the contravention of Bylaw 50(1). The strata corporation may fine an Owner on a daily basis for breach of Bylaw 50, if an activity or lack of activity that constitutes a contravention the bylaw continues.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 50.

**¾ VOTE RESOLUTION #8 – BYLAW AMENDMENT: NO SMOKING**

To approve a ¾ vote resolution to be passed by the Owners of the Strata Corporation EPS 2691 on July 30th, 2019 to amend the no smoking bylaw per below:

---

**WHEREAS**

The Strata Corporation may amend the bylaws registered at the Land Titles Office, by approval of the Owners by ¾ vote at an Annual or Special General Meeting as per Section 128 of the Strata Property Act, which reads;

***Bylaw amendment procedures***

- 128 (1) Subject to section 197, amendments to bylaws must be approved at an annual or special general meeting,*
- (a) in the case of a strata plan composed entirely of residential strata lots, by a resolution passed by a 3/4 vote,*
  - (b) in the case of a strata plan composed entirely of nonresidential strata lots, by a resolution passed by a 3/4 vote or as otherwise provided in the bylaws, or*
  - (c) in the case of a strata plan composed of both residential and nonresidential strata lots, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the nonresidential strata lots, or as otherwise provided in the bylaws for the nonresidential strata lots.*
- (2) If an amendment to a bylaw is approved, an Amendment to Bylaws that sets out that amendment and is in the prescribed form must be filed in the land title office and, until that filing, the amendment has no effect.*
- (3) [Repealed 2009-17-21.]*
- (4) The strata corporation must inform owners and tenants of any amendment to the bylaws as soon as feasible after the amendment is approved.*

And, the owners of Strata Plan EPS 2691 approve the repeal and replace bylaw 53 below:

***Repeal*****No Smoking**

- 53** (1) Smoking is prohibited:
- a) in a strata lot;
  - b) on the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas;
  - c) on patios and balconies;
  - d) within 7.5 Meters near any door, window or air intake per the City of Surrey bylaw; and
  - e) any land that is a common asset.
- (2) All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw.
- (3) Council must make reasonable accommodation, pursuant to section 8 of the Human Rights Code and the whole of the Code for a resident who has proven by medical evidence that he or she is physically and/or mentally disabled and is unable to control his or her addiction to nicotine. Whether the resident has proven the disability will be determined in the sole reasonable discretion of the Council. What accommodation will be made will be based on all of the circumstances and the accommodation may include but is not limited to:
- a) allowing smoking in one or more designated areas of the common property; and/or
- (4) Reasonable accommodation granted pursuant to subsection 3 may be for a fixed period of time at which time the resident is free to re-apply to Council for further reasonable accommodation be made.

- (5) In addition to accommodation made under subsection 3, reasonable accommodation will be made by the Council if a resident proves that to not allow smoking would result in other discrimination prohibited by the Human Rights. Council, in its sole reasonable discretion, will determine whether or not the resident has proven that to not allow smoking would be discriminatory pursuant to the Human Rights Code. The Council will make reasonable accommodation in the case where a resident intends to use tobacco in relation to a traditional aboriginal cultural activity, or smoking is intended to be done by a prescribed group for a prescribed purpose. In making the accommodation the Council will only do so in writing and may prescribe in writing when the permission is granted for, the duration of the permission and where smoking will be allowed.

**Replace**

**No Smoking**

- 53** (1) Smoking is prohibited:
- a) in a strata lot;
  - b) on the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas;
  - c) on patios and balconies;
  - d) within 7.5 Meters near any door, window or air intake per the City of Surrey bylaw; and
  - e) any land that is a common asset including but not limited to the courtyard and the entrances
- (2) All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw.
- (3) Council must make reasonable accommodation, pursuant to section 8 of the Human Rights Code and the whole of the Code for a resident who has proven by medical evidence that he or she is physically and/or mentally disabled and is unable to control his or her addiction to nicotine. Whether the resident has proven the disability will be determined in the sole reasonable discretion of the Council. What accommodation will be made will be based on all of the circumstances and the accommodation may include but is not limited to:
- a) allowing smoking in one or more designated areas of the common property; and/or
- (4) Reasonable accommodation granted pursuant to subsection 3 may be for a fixed period of time at which time the resident is free to re-apply to Council for further reasonable accommodation be made.
- (5) In addition to accommodation made under subsection 3, reasonable accommodation will be made by the Council if a resident proves that to not allow smoking would result in other discrimination prohibited by the Human Rights. Council, in its sole reasonable discretion, will determine whether or not the resident has proven that to not allow smoking would be discriminatory pursuant to the Human Rights Code. The Council will make reasonable accommodation in the case where a resident intends to use tobacco in relation to a traditional aboriginal cultural activity, or smoking is intended to be done by a prescribed group for a prescribed purpose. In making the accommodation the Council will only do so in writing and may prescribe in writing when the permission is granted for, the duration of the permission and where smoking will be allowed.

**BE IT RESOLVED** By the Owners of Strata Plan EPS 2691 to approve that the Strata Corporation amend the current registered bylaws by repealing and replacing bylaw 53.

**¾ VOTE RESOLUTION #9 – SPECIAL ASSESSMENT:**  
**GROUND LEVEL PATIO PAVERS/ARTIFICIAL GRASS INSTALLATION**

**PREAMBLE;** Multiple proposals were reviewed with regards to replacing poor drainage and sod with either patio pavers or artificial turf. Replacing sod with patio pavers or artificial grass at a cost of up to \$110,000 is to be funded by Special Assessment.

**WHEREAS,** pursuant to s. 108 of the Strata Property Act, S.B.C. 1998, c. 43 a strata corporation may raise money from the owners by means of a special levy if the levy is approved by a resolution passed by a 3/4 vote at an Annual or Special General Meeting;

**BE IT RESOLVED** by a 3/4 vote of THE OWNERS, STRATA PLAN EPS 2691, that the Strata Corporation levy on the strata lots comprising the Strata Corporation, in proportion to the unit entitlement of each strata lot and in the amounts shown opposite each strata lot in the Fee Schedule (attached to and forming part of this resolution), up to \$110,000 to pay the costs required to replace ground level unit sod with patio pavers or artificial turf:

Each strata lot's share of the Special Levy, as shown in the Fee Schedule, is due upon passing and for convenience, is payable in three (3) equal installments on September 15<sup>th</sup>, October 15<sup>th</sup> and November 15<sup>th</sup>, 2019. Each cheque must be for not less than each of the payment outlined in the attached Fee Schedule.

Strata Plan EPS 2691 - Elgin House  
Proposed Special Levy Fees  
September 15, 2019 to November 15, 2019

Unit No	Total SPA	1st Installment Due September 15th	2nd Installment Due October 15th	3rd Installment Due November 15th
101	\$603.76	\$201.25	\$201.25	\$201.25
102	\$817.99	\$272.66	\$272.66	\$272.66
103	\$701.13	\$233.71	\$233.71	\$233.71
104	\$681.66	\$227.22	\$227.22	\$227.22
105	\$769.30	\$256.43	\$256.43	\$256.43
106	\$769.30	\$256.43	\$256.43	\$256.43
107	\$915.37	\$305.12	\$305.12	\$305.12
108	\$769.30	\$256.43	\$256.43	\$256.43
109	\$856.94	\$285.65	\$285.65	\$285.65
110	\$817.99	\$272.66	\$272.66	\$272.66
111	\$817.99	\$272.66	\$272.66	\$272.66
112	\$769.30	\$256.43	\$256.43	\$256.43
113	\$798.51	\$266.17	\$266.17	\$266.17
114	\$886.15	\$295.38	\$295.38	\$295.38
115	\$769.30	\$256.43	\$256.43	\$256.43
116	\$769.30	\$256.43	\$256.43	\$256.43
117	\$886.15	\$295.38	\$295.38	\$295.38
118	\$662.18	\$220.73	\$220.73	\$220.73
119	\$769.30	\$256.43	\$256.43	\$256.43
120	\$769.30	\$256.43	\$256.43	\$256.43
121	\$895.90	\$298.63	\$298.63	\$298.63
122	\$798.51	\$266.17	\$266.17	\$266.17
123	\$662.18	\$220.73	\$220.73	\$220.73
124	\$769.30	\$256.43	\$256.43	\$256.43
125	\$769.30	\$256.43	\$256.43	\$256.43
126	\$856.94	\$285.65	\$285.65	\$285.65
127	\$769.30	\$256.43	\$256.43	\$256.43
128	\$915.37	\$305.12	\$305.12	\$305.12
129	\$769.30	\$256.43	\$256.43	\$256.43
130	\$769.30	\$256.43	\$256.43	\$256.43
131	\$701.13	\$233.71	\$233.71	\$233.71
132	\$701.13	\$233.71	\$233.71	\$233.71
133	\$817.99	\$272.66	\$272.66	\$272.66
134	\$788.78	\$262.93	\$262.93	\$262.93
201	\$827.73	\$275.91	\$275.91	\$275.91
202	\$817.99	\$272.66	\$272.66	\$272.66
203	\$701.13	\$233.71	\$233.71	\$233.71
204	\$681.66	\$227.22	\$227.22	\$227.22
205	\$769.30	\$256.43	\$256.43	\$256.43
206	\$769.30	\$256.43	\$256.43	\$256.43
207	\$1,003.01	\$334.34	\$334.34	\$334.34
208	\$769.30	\$256.43	\$256.43	\$256.43
209	\$856.94	\$285.65	\$285.65	\$285.65
210	\$817.99	\$272.66	\$272.66	\$272.66
211	\$817.99	\$272.66	\$272.66	\$272.66
212	\$769.30	\$256.43	\$256.43	\$256.43
213	\$798.51	\$266.17	\$266.17	\$266.17
214	\$886.15	\$295.38	\$295.38	\$295.38
215	\$769.30	\$256.43	\$256.43	\$256.43
216	\$769.30	\$256.43	\$256.43	\$256.43

Strata Plan EPS 2691 - Elgin House  
Proposed Special Levy Fees  
September 15, 2019 to November 15, 2019

Unit No	Total SPA	1st Installment Due September 15th	2nd Installment Due October 15th	3rd Installment Due November 15th
217	\$769.30	\$256.43	\$256.43	\$256.43
218	\$379.78	\$126.59	\$126.59	\$126.59
219	\$769.30	\$256.43	\$256.43	\$256.43
220	\$769.30	\$256.43	\$256.43	\$256.43
221	\$769.30	\$256.43	\$256.43	\$256.43
222	\$895.90	\$298.63	\$298.63	\$298.63
223	\$798.51	\$266.17	\$266.17	\$266.17
224	\$769.30	\$256.43	\$256.43	\$256.43
225	\$769.30	\$256.43	\$256.43	\$256.43
226	\$769.30	\$256.43	\$256.43	\$256.43
227	\$856.94	\$285.65	\$285.65	\$285.65
228	\$769.30	\$256.43	\$256.43	\$256.43
229	\$1,003.01	\$334.34	\$334.34	\$334.34
230	\$769.30	\$256.43	\$256.43	\$256.43
231	\$769.30	\$256.43	\$256.43	\$256.43
232	\$701.13	\$233.71	\$233.71	\$233.71
233	\$701.13	\$233.71	\$233.71	\$233.71
234	\$817.99	\$272.66	\$272.66	\$272.66
235	\$788.78	\$262.93	\$262.93	\$262.93
301	\$827.73	\$275.91	\$275.91	\$275.91
302	\$817.99	\$272.66	\$272.66	\$272.66
303	\$701.13	\$233.71	\$233.71	\$233.71
304	\$681.66	\$227.22	\$227.22	\$227.22
305	\$769.30	\$256.43	\$256.43	\$256.43
306	\$769.30	\$256.43	\$256.43	\$256.43
307	\$1,003.01	\$334.34	\$334.34	\$334.34
308	\$769.30	\$256.43	\$256.43	\$256.43
309	\$856.94	\$285.65	\$285.65	\$285.65
310	\$817.99	\$272.66	\$272.66	\$272.66
311	\$817.99	\$272.66	\$272.66	\$272.66
312	\$769.30	\$256.43	\$256.43	\$256.43
313	\$798.51	\$266.17	\$266.17	\$266.17
314	\$886.15	\$295.38	\$295.38	\$295.38
315	\$769.30	\$256.43	\$256.43	\$256.43
316	\$769.30	\$256.43	\$256.43	\$256.43
317	\$769.30	\$256.43	\$256.43	\$256.43
318	\$895.90	\$298.63	\$298.63	\$298.63
319	\$769.30	\$256.43	\$256.43	\$256.43
320	\$769.30	\$256.43	\$256.43	\$256.43
321	\$769.30	\$256.43	\$256.43	\$256.43
322	\$895.90	\$298.63	\$298.63	\$298.63
323	\$798.51	\$266.17	\$266.17	\$266.17
324	\$769.30	\$256.43	\$256.43	\$256.43
325	\$769.30	\$256.43	\$256.43	\$256.43
326	\$769.30	\$256.43	\$256.43	\$256.43
327	\$856.94	\$285.65	\$285.65	\$285.65
328	\$769.30	\$256.43	\$256.43	\$256.43
329	\$1,003.01	\$334.34	\$334.34	\$334.34
330	\$769.30	\$256.43	\$256.43	\$256.43
331	\$769.30	\$256.43	\$256.43	\$256.43



Strata Plan EPS 2691 - Elgin House  
Proposed Special Levy Fees  
September 15, 2019 to November 15, 2019

Unit No	Total SPA	1st Installment Due September 15th	2nd Installment Due October 15th	3rd Installment Due November 15th
332	\$701.13	\$233.71	\$233.71	\$233.71
333	\$701.13	\$233.71	\$233.71	\$233.71
334	\$817.99	\$272.66	\$272.66	\$272.66
335	\$788.78	\$262.93	\$262.93	\$262.93
401	\$827.73	\$275.91	\$275.91	\$275.91
402	\$817.99	\$272.66	\$272.66	\$272.66
403	\$701.13	\$233.71	\$233.71	\$233.71
404	\$681.66	\$227.22	\$227.22	\$227.22
405	\$769.30	\$256.43	\$256.43	\$256.43
406	\$769.30	\$256.43	\$256.43	\$256.43
407	\$1,003.01	\$334.34	\$334.34	\$334.34
408	\$769.30	\$256.43	\$256.43	\$256.43
409	\$856.94	\$285.65	\$285.65	\$285.65
410	\$817.99	\$272.66	\$272.66	\$272.66
411	\$817.99	\$272.66	\$272.66	\$272.66
412	\$769.30	\$256.43	\$256.43	\$256.43
413	\$798.51	\$266.17	\$266.17	\$266.17
414	\$886.15	\$295.38	\$295.38	\$295.38
415	\$769.30	\$256.43	\$256.43	\$256.43
416	\$769.30	\$256.43	\$256.43	\$256.43
417	\$769.30	\$256.43	\$256.43	\$256.43
418	\$895.90	\$298.63	\$298.63	\$298.63
419	\$769.30	\$256.43	\$256.43	\$256.43
420	\$769.30	\$256.43	\$256.43	\$256.43
421	\$769.30	\$256.43	\$256.43	\$256.43
422	\$895.90	\$298.63	\$298.63	\$298.63
423	\$798.51	\$266.17	\$266.17	\$266.17
424	\$769.30	\$256.43	\$256.43	\$256.43
425	\$769.30	\$256.43	\$256.43	\$256.43
426	\$769.30	\$256.43	\$256.43	\$256.43
427	\$856.94	\$285.65	\$285.65	\$285.65
428	\$769.30	\$256.43	\$256.43	\$256.43
429	\$1,003.01	\$334.34	\$334.34	\$334.34
430	\$769.30	\$256.43	\$256.43	\$256.43
431	\$769.30	\$256.43	\$256.43	\$256.43
432	\$701.13	\$233.71	\$233.71	\$233.71
433	\$701.13	\$233.71	\$233.71	\$233.71
434	\$817.99	\$272.66	\$272.66	\$272.66
435	\$788.78	\$262.93	\$262.93	\$262.93

**PROXY FORM**  
**"Elgin House"**  
**STRATA PLAN EPS 2691**

I/We \_\_\_\_\_ are the registered Owners of Unit \_\_\_\_\_  
\_\_\_\_\_ at 15168 33<sup>rd</sup> Avenue, South Surrey, BC, Strata Lot \_\_\_\_\_ and we hereby appoint: \_\_\_\_\_  
\_\_\_\_\_ or failing him/her \_\_\_\_\_

to vote on my/our behalf at the Annual General Meeting to be held at 6:00 p.m. on Tuesday, July 30<sup>th</sup>, 2019 at:

**The Rowing Club – "Great Room"**  
**15100 33<sup>rd</sup> Ave, Surrey, BC, V3V 1A1**

I / We further acknowledge and understand that although the Strata Property Act does not permit substantial changes to a Resolution, minor amendments may be made by those attending the meeting. This being the case, Resolutions voted on may differ from the original version contained on the Notice of Meeting.

\*Please attach voting instructions for your proxy if required\*

Signed;

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**\*\*\*THE PROXY MUST APPOINT A PERSON TO ATTEND AND VOTE ON YOUR BEHALF  
THE PROXY HOLDER MUST BRING VALID PHOTO ID FOR REGISTRATION\*\*\***

**\*\* PROPERTY MANAGERS AND STRATA EMPLOYEES MAY NOT BE APPOINTED AS PROXY HOLDERS\*\***

**\*\*\*UNSIGNED OR INCOMPLETE PROXY FORMS WILL BE VOID\*\*\***

**COUNCIL MEETING MINUTES  
ELGIN HOUSE EPS 2691**

**Held: Tuesday, June 25<sup>th</sup>, 2019 at 6:00 pm**

**Location: Rowing Club (Games Room) 15100 33<sup>rd</sup> Avenue, Surrey, BC.**

**ATTENDANCE**

John Cameron  
Jason Juman  
Kimberley MacGregor  
Zuzana Horvathova  
Genifer Brosas  
Nicole Lowry  
Marlena Pawlak

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:02 pm.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated April 24<sup>th</sup>, 2019, and **MOVED** and **APPROVED** (*unanimous*) the April 24<sup>th</sup>, 2019 Council meeting minutes.

**FINANCIAL REPORT**

**Financials** - The financial statements for months of March to April 2019 were reviewed. It was noted that as of April 30<sup>th</sup> 2019, eleven (11) months into the fiscal year, the Strata Corporation was running a deficit of approximately \$2,417. The Council **MOVED** and **APPROVED** (*unanimous*) the March to April 2019 financial statements.

**Arrears** – AWM briefly reviewed the arrears which amounted to \$11,104.90 as of June 14<sup>th</sup>, 2019 mostly due to maintenance fees and an insurance claim deductible chargeback. It was then **MOVED** and **APPROVED** (*unanimous*) to action in accordance with the below:

*AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:*

- 1 Month – Letter*
- 2 Months – Letter, plus \$50.00 fine.*
- 3 Months – Lien Warning Letter, plus \$50.00 fine.*
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.*
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.*
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.*

*All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.***

### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices. It was noted that there is a short term loan from the CRF to pay the insurance premium and avoid financing charges.

### **BUSINESS ARISING**

**Informal Meeting Minutes** – Council reviewed informal meeting minutes from a meeting held on May 22<sup>nd</sup>, 2019. It was noted in those minutes that Council would look further into installing watering bags on a number of trees, signage for dog owners and possibly donating a large waste bin for the Rowing Club to use potentially at the BBQ area.

**Boiler Repairs** – Council reviewed a report from the Elgin House Caretaker regarding repairs and cleaning being required to both boilers. It was noted that bees and other debris had been found in the air intake pipes which is believed to be the reason for recent ignition failures.

**Ground Fault Troubleshooting** – Council reviewed multiple reports of false alarm trouble signals isolated to one specific wing of one specific floor and it was noted that a troubleshooting service call had been scheduled with Fire-Pro Fire Protection to try and determine the location of a suspected ground fault.

### **CORRESPONDENCE**

- Owners with concerns regarding the annual landscape maintenance were reviewed. It was noted that the landscapers would be reminded to close the gates and to be mindful while using the weed whacker.
- An Owner with a concern regarding common area sprinklers was reviewed. It was noted that Kennedy Landscaping would be informed of a noted fault in the system and request that it be repaired at their earliest.
- An Owner with a concern regarding common area smoking was reviewed. As smoking is prohibited, it was noted that concerns regarding smoking should be submitted through a Bylaw Violation Report on the AWM/Elgin House community website which will be reviewed by Council at the next council meeting.
- An Owner with a concern regarding damage presumably done to the garbage room doors by the waste removal company while moving the heavy bins through the doorway. It was noted that AWM would obtain an estimate from the handyman to salvage the current doors; and if the doors cannot be salvaged, an estimate from the handyman to replace the current doors with new doors, including upgrades to prevent future damage from occurring to the new/repaired doors.
- A concern regarding rats was reviewed and it was noted that bait boxes would be set up by pest control in the area for a period of time.
- Concerns regarding poor water pressure on the 4<sup>th</sup> floor were reviewed. It was noted that a council member who works in the plumbing trade will take a look and report back to AWM.
- A concern regarding tree bugs and overall health was reviewed. It was noted that the concern would be sent to the landscapers and/or a plant health company to see what treatment(s) might be available.

- A renovation request relating to a sink replacement was reviewed. After careful consideration, it was **MOVED** and **APPROVED** (unanimous) to **RATIFY** the renovation request approval provided electronically by Council inbetween meetings.

### **BYLAW INFRACTIONS**

AWM provided Council with the bylaw procedure enforcement process which included the following;

#### **Steps in the Enforcement Process**

The following steps must be taken by parties in dealing with complaints of alleged bylaw and rule violations.

1. A strata corporation must receive a complaint.
2. The strata council must then give the alleged offender written notice of the complaint.
3. If the alleged offender is a tenant, the strata council must also give the landlord and owner written notice of the complaint.
4. The strata council must decide whether to proceed with enforcement. It may be decided to give the alleged bylaw or rule offender a warning or time to comply with the bylaw or rule after receiving the written notice.
5. If the breach is corrected, the strata council may decide not to take any further steps or the strata council may proceed with further enforcement.
6. If the strata council decides to proceed with enforcement, it must give the alleged offender a reasonable opportunity to respond to the complaint, including an opportunity to respond at a hearing at a strata council meeting, if requested. (Strata Property Regulation 7.2 defines hearing as "an opportunity to be heard in person at a council meeting" for the purposes of Section 135 (1) (e) of the Strata Property Act).
7. If the alleged offender is a strata council member, that member must excuse himself or herself from the complaint process, unless all strata lot owners are on the strata council.
8. Once the alleged offender has answered or been given a reasonable opportunity to answer the complaint, the strata council must decide whether a bylaw or rule has been broken by the alleged offender.
9. If the strata council decides that a bylaw or rule has been broken, it must then be decided how to enforce the bylaw or rule against the offender.
10. Finally, the strata council must give written notice of its decision, "as soon as feasible" to the offender or alleged offender; and the landlord and owner, if the offender or alleged offender is a tenant.

Note: the strata council may give the alleged rule or bylaw offender a warning at any time before proceeding with other enforcement options.

Bylaws and rules are unenforceable if they contravene the Strata Property Act, the Human Rights Code or other enactment or law.

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- Two (2) bylaw violations for Smoking were reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning however, should any further smoking violations be received, fines will be issued.
- A bylaw violation for Smoking was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning however, should any further smoking violations be received, fines will be issued.

- A bylaw violation for Smoking was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to retract the letter
- A bylaw violation for Disturbance of Others was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.
- A bylaw violation for Pet Noise was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to retract the letter
- Two (2) bylaw violations including Nine (9) separate complaints for Nuisance relating to food were reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to issue \$1,000 in fines and to make sure that both the Owner and Tenant understand fines will continue to be issued until this behavior stops.

### **NEW BUSINESS**

**Inaccessible Exterior Window Cleaning** – Council requested a proposal be obtained from All-Star Window Cleaning for inaccessible exterior window cleaning and it was noted that once obtained, the proposal would be reviewed by Council electronically between meetings. It was further noted that Kingston House and Elgin House would be looking to schedule the window cleaning around the same time so that the two properties can share the boom lift rental costs.

**Polygon Sprinkler Line Check** – Council was informed that Polygon Construction required access to Elgin House in order to perform a complimentary sprinkler line check.

**Exterior Dryer Vent Cleaning** – Council reviewed an estimate from Michael A. Smith Duct Cleaning whom services the dryer ducts annually. It was noted that M.A.S would hold its price of \$1,112.00 + GST. It was then **MOVED** and **APPROVED** (unanimous) to proceed with exterior dryer vent cleaning with Michael A. Smith Duct Cleaning.

**No Smoking Reminder** – Council would like to remind ALL residents of the No Smoking Bylaw 53(1) which can be found on the AWM/Elgin House community website or conveniently below for reference:

#### ***No Smoking***

- 53**      (1)      *Smoking is prohibited:*
- a) in a strata lot;*
  - b) on the interior common property, including but not limited to in hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas;*
  - c) on patios and balconies;*
  - d) within 7.5 Meters near any door, window or air intake per the City of Surrey bylaw; and*
  - e) any land that is a common asset.*

**AGM Preparation** – Council reviewed a proposed budget and multiple proposed amendments to the Elgin House Bylaws and Rules. It was noted that the ¾ vote resolutions relating to Depreciation Report Update/Deferral, bylaws relating to cleanliness, exterior appearance, parking, security, controlled substances, short term accommodations and no smoking along with a special assessment resolution relating to the proposed supply and installation of patio stones or artificial grass for all ground floor units would be considered at the upcoming Annual General Meeting.

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, **NO items** are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes, packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.

In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated **"Form K", Notice of Tenants Responsibilities** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

**Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:28 p.m.

**NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

**Tuesday, July 30<sup>th</sup>, 2019 – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:



Kyle Gloude  
Strata Agent  
AWM-Alliance Real Estate Group Ltd.  
#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6  
Emergency/General Inquiries: (604)-685-3227  
Direct: (604) 638-7381  
Fax: (604) 893-1721  
Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).



**COUNCIL MEETING MINUTES  
ELGIN HOUSE EPS 2691**

**Held: Wednesday, April 24<sup>th</sup>, 2019 at 6:00 pm**

**Location: Rowing Club (Games Room) 15100 33<sup>rd</sup> Avenue, Surrey, BC.**

**ATTENDANCE**

John Cameron  
Jason Juman  
Kimberley MacGregor  
Zuzana Horvathova  
Genifer Brosas  
Nicole Lowry  
Marlena Pawlak

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:03 pm.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated February 21<sup>st</sup>, 2019, and **MOVED** and **APPROVED** (*unanimous*) the February 21<sup>st</sup>, 2019 Council meeting minutes

**FINANCIAL REPORT**

**Financials** - The financial statements for months of January to February 2019 were reviewed. It was noted that as of February 28<sup>th</sup> 2019, nine (9) months into the fiscal year, the Strata Corporation was running a deficit of approximately \$5,328. The Council **MOVED** and **APPROVED** (*unanimous*) the January to February 2019 financial statements.

**Arrears** – AWM briefly reviewed the arrears which amounted to \$9,019.35 as of April 17<sup>th</sup>, 2019 mostly due to maintenance fees and an insurance claim deductible chargeback. It was then **MOVED** and **APPROVED** (*unanimous*) to action in accordance with the below:

*AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:*

- 1 Month – Letter*
- 2 Months – Letter, plus \$50.00 fine.*
- 3 Months – Lien Warning Letter, plus \$50.00 fine.*
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.*
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.*
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.*

*All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.***

### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices. It was noted that there is a short term loan from the CRF to pay the insurance premium and avoid financing charges.

### **BUSINESS ARISING**

**Enter-Phone/Buzzer Issues Resolved** – Council would like to thank all owners and residents for their patience while the ongoing buzzer issues were resolved. Owners/Residents experiencing any further issues or concerns are asked to please contact the undersigned through the community website.

**Kennedy Landscaping Site Review** – Council reviewed the site review for the month of February to March 2019.

**Insurance Renewal** – Council reviewed a proposal from CapriCMW to renew the strata's insurance policy. It was noted that the \$66,414 policy premium would be paid from a temporary CRF loan to avoid having to pay financing charges. It was then **MOVED** and **APPROVED (unanimous)** to **RATIFY** Council's decision to renew the strata's insurance policy with CapriCMW Insurance for the term of April 1<sup>st</sup>, 2019 until April 1<sup>st</sup>, 2020.

Please be advised that effective April 1<sup>st</sup>, 2019 the Strata Corporation's insurance deductible for Water Damage/Sewer Backup will increase from \$2,500 to \$5,000. It is very important that all owners contact their insurance provider to ensure their specific policy provides coverages up to this \$5,000 deductible amount. A copy of the new insurance certificate can be found on the Elgin House Community Website.

### **CORRESPONDENCE**

- Concerns regarding those that continue to leave their pet waste inside and around the building were reviewed. Council understands that accidents do happen and just asks that said accidents are either cleaned up in a timely manner or reported to the building caretaker and/or AWM so that necessary and sufficient clean up can occur for sanitary purposes.

### **BYLAW INFRACTIONS**

AWM provided Council with the bylaw procedure enforcement process which included the following;

#### **Steps in the Enforcement Process**

The following steps must be taken by parties in dealing with complaints of alleged bylaw and rule violations.

1. A strata corporation must receive a complaint.
2. The strata council must then give the alleged offender written notice of the complaint.
3. If the alleged offender is a tenant, the strata council must also give the landlord and owner written notice of the complaint.

4. The strata council must decide whether to proceed with enforcement. It may be decided to give the alleged bylaw or rule offender a warning or time to comply with the bylaw or rule after receiving the written notice.
5. If the breach is corrected, the strata council may decide not to take any further steps or the strata council may proceed with further enforcement.
6. If the strata council decides to proceed with enforcement, it must give the alleged offender a reasonable opportunity to respond to the complaint, including an opportunity to respond at a hearing at a strata council meeting, if requested. (Strata Property Regulation 7.2 defines hearing as "an opportunity to be heard in person at a council meeting" for the purposes of Section 135 (1) (e) of the Strata Property Act).
7. If the alleged offender is a strata council member, that member must excuse himself or herself from the complaint process, unless all strata lot owners are on the strata council.
8. Once the alleged offender has answered or been given a reasonable opportunity to answer the complaint, the strata council must decide whether a bylaw or rule has been broken by the alleged offender.
9. If the strata council decides that a bylaw or rule has been broken, it must then be decided how to enforce the bylaw or rule against the offender.
10. Finally, the strata council must give written notice of its decision, "as soon as feasible" to the offender or alleged offender; and the landlord and owner, if the offender or alleged offender is a tenant.

Note: the strata council may give the alleged rule or bylaw offender a warning at any time before proceeding with other enforcement options.

Bylaws and rules are unenforceable if they contravene the Strata Property Act, the Human Rights Code or other enactment or law.

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:

- A bylaw violation for Oil Stains was reviewed. After consideration, it was **MOVED** and **APPROVED** (unanimous) to retract the letter.
- Two (2) bylaw violations for Pets were reviewed. After consideration of the responses received it was **MOVED** and **APPROVED** (unanimous) to retract the letters.
- Two (2) bylaw violations for Visitors Parking were reviewed. After consideration of the responses received it was **MOVED** and **APPROVED** (unanimous) to retract the letters.
- A bylaw violation for Smoking was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.
- A bylaw violation for Nuisance & Oil Stain was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.
- A bylaw violation for Pets was reviewed. After consideration, it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.
- A bylaw violation for Noise was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to retract the letter
- A bylaw violation for Noise was reviewed. After consideration of the response received, it was **MOVED** and **APPROVED** (unanimous) to retract the letter

## **NEW BUSINESS**

**Hose Bibs Turned On** – Council was informed that all hose bibs have now been turned back on as the risk of freezing temperatures has now passed.

**Irrigation Started Up** – Council was informed that the irrigation system has been started up.

**Garbage Room Door Damage** – Council reviewed photos and correspondence regarding damages done to the main doors leading to the garbage room. It was noted that AWM had reached out to Waste Management who has scheduled a site visit to go over what may have happened and the next course of action. Once updates are available, they will be provided to council electronically.

**Building/Parkade Cleanings** – Council requested that AWM obtain estimates for building and parkade cleaning to be reviewed by Council at or before the next Council Meeting.

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

**STORAGE & CLEANLINESS:** In accordance with the Fire Code, NO *items* are to be stored in the underground parking stalls or above a Storage Locker. Items stored will be removed at the owner's cost. This includes vehicles without valid storage insurance reducing the risk of a claim to the strata corporation. Residents are also reminded to keep the areas in front of their respective suite door in the main hallways free and clear at all times. No shoes, packages, umbrellas or items of the same are to be kept in these areas. The hallways are a fire escape and must remain clear. Items found may be removed and disposed of without notice. No bagged garbage is to be left in this area and shall be immediately and properly disposed.

In accordance with the legislation and the Strata Bylaws, all owners renting their units are reminded that it is mandatory to provide an updated ***"Form K", Notice of Tenants Responsibilities*** to the Strata Corporation each time a new tenant moves into a suite. An updated "Form K" may be obtained from AWM from their website. The same form may be left with the Building Manager.

### **Move in/out fees**

Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:28 p.m.

#### **NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

**Tuesday, June 25<sup>th</sup>, 2019 – Council Meeting**

**Tuesday, July 30<sup>th</sup>, 2019 – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**

**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).

**COUNCIL MEETING MINUTES**  
**ELGIN HOUSE EPS 2691**

**Held: Thursday, February 21<sup>st</sup>, 2019 at 6:00 pm**

**Location: Rowing Club (Games Room) 15100 33<sup>rd</sup> Avenue, Surrey, BC.**

**ATTENDANCE**

John Cameron  
Jason Juman  
Kimberley MacGregor  
Zuzana Horvathova  
Genifer Brosas  
Nicole Lowry

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

**REGRETS**

Marlena Pawlak

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:02 pm.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated December 3<sup>rd</sup>, 2018, and **MOVED** and **APPROVED** (*unanimous*) the December 3<sup>rd</sup>, 2018 Council meeting minutes

**FINANCIAL REPORT**

**Financials** - The financial statements for months of November to December 2018 were reviewed. It was noted that as of December 31<sup>st</sup> 2018, 7 months into the fiscal year, the Strata Corporation was running a deficit of approximately \$5,863. The Council **MOVED** and **APPROVED** (*unanimous*) the November to December 2018 financial statements.

**Arrears** – AWM briefly reviewed the arrears which amounted to \$9,309.64 as of October 31<sup>st</sup>, 2018 including an insurance claim deductible chargeback. It was then **MOVED** and **APPROVED** (*unanimous*) to action in accordance with the below:

*AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:*

- 1 Month – Letter*
- 2 Months – Letter, plus \$50.00 fine.*
- 3 Months – Lien Warning Letter, plus \$50.00 fine.*
- 4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.*
- 5 Months – Foreclosure Warning Letter, plus \$50.00 fine.*
- 6 Months or more – Foreclosure in accordance with the Strata Property Act.*



*All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.***

#### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

#### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices. It was noted that there is a short term loan from the CRF to pay the insurance premium and avoid financing charges.

#### **BUSINESS ARISING**

**Enter-Phone/Buzzer Issues** – Council discussed the enter-phone issues and it was noted that Polygon is now involved which has helped in expediting work required by TELUS and CIS which is expected to correct the enter phone issues many residents have been having.

**Kennedy Landscaping Site Review** – Council reviewed the site review for the month of January 2019.

**E-Comm Testing** – Council reviewed an invoice from Positronics In-Building Solutions for \$2,139.20 relating to Annual E-Comm Testing. It was noted that a proposal for this testing was approved by council electronically between meetings and therefore was **MOVED** and **APPROVED** (unanimous) to **RATIFY** the decision made electronically between meetings.

**Parkade Cracking Concern & Polygon Response** – Council discussed recent concerns regarding cracks in the parkade flooring and walls which had been sent to Polygon for review. It was noted that Polygon reviewed the cracks and after careful consideration it was determined that the cracks are within the parameters of the warranty and therefore no corrective action is required at this time; however, Polygon has asked that the strata continue to monitor the cracks and should any significant changes or moisture be observed coming through the cracks, AWM is asked to contact them to investigate further.

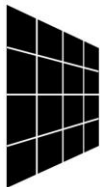
#### **CORRESPONDENCE**

- Council reviewed a water loss originating from a third floor unit which affected a first floor unit.
- Council reviewed concerns regarding mushrooms growing in the lawns of the ground floor units. It was noted that AWM has reached out to the landscapers and asked for them to clear them when they come across in yards.

*A Council Member was asked to leave the meeting temporarily due to potential conflict of interest*

- Two (2) bylaw violations for Noise were reviewed. After consideration of two (2) bylaw responses it was **MOVED** and **APPROVED** (unanimous) to let the letters stand as warnings.

*The Council Member was invited back to the meeting*



- A bylaw violation for Use of Common Property was reviewed. After consideration of a bylaw response it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.
- A bylaw violation for Exterior Appearance was reviewed. After consideration it was **MOVED** and **APPROVED** (unanimous) to levy a \$200 fine.
- A bylaw violation for Noise was reviewed. After consideration it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.
- A bylaw violation for Noise was reviewed. After consideration of a bylaw response it was **MOVED** and **APPROVED** (unanimous) to let the letter stand as a warning.

### **BYLAW INFRACTIONS**

AWM provided Council with the bylaw procedure enforcement process which included the following;

#### **Steps in the Enforcement Process**

The following steps must be taken by parties in dealing with complaints of alleged bylaw and rule violations.

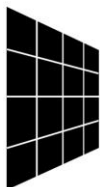
1. A strata corporation must receive a complaint.
2. The strata council must then give the alleged offender written notice of the complaint.
3. If the alleged offender is a tenant, the strata council must also give the landlord and owner written notice of the complaint.
4. The strata council must decide whether to proceed with enforcement. It may be decided to give the alleged bylaw or rule offender a warning or time to comply with the bylaw or rule after receiving the written notice.
5. If the breach is corrected, the strata council may decide not to take any further steps or the strata council may proceed with further enforcement.
6. If the strata council decides to proceed with enforcement, it must give the alleged offender a reasonable opportunity to respond to the complaint, including an opportunity to respond at a hearing at a strata council meeting, if requested. (Strata Property Regulation 7.2 defines hearing as "an opportunity to be heard in person at a council meeting" for the purposes of Section 135 (1) (e) of the Strata Property Act).
7. If the alleged offender is a strata council member, that member must excuse himself or herself from the complaint process, unless all strata lot owners are on the strata council.
8. Once the alleged offender has answered or been given a reasonable opportunity to answer the complaint, the strata council must decide whether a bylaw or rule has been broken by the alleged offender.
9. If the strata council decides that a bylaw or rule has been broken, it must then be decided how to enforce the bylaw or rule against the offender.
10. Finally, the strata council must give written notice of its decision, "as soon as feasible" to the offender or alleged offender; and the landlord and owner, if the offender or alleged offender is a tenant.

Note: the strata council may give the alleged rule or bylaw offender a warning at any time before proceeding with other enforcement options.

Bylaws and rules are unenforceable if they contravene the Strata Property Act, the Human Rights Code or other enactment or law.

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:





### **NEW BUSINESS**

**Polygon 3<sup>rd</sup> Year Building Envelope Review** – Council reviewed a complimentary report provided by Polygon for all of their properties at year 3. Within the report were a number of miscellaneous maintenance items which Polygon recommend be addressed. It was noted that AWM had proactively obtained an estimate to address the items requiring maintenance mentioned in the report however, Council decided to defer the items as they are not of high priority at this time.

**Building/Parkade Cleanings** – Council requested that AWM obtain estimates for building and parkade cleaning to be reviewed by Council at or before the next Council Meeting.

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

**CONCERNS/COMPLAINTS:** Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-Elgin House website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated. All correspondence is confidential.

**ALTERATIONS:** Please be advised that any alterations, changes or modifications to your suite/entry door/balcony must be presented to and approved in writing by the Strata Council prior to any work beginning. ***Hanging or railing mounted planter baskets and/or nailing things into the exterior building walls (envelope) is strictly forbidden.*** Non-compliance will result in the levy of fines and the Owner restoring the exterior to its original condition at their cost. If you have any questions, please contact AWM.

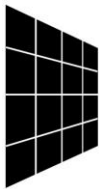
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Move in/out fees as applicable are payable at or prior to the time of any moves into the building.

IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE WILL BE ISSUED TO THE STRATA LOT OWNER FOR EACH MONTH OF NON-COMPLIANCE.



**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:35 p.m.

**NEXT MEETING**

The next meeting date(s) will be scheduled for (subject to changes in personal schedules):

**Wednesday, April 24<sup>th</sup>, 2019 – Council Meeting**

**Tuesday, June 25<sup>th</sup>, 2019 – Council Meeting**

**Tuesday, July 30<sup>th</sup>, 2019 – Annual General Meeting**

These minutes were respectfully submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

**#214 – 6820 188<sup>th</sup> Street, Surrey, BC, V4N 3G6**

**Emergency/General Inquiries: (604)-685-3227**

**Direct: (604) 638-7381**

**Fax: (604) 893-1721**

**Email: [kyle@awmalliance.com](mailto:kyle@awmalliance.com)**

**24-Hour Emergency:** After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).

**COUNCIL MEETING MINUTES**  
**ELGIN HOUSE EPS 2691**

**Held: Wednesday December 3<sup>rd</sup>, 2018 at 6:00 pm**  
**Location: Rowing Club (Games Room) 15100 33<sup>rd</sup> Avenue, Surrey, BC.**

**ATTENDANCE**

John Cameron  
Jason Jumani  
Kimberley MacGregor  
Zuzana Horvathova

Kyle Gloude, Strata Agent at AWM-Alliance Real Estate Group Ltd.

**REGRETS**

Genifer Brosas  
Nicole Lowry  
Marlena Pawlak

AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:06 pm.

Councils attention was then given to council President, Jason Jumani who noted per the Real Estate Council of BC (RECBC), he has a duty to disclose to the Strata Corporation formally that he is a licenced real estate agent within the province of British Columbia and that the disclosure form would be filed with the RECBC upon being signed by the appropriate parties.

**APPROVAL OF PREVIOUS MINUTES**

Council reviewed the Council meeting minutes dated October 24<sup>th</sup>, 2018, and **MOVED** and **APPROVED** (*unanimous*) the October 24<sup>th</sup>, 2018 Council meeting minutes

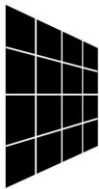
**FINANCIAL REPORT**

**Financials** - The financial statements for months of September to October 2018 were reviewed. It was noted that as of October 31<sup>st</sup> 2018, 5 months into the fiscal year, the Strata Corporation was running a deficit of \$2,510.92. The Council **MOVED** and **APPROVED** (*unanimous*) the September to October 2018 financial statements.

**Arrears** – AWM briefly reviewed the arrears which amounted to \$19,835 as of October 31<sup>st</sup>, 2018 including two insurance claim deductibles. It was then **MOVED** and **APPROVED** (*unanimous*) to action in accordance with the below:

*AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:*

- 1 Month – Letter*
- 2 Months – Letter, plus \$50.00 fine.*
- 3 Months – Lien Warning Letter, plus \$50.00 fine.*



*4 Months – Lien registered (\$450.00 + HST charged to the Owner), plus \$50.00 fine.*

*5 Months – Foreclosure Warning Letter, plus \$50.00 fine.*

*6 Months or more – Foreclosure in accordance with the Strata Property Act.*

*All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. **Owners are encouraged to correspond with Council if they experience financial difficulties.***

#### **REPORT ON LITIGATION (Sec 167) & CIVIL RESOLUTION TRIBUNAL (Sec 189.4)**

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal. It was noted that there was nothing to report at this time.

#### **CRF LOANS (Reg 6.3)**

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enables the Corporation to ensure timely payment of invoices. It was noted that there is a loan from the CRF for \$15,000 as a short-term loan to cover a Window Cleaning invoice and a City of Surrey tax bill.

#### **BUSINESS ARISING**

**Enter-Phone/Buzzer Issues** – Council discussed the continued and ongoing enter-phone issues and it was noted that Cobra Integrated Security (CIS) has been on site a number of times over the past few months to troubleshoot and attempt repairing the faulty system. It was further noted that CIS would be returning the week of December 10<sup>th</sup> to continue troubleshooting. Council would like to thank all residents and their visitors for their continued patience.

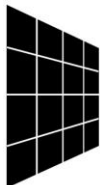
**Hot Water Valve Replacement** – Council reviewed recent repairs which were required to a hot water valve in the boiler room. It was noted that the repairs were completed and that an extra valve was purchased in the event one is needed in the future.

**Annual Fire Inspection – Deficiencies/Repairs Scheduled** – Council reviewed the deficiencies from the recent annual fire inspection and it was noted that the repairs required have been scheduled for December 21<sup>st</sup>. It was further noted that any units that fail to provide the required in-suite access will be charged back the costs associated with a return inspection.

**Kennedy Landscaping Site Review** – No new reports to review.

**Recycling/Cardboard Bin Re-Organizing** – Council discussed and decided to switch the locations of the recycling bins and the cardboard bins.

**Miscellaneous Maintenance Items** – Council reviewed a number of outstanding maintenance items relating to broken parkade motion sensors, light ballasts and convex mirrors and it was noted that SmartChoice Construction and Maintenance would be contracted to complete these repairs between meetings.



### **CORRESPONDENCE**

- Council reviewed suggestions from an owner regarding visitors parking, the parkade gates and the garbage room.
- Council reviewed concerns regarding mushrooms growing in the lawns of the ground floor units. It was noted that AWM has reached out to the landscapers and asked for them to clear them when they come across in yards.

### **BYLAW INFRACTIONS**

AWM provided Council with the bylaw procedure enforcement process which included the following;

#### **Steps in the Enforcement Process**

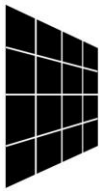
The following steps must be taken by parties in dealing with complaints of alleged bylaw and rule violations.

1. A strata corporation must receive a complaint.
2. The strata council must then give the alleged offender written notice of the complaint.
3. If the alleged offender is a tenant, the strata council must also give the landlord and owner written notice of the complaint.
4. The strata council must decide whether to proceed with enforcement. It may be decided to give the alleged bylaw or rule offender a warning or time to comply with the bylaw or rule after receiving the written notice.
5. If the breach is corrected, the strata council may decide not to take any further steps or the strata council may proceed with further enforcement.
6. If the strata council decides to proceed with enforcement, it must give the alleged offender a reasonable opportunity to respond to the complaint, including an opportunity to respond at a hearing at a strata council meeting, if requested. (Strata Property Regulation 7.2 defines hearing as "an opportunity to be heard in person at a council meeting" for the purposes of Section 135 (1) (e) of the Strata Property Act).
7. If the alleged offender is a strata council member, that member must excuse himself or herself from the complaint process, unless all strata lot owners are on the strata council.
8. Once the alleged offender has answered or been given a reasonable opportunity to answer the complaint, the strata council must decide whether a bylaw or rule has been broken by the alleged offender.
9. If the strata council decides that a bylaw or rule has been broken, it must then be decided how to enforce the bylaw or rule against the offender.
10. Finally, the strata council must give written notice of its decision, "as soon as feasible" to the offender or alleged offender; and the landlord and owner, if the offender or alleged offender is a tenant.

Note: the strata council may give the alleged rule or bylaw offender a warning at any time before proceeding with other enforcement options.

Bylaws and rules are unenforceable if they contravene the Strata Property Act, the Human Rights Code or other enactment or law.

Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and determined the appropriate enforcement, which included:



- A bylaw violation and response for Noise was reviewed. After consideration it was decided to levy an official warning

#### **NEW BUSINESS**

**Christmas Light Installation** – It was noted that the Christmas light installation has been scheduled.

**Storage Locker & Parking Stalls** – Council discussed recent requests made by residents to rent parking and/or storage from the Strata. It was noted that the Strata Corporation does not own any extra storage or visitors parking and those wishing to purchase or rent the aforementioned would need to do so privately with a seller.

**Door Sensor/Alarm Concern** – Council discussed and reviewed the P-Level door sensors which have been noted as only triggering intermittently. It was noted that new sensors for the doors in question would be ordered and installed by CIS during one of their upcoming visits.

**Automatic Doors Ajar** – Council discussed recent concerns with regards to seeing the automatic doors ajar. It was noted that CP Distributors, the company that installed the automatic door operators would attend as soon as possible to adjust as required.

As this is considered a security concern, Council asks all residents/owners to please report any and all doors that are not opening or latching as they should to AWM.

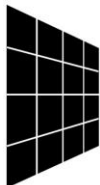
**Fire Panel System Software Update** – Council reviewed a bulletin from Chubb regarding a mandatory and free software update for the fire alarm panel. It was noted that the update would be scheduled between Chubb and the Resident Manager.

**Parkade Cracks** – Members from Council and AWM walked the parkade to inspect a number of cracks in the foundation. It was noted that AWM would reach out to the builder Polygon to review these cracks again as they have progressed since their last response on the issue.

**PERSONAL INSURANCE:** Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

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**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:07 p.m.

**NEXT MEETING**

The next meeting date will be Monday, February 18<sup>th</sup>, 2018

These minutes were submitted on behalf of the Strata Council of EPS 2691 by:

**Kyle Gloude**

**Strata Agent**

**AWM-Alliance Real Estate Group Ltd.**

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