

COUNCIL MEETING MINUTES

Thursday, February 17, 2022

EPS 3957 – Newport at West Beach (Residential Executive Section)



LOCATION

5:30 p.m. **Electronically via Zoom**

STRATA COUNCIL 2021-2022

President

Rick Davis

Vice-President

Sambhav Dhawan

TREASURER

Kelly Erdman

At Large

Narinder Johal Elaine Murray Alison Ganes Brian Thomas

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "0" for emergency assistance.

PROPERTY MANAGER

Erica Comack Direct Phone: (604) 248-0760

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Kelly Erdman Narinder Johal Elaine Murray Alison Ganes Brian Thomas Sambhay Dhawan

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:31 pm.

(2) APPROVAL OF AGENDA

After a review of the agenda and the addition and removal of a couple of items, it was moved, seconded, and **CARRIED** to approve the agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and **CARRIED** to approve the Minutes of the Strata Council Meeting held December 7, 2021, as prepared by the Property Manager, and edited by Council prior to posting.

(4) <u>FINANCIAL</u> REPORT

A. FINANCIAL STATEMENTS

It was moved, seconded, and **CARRIED** to adopt the November 2021 and December 2021 Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$2,113.01. The Council directed the Property Manager to follow up with those in arrears of strata fees, move in fees and fines.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.



Step 2: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot.

Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit,

all legal feels charge will be applied to their unit to cover the costs associated with the lien.

Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next

step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the

Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty in Accordance With The Strata Corporation's Bylaws.

C. QUARTERLY PROJECT PLANNING

Council reviewed the 2nd quarter controllable costs project list. As some of the items on the 1st quarterly controllable cost project list were not addressed in the 1st quarter, they were included on the 2nd quarter controllable costs project list. It was moved, seconded, and **CARRIED** to authorize the expenditures of \$1,500. Some of this was approved in the prior quarter but not spent.

(5) **BUSINESS ARISING**

1. Waste Removal

Council discussed the of moving the FOB reader so that it would not be impacted by the door when opened wide for the movement of the large containers. Council is waiting on a quote from Action Lock to determine the cost to relocate the fob reader.

2. <u>Bylaw Consideration (Home Based Business)</u>

This item was not discussed and tabled for a later date.

(6) NEW BUSINESS

1. Hydro Box Cover

Council discussed the suggestion of looking into the option of having a decorative wrap applied to the Hydro Box on Buena Vista Avenue. As this would improve the curb appeal of the Strata, Council will look at the options with BC Hydro.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

 Form K update, Balcony glass repair – Files updated, Handyman will provide quote for Council's consideration.



- Locker contents thrown out This is an Owner-to-Owner issue.
- Hydro box Decorative wrap See New Business.
- Parking pass Parking pass mailed.
- Form K update, Enterphone update Files and enterphone updated.
- Visitor parking, Parking pass Parking pass mailed.
- Arrear's inquiry Property Manager responded.
- Telus access Access provided.
- Smoke smell, Items on common property Property Manager will contact Owner.
- Home based business, Water leak, Chargeback letter, Council correspondence –
 The Property Manager and Council will follow up with the Owner.
- Water leak, Balcony leak, Items on common property Owner addressed, Council has directed the Property Manager to follow up with the Owner.
- Chargeback letter The Property Manager will follow up on the Owner's concerns.
- Ceiling leak, Message from unit above, Surveillance footage Plumber dispatched, Surveillance provided to the RCMP.
- Alteration request, Message for unit above Alteration forms provided.
- Parking stall use for maintenance.
- Move in fee, parking stall Owner has provided approval for move in fee.
- Safety concern Bylaw infraction will be sent.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

(8) COUNCIL MEETING SCHEDULE

- 1 of 6 Council Meeting December 7, 2021
- 2 of 6 Council Meeting February 17, 2022
- 3 of 6 Council Meeting April 12, 2022
- 4 of 6 Council Meeting TBD
- 5 of 6 Budget Meeting TBD
- 6 of 6 Council Meeting TBD
- Annual General Meeting TBD

(9) TERMINATION

As there was no further business, the meeting was terminated at 6:17 pm.

These minutes were taken by the Property Manager in the first instance and then edited by the Strata Council for distribution.

Erica Comack

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-0760 Email: erica.comack@dwellproperty.ca

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COUNCIL MEETING MINUTES

Thursday, February 17, 2022

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2021-2022

President/Privacy Officer

Sean Erdman

Vice-President

Jerome Erdman

Treasurer

Rick Davis

Secretary

Ross Charlesworth

Bldgs / Landscape

Trevor Kray

Commercial Representative

Jas Binpal

Strata Website

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PROPERTY MANAGER

Erica Comack

Direct Phone: (604) 248-0760

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Ross Charlesworth Trevor Kray Jas Binpal

REGRETS:

Jerome Erdman

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:05 pm.

(2) APPROVAL OF AGENDA

After a review of the agenda, and the addition of a couple items, it was moved, seconded, and **CARRIED** to approve the agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and **CARRIED** to approve the Minutes of the Strata Council Meeting held December 7, 2021, as prepared by the Property Manager, and edited by Council prior to posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

It was moved, seconded, and **CARRIED** to adopt the November 2021 and December 2021 Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$314.88. Council has directed the Property Manager to follow up on the unit in arrears.

C. QUARTERLY PROJECT PLANNING

The Treasurer reviewed with Council the 2nd guarter controllable



costs project list. It was moved, seconded, and **CARRIED** to authorize the expenditures of approximately \$28,998 for the second quarter some of which was approved in the prior quarter cost but not spent.

(5) **BUSINESS ARISING**

1. Water Escape – 1160 Building

The repairs are complete, and the insurance company has put the builder, Elite Fire, and manufacturer of the sprinkler head on notice.

2. Sprinkler Head Audit

The sprinkler head audit is still in progress and Community Fire has been provided the sprinkler drawings from Baker Engineering to continue working on this issue. Council has directed the Property Manager to inquire on the responsible party for switching the sprinkler heads.

3. Five Year Building Warranty

Council received a quote from WSP Engineering and are waiting on one more quote from RDH Building Sciences.

4. Annual Fire Inspection

The Strata Manager has requested the deficiencies report from Community Fire and will follow up on scheduling any repairs. Owners are responsible for replacing fire alarms in their unit if needed.

5. CO2 Sensor – Planned Maintenance

Xpert Mechanical has been provided approval for inspecting and calibrating the C02 sensors in the parkade and will be confirmed completed in future minutes once completed.

6. Heat Trace Fire Connection Pipe

Council discussed the considerable costs associated with the repairs to the the failed hydrant during a winter storm. None of these costs were included in the 2021/2022 Budget. Council also discussed the issue with the alarm needing to be reset after the emergency repairs. As the electrician will need to coordinate the reset with the service provider Council has directed the Property Manager to contact the vendors and make arrangements.

7. Commercial Window Damage

Action Glass have made arrangements with a Council member to meet on site to review samples for the glass replacement.

8. Snow Removal

Due to the amount of snow received this Winter the snow removal budget will be over. Council discussed increasing the snow removal budget for next fiscal year as this is an unpredictable necessary expense.

9. E-Comm Inspection



Positronic has completed the inspecting, testing, monitoring, and certification of the E-Comm amplified system.

10. Parkade Gate Damage

Damage from a tow truck retained by a resident who had a vehicle towed out of the parkade has now been completed. All costs associated with emergency repairs and final repairs will be charged back to the unit Owner whose Tenant caused the damage.

11. Parkade Wall Review

Council is still waiting for one more quote to review.

12. Electric Vehicle Parking

Council discussed the issue of Owners using the electricity in the parkade to charge their vehicles. Council has directed the Property Manager to obtain an EV Ready quote to further review options for an increasing ownership of electric vehicles.

13. Form B Error

Legal counsel has sent the legal response letter to the unit in question.

(6) **NEW BUSINESS**

1. Landscaping Proposal

Council reviewed a quote proposal from Atkinson's Landscaping and have decided to table the quote while a Council member investigates further options.

2. Discharge Pipe Leak

Xpert Mechanical were dispatched for a leaking discharge pipe and provided a quote for Council's review. This quote was approved in the controllable cost project planning.

Owners are reminded of their responsibility to have their hot water on demand tank services annually by flushing the system and checking overflow drains, etc.

Also, please do not flush anything down the toilet that is not meant to be flushed. This only causes costly plumbing repairs.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the agenda package for consideration.



The Strata Council reviewed the correspondence received regarding a Commercial Tenant using the Strata's electricity to charge their vehicle. The Property Manager has contacted the Commercial Property Manager to advise them of the situation.

There was no correspondence for discussion.

(8) COUNCIL MEETING SCHEDULE

- 1 of 6 Council Meeting December 7, 2021
- 2 of 6 Council Meeting February 8, 2022
- 3 of 6 Council Meeting April 12, 2022
- 4 of 6 Council Meeting TBD
- 5 of 6 Budget Meeting TBD
- 6 of 6 Council Meeting TBD
- Annual General Meeting TBD

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:29 pm.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Erica Comack

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-0760

Email: erica.comack@dwellproperty.ca

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COUNCIL MEETING MINUTES

Tuesday, December 7, 2021

EPS 3957 – Newport at West Beach (Residential Executive Section)



LOCATION

5:30 p.m. **Electronically via Zoom**

STRATA COUNCIL 2021-2022

President

Rick Davis

Vice-President

Sambhav Dhawan

TREASURER

Kelly Erdman

At Large

Narinder Johal Elaine Murray Alison Ganes Brian Thomas

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Kelly Erdman Narinder Johal Elaine Murray Alison Ganes Brian Thomas Sambhay Dhawan

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:34 pm.

After an informal election, it was moved, seconded, and **CARRIED** to elect the Council positions as follows:

Rick Davis
Sambhav Dhawan
Kelly Erdman
Narinder Johal
Elaine Murray
Alison Ganes
Brian Thomas
President
Vice President
At Large
At Large
At Large
At Large
At Large

(2) APPROVAL OF AGENDA

After a review of the Agenda and the addition of a couple of items, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and **CARRIED** to approve the Minutes of the Strata Council Meeting held September 8, 2021, as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

It was moved, seconded and **CARRIED** to adopt the October 31, 2021, including the September 30, 2021 fiscal year end Financial Statements as prepared by Dwell Property Management. The Strata ended the year with a surplus as estimated to be carried forward to the 2021-2022 operating budget.



B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$5,031.55 with only one Owner ho has not paid the Special Levy. The Council directed the Property Manager to follow up with those in arrears of strata fees, move fees and fines. It was noted that two of the outstanding accounts are new Owners who are in the process of setting up preauthorized payments.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

- Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.
- **Step 2**: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot.
- Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, all legal feels charge will be applied to their unit to cover the costs associated with the lien.
- Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

C. QUARTERLY PROJECT PLANNING

The Treasurer reviewed with Council the 1st quarter controllable costs project list. It was moved, seconded, and **CARRIED** to authorize the expenditures of \$1,074 as per the Project List.

(5) BUSINESS ARISING

1. Waste Removal

Council reviewed a quotation from Action Lock to address protecting the fob reader on the wall to the lower parkade, which has been damaged and subsequently repaired at no cost to the Strata. The quotation recommended a steel cover for a cost of \$769 plus taxes. Council discussed the option of moving the fob reader so that it would not be impacted by the door when opened wide for the movement of the large containers. The Property Manager will contact Action Lock to determine the cost to relocate the fob reader. In addition, it was suggested that Reliable Security be contacted to obtain the credentials to delay the timing on the garbage room door.

Council also reviewed communication from Target Zero, the waste broker, reporting that Metro Vancouver has just announced they will be increasing their per tonne rate for disposal of waste, which will in turn result in an increase to all buildings. Target Zero will work on behalf of the Strata to negotiate the lowest possible rate increase with the hauler.



Council also reviewed communication from the City of White Rock reporting that the City recently approved a bylaw whereby multi-family sold waste collection will be carried out by the City Spring 2023.

2. Annual General Meeting

Due to an administrative error, the Annual General Meeting was held on November 15th instead of October 14th. The Budget and resolutions were approved, and the Bylaws that were approved, have been filed with the Land Titles Office. As the Home-based business bylaw proposed at the AGM failed, two Council members have agreed work together on the wording and report back to Council.

(6) NEW BUSINESS

1. Water Leak - Interior

Council received reports related to a water leak on the 2nd floor of the 1160 building that resulted in minor water staining on the ceiling of a commercial unit. Xpert Mechanical was directed to attend to investigate the issue and determined that the base of the shower seemed to be leaking. Upon further review, it was noted there was possible water staining on the ceiling of the shower, which in turn created cause to look to the unit above. Upon investigation of the unit above, they found that there were nail holes in the rainwater leader resulting in a water leak. The Strata is waiting for reports from Xpert Mechanical to determine if one leak relates to the other. Once the reports are received, they will be forwarded to Council for review, consideration and pending repair.

2. Elevator Down

Recently, it was reported that the elevator was down. Richmond Elevator was requested to attend. A report on the issue was not received in time for the meeting. Council reported a few minor repairs required including securing the gate and an electrical room door. Action Lock will be directed to attend to these items.

3. Richmond Elevator

Council received communication from Richmond Elevator reporting that effective immediately, a new elevator code requirement has been set out by the Technical Safety BC requiring Strata Corporations to notify the elevator company at the time of the generator inspection to test the elevator under generator power. This will be set up for 2022.

4. Technical Safety BC

Council received communication from Technical Safety BC advising of new fees effective January 1, 2022, of 3% across all technologies.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

 Council reviewed communication from a Tenant in response to communication they received advising that they are not permitted to charge their vehicles using common area electrical outlets.



Council has over the past year denied residents the ability to use common area electricity to charge their vehicles. There is no method in place to charge Residents for the usage. The Strata will be looking at electric vehicle charging for Newport.

- Council reviewed an Application for Alterations from an Owner to remove the carpeting and install
 engineered hardwood flooring in the bedrooms. It was moved, seconded, and CARRIED to approve
 the request provided the Owner signs an Alteration Agreement.
- Council reviewed communication from an Owner requesting permission to maintain the privacy screening on their balcony. As this matter was addressed as a bylaw change, and given it meets with the requirements, it was deemed no decision required.

(8) COUNCIL MEETING SCHEDULE

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- 2 of 6 Council Meeting February 8, 2022
- 3 of 6 Council Meeting TBD
- 4 of 6 Council Meeting TBD
- 5 of 6 Budget Meeting TBD
- 6 of 6 Council Meeting TBD
- Annual General Meeting TBD

(9) TERMINATION

As there was no further business, the meeting was terminated at 6:35 pm.

These minutes were taken by the Property Manager in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828 Email: susan.macgregor@dwellproperty.ca

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Sean Erdman

Vice-President

Jerome Erdman

Treasurer

Rick Davis

Secretary

Ross Charlesworth

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Commercial Representative

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J

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

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ATTENDANCE:

Sean Erdman Jerome Erdman Rick Davis Ross Charlesworth Trevor Kray

REGRETS:

Jas Binpal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:07 pm.

After an informal election, it was moved, seconded, and **CARRIED** to elect the Council positions as follows:

Sean Erdman President and Privacy Officer

Jerome Erdman Vice President
Rick Davis Treasurer
Ross Charlesworth Secretary

Trevor Kray Buildings & Landscape Liaison
Jas Binpal Commercial Representative

(2) APPROVAL OF AGENDA

After a review of the Agenda, and the addition of a couple items, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held September 8, 2021, as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

It was moved, seconded, and **CARRIED** to adopt the October 31, 2021, including the September 30, 2021, fiscal year end Financial Statements as prepared by Dwell Property Management. The Strata ended the year with a surplus as estimated to be carried forward to the 2021-2022 operating budget.



B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$9.

C. QUARTERLY PROJECT PLANNING

The Treasurer reviewed with Council the 1st quarter controllable costs project list. It was moved, seconded, and **CARRIED** to authorize the expenditures of approximately \$9,220 as per the Project List.

(5) **BUSINESS ARISING**

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

A couple of items remain outstanding and will be addressed under the five-year warranty review, which is discussed later in these Minutes.

2. Water Escape - 1160 Building

Canstar Restoration is still waiting for the City of White Rock to close off the building permits. Unfortunately, there is an unrelated leak in a ground floor unit, and as a result, the City will not will close off the permits until it is repaired. Canstar Restorations originally attended to the unit to conduct some preliminary work, and the Developer is also investigating the cause. As of the meeting, there is one Owner who has not paid the Special Levy but have made arrangements for it to be paid within the week. It was also reported that the Insurance Adjuster has put the manufacturer of the sprinkler heads on notice, the installer and they are planning on putting the Developer and the Builder on notice as well.

3. City of White Rock - Fire Rescue Inspection

Community Fire has attended to the City of White Rock inspection request.

4. Water Leak - Townhouse Unit

Xpert Mechanical has completed the drainage work between two units.

5. Annual Fire Inspection

Community Fire is scheduled to attend Newport on December 20th for repairs and inspection of the missed units from the original fire inspection. It is noted that Owners are responsible to replace smoke alarms, as needed. Owners will receive written communication should they need to attend to a smoke alarm replacement.

6. Annual General Meeting

Due to an administrative error, the Annual General Meeting was held on November 15th instead of October 14th. The Budget and resolutions were approved, and the Bylaws that were approved, have been filed with the Land Titles Office.



7. Sprinkler Head Audit

Community Fire has completed a portion of the fire sprinkler head audit; however, as many units were not inspected during the first inspection it was necessary to wait until all units are inspected so the information can be complied. It was moved, seconded, and **CARRIED** via email communication between meetings to approve the expense of \$1,000 plus taxes to have the heads that were pulled and replaced inspected by Baker Engineering to determine if they meet the fire code for sprinkler rating. This amount is included in the \$9,220 referred to in the Quarterly Project Planning as noted above.

(6) NEW BUSINESS

1. C02 Sensor Maintenance

Via email communication between meetings, it was moved, seconded, and **CARRIED** to approve the expenditure of \$750 plus taxes by Xpert Mechanical to inspect/calibrate the C02 sensors in the parkade. This work is scheduled for January. This amount is included in the \$9,220 referred to in the Quarterly Project Planning as noted above.

2. Commercial Window Damage

A commercial unit front door was smashed in the late evening hours. Action Glass attended to make safe the unit and measure up for replacement. It was moved, seconded, and **CARRIED** to accept the quotation from Action Glass in the amount of \$1,951.51 plus taxes. It was noted the sealed unit is tempered glass and comes with a 10-year warranty. There is an approximate wait time from the manufacturer of up to ten weeks. This amount is included in the \$9,220 referred to in the Quarterly Project Planning as noted above.

3. E-Communication System Inspection

Via email communication between meetings, it was moved, seconded, and **CARRIED** to approve the expenditure of \$1,565 plus taxes by Positronic to inspect, test, monitor and certify the E-Comm amplified system. This work will be conducted in January and is an annual expenditure. This amount is included in the \$9,220 referred to in the Quarterly Project Planning as noted above.

4. Parkade Gate Damage

Further to the gate damage incident, Precision Door attended to mitigate damage. Council reviewed a quotation for final repairs. It was agreed to have the contractor re-attend to review the proposed repairs with a Council member to ensure the recommendations address the damages. It was moved, seconded, and **CARRIED** to direct Dwell Property Management to charge back all costs associated with the emergency repairs (\$569.63) and final repairs to the unit Owner whose Tenant caused the damage. The vehicle in question was a tow truck retained by a resident who had a vehicle towed out of the parkade.

5. Generator Inspection

Via email communication between meetings, it was moved, seconded, and **CARRIED** to approve the expenditure of \$427.50 plus taxes by Absolute Power to conduct the annual inspection of the emergency generator. It was noted that this work has been completed and was included in the fiscal year end expenses.



6. Five Year Building Warranty Review

Council received a quote from Sense Engineering for the 5-year warranty review for a cost of \$6,100 plus taxes. It was agreed to obtain two more quotations.

7. Parkade Wall Review

Council received two quotations for the Retaining Wall Review with pricing ranging from \$4,596 to \$6,200 plus taxes. It was agreed to obtain another quotation.

8. Mechanical Maintenance Report

Council received the October Mechanical maintenance report. It was noted that all items were reported as in good condition and proper working order.

9. <u>Visitor Parking – Overhead Pipe Damage</u>

The Caretaker reported damage to an overhead pipe in the Visitor Parking but was able to re-tape it and fortunately, there was no permanent damage.

10. Visitor Parking

Council continues to monitor the Visitor Parking for resident vehicles and those that park outside of the bylaws. It was noted a utility trailer was parked for several days. Fortunately, the trailer was moved the day prior to towing.

11. Parkade Ceiling Leaks

The Caretaker and Owners reported some leaking from the parkade ceiling (parking stall 48, 73 and 44). As well, there was some water issues at the water discharge pipe by parking stall 81/82. Xpert Mechanical has been asked to review the areas in question.

12. Form B Error

Council reviewed communication from an Owner's family member regarding a Form B error. A Form B for a unit was released by Dwell Property Management with an error in the parking stall allocation. The communication received threatened legal proceedings against Dwell Property Management, the Strata Corporation, and the Property Manager. Prior to the meeting and via email communication, it was the direction of Strata Council to obtain legal counsel on the matter. The Lawyer provided Council with a letter of response. Via email communication after the meeting, it was moved, seconded, and **CARRIED** to approve the letter and direct legal counsel to send it to the unit in question.

13. Electric Vehicle Charging

Council will be addressing electric vehicle charging; however, in the interest of time, it was agreed to defer this item of business until the next meeting.

Owners are reminded of their responsibility to have their hot water on demand tank services annually by flushing the system and checking overflow drains, etc.



Also, please do not flush anything down the toilet that is not meant to be flushed. This only causes costly plumbing repairs.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

There was no correspondence for discussion.

(8) COUNCIL MEETING SCHEDULE

- 1 of 6 Council Meeting December 7, 2021
- 2 of 6 Council Meeting February 8, 2022
- 3 of 6 Council Meeting TBD
- 4 of 6 Council Meeting TBD
- 5 of 6 Budget Meeting TBD
- 6 of 6 Council Meeting TBD
- Annual General Meeting TBD

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:30 pm.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca

ONLINE ACCESS TO YOUR STRATA CORPORATION

Please go to clients.dwellproperty.ca LOGIN is EPS3957 (top right corner of the screen)
If you have not registered for the website to obtain all Strata related documents, please contact
clients@dwellproperty.ca and request to receive an invitation to register. Owners will find useful tools
such as reviewing Owner ledgers, Minutes, Bylaws, Rules, reports, insurance documents, etc.

Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act.





December 5, 2021

Minutes of Annual General Meeting

Dear Owner(s),

RE: Strata Corporation EPS3957 – Annual General Meeting Minutes

Strata Corporation Section

Dear Owner(s),

We are writing on behalf of the Council of Owners, Strata Plan EPS3957, Newport at West Beach.

Further to the Electronic Annual General Meeting held on November 15, 2021, enclosed you will find a copy of the Strata Corporation Meeting Minutes, the 2021-2022 approved Operating Budget, and strata fee schedule (with 2% fee increase).

There is a change in the strata fees and if you pay your strata fees by way of the Pre-Authorized Payment (PAP) agreement, Dwell Property Management will continue to automatically debit your account in the new amount plus the difference for October and November.

If you pay your strata fees by post-dated cheques, please send a new series of cheques dated **October 1, 2021** to **September 1, 2022**, payable to "**Strata Plan EPS3957**", to the Richmond office of Dwell Property Management (address below).

Please take a moment to read the attached AGM Minutes. We recommend that you save this document for future reference. Should you have any questions, please contact the undersigned.

Warm Regards,

Dwell Property Management Agents for the Owners of **EPS3957**, **Newport at West Beach**

Susan MacGregor Property Manager

Strata Corporation Website

Sign-up to the Strata Corporation website today! Receive updates on new postings, access bylaws, minutes and much more! Need help?

Contact <u>clients@dwellproperty.ca</u> with your name, unit number, strata plan or address, and we will be happy to get you started.





ANNUAL GENERAL MEETING MINUTES STRATA PLAN EPS3957 – NEWPORT AT WEST BEACH "RESIDENTIAL SECTION"

HELD: Monday, November 15, 2021 at 6:30 pm

Electronically via Zoom

PRESENT: Twenty (20) Strata Lots Represented

Seventeen (17) In Person Electronically

Three (3) By Proxy

CALL TO ORDER

At 8:15 pm the Strata Corporation Council President, Rick Davis called the meeting to order.

<u>DETERMINATION OF QUORUM AND CERTIFICATION OF PROXIES</u>

All received proxies were verified and certified by Strata Council and the Property Manager.

There are **60** Strata Corporation votes at **Newport at West Beach "Residential Section"**. The Strata Property Act and Bylaws requires one-third of the Strata Corporation's votes (**20 votes**) to be eligible voters present in person or by proxy to constitute a quorum.

There were **Twenty (20)** Owners represented and as such quorum was established. The meeting was declared competent to deal with the business at hand.

ELECTION OF CHAIR OF MEETING

The Strata Corporation Council President, Rick Davis, chaired the meeting with the Property Manager facilitating.

PROOF OF NOTICE OF MEETING

As the proxies have granted, it was **MOVED S/L 45 and SECONDED S/L 66** that proper Proof of Notice had been provided in accordance with the requirements of the Strata Property Act with the Notice of Meeting being mailed on or before October 26, 2021. **CARRIED**

APPROVAL OF THE AGENDA

It was **MOVED S/L 65 and SECONDED S/L 63** to approve the agenda of the Annual General Meeting as distributed. **CARRIED**

APPROVAL OF GENERAL MEETING MINUTES

As there were no errors or omissions noted, it was MOVED S/L 50 and SECONDED S/L 63 to approve the previous Annual General Meeting Minutes dated October 22, 2020 as previously distributed.

CARRIED



UNFINISHED BUSINESS

See summarization below under President's report.

STRATA CORPORATION COUNCIL PRESIDENT'S REPORT

On behalf of your Residential Section Council, we are pleased to provide this Presidents' Report summarizing the projected financial results for the year ended September 30,2021 (current or this year) and the Budget for 2021/2022 (next year) plus projects / activities completed or started this year.

Projected Financial Results for the Year Ended September 30,2021

- We are projecting a surplus of \$20,198 for 2020/2021 mainly because of the following:
 - We did not spend the allocated money on legal fees to collect amounts owed because we wanted to save the money for the Special Levy collection and other unpaid fees which may be spent in next year's budget. It is important to note that some of these costs will be refundable by homeowners but there will be a timing difference.
 - We did not order the repair of the garbage room until we had a new garbage disposal company in place. This cost is in next year's budget.
 - We did not spend the planned repairs to the elevator polishing until the work completed on units damaged by the water incident in the 1160 building were complete. There were just too many trades moving in and out of the building at this time. Again, these costs are in next year's budget.
 - We were extremely careful in creating a surplus this year as there was a great deal of concern that the insurance premium increase would be large. Although largely a Strata cost, we wanted to have a surplus in the Residential Section because much of Strata fees are paid by residential homeowners. Luckily the Strata insurance premium decreased which was a surprise for us, our broker and most in the insurance industry.
- Accounts Receivable remains above our comfort level at approximately \$15,000 as of September 30, 2021 and it's important to keep in mind:
 - As of the meeting, it was reported that all but four accounts have not yet paid thei Special Levy; however, those four owners have acknowledged payment will be forthcoming. It was necessary to take the appropriate legal steps to collect these balances, which in turn resulted in most all of the outstanding levy being collected.
 - o The remaining balance relates to fines, move-in and out fees and unpaid strata fees.
 - We have worked hard to collect delinquent accounts and were successful in collecting fines from prior years, but it is a long and difficult process that requires us to balance cost vs. benefit knowing that, as a worst case, it is hoped that all fines will be collected when homes are sold.

Budget 2021/2022

- There is a small 2% increase in 2020/2021 fees (last year there was none).
- This 2% increase is supplemented by \$15,263 of surplus carried over from this current year.



- There are a few small changes from the current years estimated spending vs 2020/2021:
 - o We are budgeting for legal fees to deal with accounts receivable collection.
 - General Repairs and Maintenance has increased due to planned expenditures to repair door damage to the garbage room, repolish stainless steel in the elevator and other smaller projects.
 - Building Improvements increased due to a protective cage to protect the FOB close to the garbage room to present future damage, a larger fan to remove the odor from the garbage room and smaller projects as they arise.
 - We have also increased our Contingency Reserve to \$15,000 from the \$10,000 contribution made in the current year to increase the chance that an unforeseen event would result in a special levy at some time in the future.

Projects and Issues Addressed in 2020/2021:

- Completed projects:
 - After attempting to address a list of poor service issues with Maple Leaf we decided to switch to Revolution Garbage Disposals. We will be assisted in making sure the service is optimal by hiring Target One Consulting to oversee the contract and to immediately address service issues as they arise, Both Revolution and Target One have addressed the size of the bins, damage to a fob and odor issues in the last 2 months since the service began. We are finding that the service is already improved, and, so far it's been a good experience although we do see the bins full when there are a large number of move-ins and outs.
 - o The new Bulletin Boards are working well and the Board in the main lobby looks fitting for the style of our building.
 - The Elevator contract entered last year has resulted in reduced emergency call outs.
 Our understanding is that the first few years are most challenging for elevators in general as there are many issues that need to be worked out (apparently common issue).
 - o All Units Dryer vents in the complex cleaned (exterior only).

Issues addressed or in progress

- Visitor Parking we have been working hard to ensure that the Visitor Parkade is not used by those living in Newport and that Visitors stay no longer than 2 days at a time as per our bylaws. We have a proposed Bylaw change on this issue for your consideration. Please help us by abiding by the bylaws.
- Janitor/Caretaker Mark has been of great assistance meeting with contractors (e.g. elevator), monitoring the visitor parkade, cleaning up unnecessary garbage in the garbage room and addressing minor maintenance issues. His presence has meant the council and Susan can do their real work and not be distracted by minor and routine items.
- And finally, we would remind people that have not signed up for an account on Dwells online portal for all important notices and other documentation to please do so as soon as possible. There is a great deal of information available online that will help you understand what's happening at our building and the bylaws associated with our property.



It should be noted that your Residential Section Council worked hard this year on a variety of issues. On behalf of the Owners of Newport, I would like to thank the efforts of Vice President, Elaine Murray, Treasurer, Kelly Erdman, Council Members At Large, Narinder Johal and Pedro Alvernaz.

The Residential Section Council would also like to take the opportunity to express appreciation for the efforts of our Property Manager, Susan MacGregor and Dwell Property Management. As a team, we have overcome several challenges and managed many issues in the last year, and we continue towards the betterment of our community.

Rick Davis President, EPS3957 - Residential Section

ANNUAL INSURANCE REPORT

The President reported that the Strata Corporation Insurance policy, premium and deductible was discussed in the earlier meeting; however, the Residential Section must also carry a policy for Directors & Officers Liability. The premium for this policy is \$825.00 and the deductible is Nil.

Owners who have questions related to the Residential or Strata Corporation policy are encouraged to contact BFL Insurance Services at 604-669-9600 or the Property Manager.

RATIFY NEW RULES

There were no Rules to be considered.

MAJORITY VOTE CONSIDERATION OF 2021/2022 OPERATING BUDGET

It was **MOVED S/L 45 and SECONDED S/L 63** to place the 2021-2022 Proposed Operating Budget on the floor for consideration.

The Strata Corporation Treasurer, Kelly Erdman, reviewed with the proposed budget noting areas of increase and decrease and that there was a 2% increase in strata fees this year.. It was reported that the CRF contribution was increased, and the funds were brought forward from the 2020/2021 operating surplus to keep the increase low.

After a few questions were asked and answered, there was a call for a Majority vote on the proposed 2021-2022 Operating Budget.

20 In Favour, 0 Opposed, 0 Abstained

CARRIED

The newly approved budget reflects a 2% increase in strata fees.

Owners who pay their strata fees by pre-authorized debit are required to take no action; the auto-debit will automatically be increased to reflect the new strata fee amount.



If Owners pay by cheque, they are required to forward post-dated cheques made payable to EPS3957 for the fiscal year October 1, 2021 to September 1, 2022 to Dwell Property Management.

A copy of the approved budget and the schedule of strata fees are attached.

NEW BUSINESS

CONSIDERATION OF 3/4 VOTE RESOLUTION #1 - Bylaw Addition - Home Based Businesses

It was **MOVED S/L 50 and SECONDED S/L 42** to place ³/₄ Vote Resolution #1 on the floor for consideration.

WHEREAS pursuant to s. 119 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act") a strata corporation's bylaws may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation;

AND WHEREAS pursuant to s. 128 of the Act a strata corporation may amend its bylaws, Therefore;

THEREFORE, BE IT RESOLVED as a ¾ vote of the Residential Section strata lot owners of Strata Corporation EPS3957 – Newport at West Beach, present in person or by proxy, at this Annual General meeting held November 15, 2021, that the Strata Corporation Bylaws be amended by adding subsection (22) to Bylaw 43 as follows:

43. Use of Property

- (22) An Owner or Occupant may not use a strata lot for commercial or professional purposes unless the owner, tenant or occupant his received written consent from the Strata Corporation and meets the following requirements:
 - i) request for permission, in writing, to operate a provincially registered business is received by the Strata Corporation prior to conducting any business activities;
 - request will be considered by the Strata Corporation on a case by case basis taking into consideration the potential impact on common and limited common property and common assets as well as existing bylaws and rules;
 - iii) any, and all such requests for operating a home business will not be considered if:
 - 1. The business cannot obtain a City of White Rock Business License;
 - 2. The business cannot obtain proper business liability insurance CGL (commercial general liability) coverage of \$2 million to which the Strata Corporation is an "additionally named insured";
 - 3. The business does not comply, or cannot comply with all governing Fire Codes, WorkSafeBC or Health & Safety Regulations;
 - 4. The business posts signage related to the home-based operation;



- 5. The business displays or stocks material goods for sale;
- 6. The business requires full or part time employees other than the sole occupant business owner;
- 7. Any business that results in the visitation of customers or clients outside of normal business hours (8:30 am to 5:00 pm) other than regular courier or postal service, and more than two (2) clients at any one time;
- 8. In the case of approval rentals units, the business does not or cannot obtain approval from the legal rental owner's permission.
- iv) The Strata Corporation reserves any and all rights and obligations to reasonably reject any or all requests in writing to the owner, tenant or occupant applicant.

END OF RESOLUTION

The Strata Council advised that the proposed bylaw relates to the use of home based businesses at Newport at West Beach. They want to ensure that any home-based businesses do not compromise the right to quiet enjoyment of other residents and that traffic whether be by foot or vehicle is not increased. This will ensure the security of the building and safety of residents.

A couple of Owners strongly expressed their concerns with the wording of the Bylaw and recommended deferring it until new wording could be considered and voting at a later date. Council reviewed the proposed bylaw stating the purpose is to disallow those who may wish to operate a business that causes noise, high traffic and would affect the quiet enjoyment of residents.

After much discussion, there was a call for a ¾ Vote decision on Resolution #1 – Bylaw Addition – Home Based Businesses.

8 In Favour, 9 Opposed, 3 Abstained

MOTION DEFEATED

CONSIDERATION OF \(^4\) VOTE RESOLUTION \(^2\) - Bylaw Amendment - Parking

It was **MOVED S/L 50 and SECONDED S/L 45** to place ³/₄ Vote Resolution #2 on the floor for consideration.

WHEREAS pursuant to s. 119 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act") a strata corporation's bylaws may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation;

AND WHEREAS pursuant to s. 128 of the Act a strata corporation may amend its bylaws, Therefore;

THEREFORE, BE IT RESOLVED as a ¾ vote of the strata lot owners of Strata Corporation EPS3957 – Newport at West Beach, Residential Section, present in person or by proxy at this Annual General meeting held November 15, 2021, that the Strata Corporation Bylaws be amended by repealing Bylaw 47 Subsection (6) and replacing it as follows:

47 Bicycles, Storage and Parking

(6) All vehicles parked in a designated visitor parking space must visibly display at all



times a visitor parking pass as authorized and provided by Strata Council. All vehicles parked in a visitor parking area must be a legitimate guest of an Owner, tenant or occupant of the Strata Corporation. Overnight guests must obtain written permission from the Residential Council if the vehicle is to be parked in a visitor parking space more than twice (two separate visits in and out of parkade), regardless of the number of hours but to a maximum of 48 hours, within a within a (7) seven-day period. Any vehicle found violating this bylaw will be towed at the Owner's expense without warning.

END OF RESOLUTION

Council advised that over the past few months, it has been noted that Owners and residents are utilizing the visitor parking for the use of their personal vehicles, which is a violation of the Bylaws. The Strata Council agreed that it would be beneficial to provide more clarification around the intent of the visitor parking stall usage. Therefore, they proposed a change to the Parking bylaw be amended to address concerns.

Owners questioned the parking process; responses were provided by Council. After a few more questions were asked and answered, there was a call for a ¾ Vote decision on Resolution #2 – Bylaw Amendment – Parking.

17 In Favour, 2 Opposed, 1 Abstained

MOTION CARRIED

CONSIDERATION OF 3/4 VOTE RESOLUTION #3 – Bylaw Addition – Balcony Privacy Screens

It was MOVED S/L 50 and SECONDED S/L 22 to place 3/4 Vote Resolution #3 on the floor for consideration.

WHEREAS pursuant to s. 119 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act") a strata corporation's bylaws may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation;

AND WHEREAS pursuant to s. 128 of the Act a strata corporation may amend its bylaws, Therefore;

BE IT RESOLVED as a ¾ vote of the strata lot owners of Strata Corporation EPS3957 – Newport at West Beach, Residential Section, present in person or by proxy at this Annual General meeting held November 15, 2021, that the Strata Corporation Bylaws be amended by adding subsection 14.1 to Bylaw 43 as follows:

43. Use of Property

An Owner of a residential strata lot will not: (14)

14.1 Pursuant to Bylaw 43 (14), Owners are permitted to install balcony railing privacy screening provided the installation is an expandable polyethylene plastic green leaf privacy screen that does not extend past the height of the railing with the front of the screening facing outward and is attached with zap straps.



END of RESOLUTION

Council explained the purpose of the bylaw addition is to provide Owner's with privacy when sitting on their balconies with some guidelines of what is permitted.

As there were no questions, there was a call for a ¾ Vote decision on Resolution #3 – Bylaw Addition – Balcony Privacy Screens.

20 In Favour, 0 Opposed, 0 Abstained

MOTION CARRIED

CONSIDERATION OF 3/4 VOTE RESOLUTION #4 – Bylaw Addition – Cleaning of Balcony & Patio Areas

It was **MOVED S/L 45 and SECONDED S/L 66** to place ³/₄ Vote Resolution #4 on the floor for consideration.

WHEREAS pursuant to s. 119 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act") a strata corporation's bylaws may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation;

AND WHEREAS pursuant to s. 128 of the Act a strata corporation may amend its bylaws, Therefore;

BE IT RESOLVED as a ¾ vote of the strata lot owners of Strata Corporation EPS3957 – Newport at West Beach, Residential Section present in person or by proxy at this Annual General meeting held November 15, 2021, that the Strata Corporation Bylaws be amended by adding Bylaw 44.4 as follows:

44.4. Cleaning of Balcony and Patio Areas

An Owner who has use of limited common property must repair maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws. Limited common property patios, balconies, railings & stairs/steps must be maintained as follows:

- (a) Balconies, patios, railings and stairs/steps must be cleaned to ensure long-term performance and to minimize the building up dirt and other contaminants that may stain or deteriorate the membrane and structure below;
- (b) When cleaning balconies, patios, railings and stairs/steps, owners, tenants and 3rd party companies retained by an owner or tenant must use biodegradable detergent and water and must rinse off all detergent and clear any run-off from the area below;
- (c) Use of pressure washers are not permitted excluding patios and stairs/steps;
- (d) Any damage to a limited common property attributed to the owner or their tenant, occupants or guests must be reported to the property management company immediately to prevent further damage, and the owner is required to facilitate repairs to the standard of the property at the time of development.

END of RESOLUTION



Council reviewed with Owners the areas in question and noted this will improve the longevity of the building components.

After a few questions were asked and answered, there was a call for a ¾ Vote decision on Resolution #4 – Bylaw Addition – Cleaning Balcony & Patio Areas.

18 In Favour, 0 Opposed, 2 Abstained

MOTION CARRIED

CONSIDERATION OF 3/4 VOTE RESOLUTION #5 - Bylaw Amendment - Move In / Move Out

It was **MOVED S/L 50 and SECONDED S/L 65** to place ³/₄ Vote Resolution #5 on the floor for consideration.

WHEREAS pursuant to s. 119 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act") a strata corporation's bylaws may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation;

AND WHEREAS pursuant to s. 128 of the Act a strata corporation may amend its bylaws, Therefore; **BE IT RESOLVED** as a ¾ vote of the strata lot owners of Strata Corporation EPS3957 – Newport at West Beach, **Residential Section**, present in person or by proxy at this Annual General meeting held November 15, 2021, that the Strata Corporation Bylaws be amended by adding subsection 7 to Bylaw 48 as follows:

48. Move in / move out

(7) Owners are required to check with the City of White Rock and obtain a parking permit for moving trucks, if deemed necessary by the City.

END of RESOLUTION

Council noted that there have been some concerns put forward with respect to moving trucks parked on Oxford Street and the impact the process has on some Owners; therefore, a bylaw was proposed to assist with better control of the process.

The matter of moves in and out of the building was discussed in detail and at some points heatedly. One Owner suggested that the sidewalk is City property and not the Strata Corporation's responsibility to supervise or oversee while another Owner felt that it does have an impact on the quality of enjoyment for some Owners.

After much discussion, there was a call for a ¾ Vote decision on Resolution #5 – Bylaw Amendment – Move In / Move Out.

14 In Favour, 5 Opposed, 1 Abstained

MOTION DEFEATED

ELECTION OF 2021/2022 STRATA COUNCIL

In accordance with the Strata Corporation Bylaws and Strata Property Act, the Strata Council is deemed to have resigned; however, are eligible for re-election with the exception of those that continue for year 2 of their Council term in accordance with the Bylaws.



Council members going into the 2nd year of the 2 year term are:

Rick Davis Kelly Erdman Narinder Johal Elaine Murray

There are three positions open for Strata Council. The nominees/volunteers for the 1st year of the 2 year term are:

Alison Ganes Sambhav Dhawan

Brian Thomas

It was **MOVED**, **SECONDED** and **CARRIED** to accept the Owners are nominated/volunteered by way of Majority Vote.

TERMINATION OF THE MEETING

There being no further business, it was **MOVED and SECONDED** to terminate the meeting at 9:42 pm.

Minutes were taken by Susan MacGregor in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca

24 Hour Emergency: 604-821-2999 *5

Please keep these minutes as a record of the Strata Corporation's business.

Replacement of minutes, bylaws and rules will be at the Owner's expense, in accordance with the Strata Property Act Regulations.

ONLINE ACCESS TO YOUR STRATA CORPORATION

To access Strata Documents Online for Strata Plan EPS3957

Please visit: www.dwellproperty.ca Login: EPS3957

Owners are encouraged to **subscribe to the newsletter** to receive e-mail notification of important notices, meeting minutes, and other Strata Corporation related documents.

Strata Plan EPS3957 Newport at West Beach Approved Budget - 2021-2022 Year End - September 30th

		Re	sidential		Strata Corporation (Common)				
	2020-2021	Actual to	Estimated	2021-2022	2020-2021	Actual to	Estimated	2021-2022	
	Budget	Aug 31, 2021	Sept 30, 2021	Approved Budget	Budget	Aug 31, 2021	Sept 30, 2021	Approved Budget	
REVENUE				2.00%				2.00%	
4100 Strata Fees	82,776.00	75,878.00	82,776.00	84,430.00	220,354.00	201,991.13	220,353.96	224,760.00	
4515 Keys, Fobs	-	1,160.00	1,160.00	-	-	200.00	200.00	-	
4520 Move In/Out Charges	800.00	3,700.00	3,700.00	500.00	-	-	-	-	
4580 Interest Income	300.00	215.67	235.28	180.00	600.00	316.90	345.71	200.00	
4550 Bylaw Fines	-	200.00	200.00	-	-	-	-	-	
4940 Prior Year Brought Forward	11,291.50	10,350.56	11,291.52	15,263.00	36,231.00	33,211.75	36,231.00	25,575.00	
TOTAL REVENUE	95,167.50	91,504.23	99,362.80	100,373.00	257,185.00	235,719.78	257,130.67	250,535.00	
OPERATING EXPENSES									
ADMINISTRATIVE EXPENSES									
5020 Property Management	14,000.00	12,808.95	13,973.40	14,280.00	14,000.00	12,808.95	13,973.40	14,280.00	
5030 Bank Charges	600.00	614.25	670.09	700.00	600.00	614.25	670.09	700.00	
5040 Sundry, Postage & Copies	2,000.00	769.88	1,475.00	1,500.00	1,500.00	711.68	1,200.00	1,500.00	
5052 Professional - Audit	367.50	367.50	367.50	368.00	750.00	735.00	735.00	750.00	
5055 Professional - Engineering	-	-	-	-	4,000.00	-	-	-	
5050 Professional - Accounting	-	-	-	575.00	-	-	-	575.00	
5060 Professional - Legal	5,000.00		-	2,500.00	4,000.00	477.75	573.30	4,000.00	
5100 Insurance	850.00	756.25	825.00	850.00	86,050.00	74,019.90	80,748.98	85,000.00	
5110 Insurance Appraisal	-	-	-	-			-	1,000.00	
5230 Telephone	2,100.00	1,806.16	1,970.36	2,100.00	-		-	-	
TOTAL ADMIN. EXPENSES	24,917.50	17,122.99	19,281.35	22,873.00	110,900.00	89,367.53	97,900.77	107,805.00	
UTILITIES									
5520 Utilities - Electricity	-		-	-	22,000.00	19,721.95	21,514.85	22,000.00	
5530 Utilities - Natural Gas	400.00	314.56	377.00	400.00	-	-	-		
5540 Sewer & Water Charges	19,500.00	9,202.20	17,900.00	19,500.00	-	-	-	-	
TOTAL UTILITIES	19,900.00	9,516.76	18,277.00	19,900.00	22,000.00	19,721.95	21,514.85	22,000.00	

			Res	sidential		Strata Corporation (Common)				
		2020-2021	Actual to	Estimated	2021-2022 2020-2021		Actual to	Estimated	2021-2022	
		Budget	Aug 31, 2021	Sept 30, 2021	Approved Budget	Budget	Aug 31, 2021	Sept 30, 2021	Approved Budget	
	BUILDING MAINTENANCE									
6010	Garbage Disposal & Recycling	17,000.00	14,719.77	16,038.00	15,000.00	-	-	-	-	
6020	Janitorial Services	7,350.00	6,251.41	6,819.72	7,350.00	22,000.00	18,754.34	20,459.28	21,000.00	
6040	Pest control	-	-	-	-	1,500.00	-	-	1,200.00	
6100	General Repairs & Maintenance	4,000.00	919.68	2,180.00	7,000.00	22,000.00	7,437.79	15,400.00	16,000.00	
6120	General R & M (Exterior)	-	-	-	-	-		-	-	
6160	Elevator Maintenance	6,000.00	4,536.00	4,948.36	7,000.00	-	-	-	-	
6165	Electrical Repairs	-	-	-	-	-	-	-	-	
6170	Mechanical Maintenance	-	-	-	-	7,500.00	18,923.61	18,923.61	8,128.00	
6175	Garage Door Maintenance	1,000.00	241.50	545.00	750.00	1,000.00	359.63	545.00	750.00	
6180	Fire & Alarm Maintenance	-	-	-	-	6,333.00	1,339.80	6,000.00	4,700.00	
6190	Security Services & Cameras	-	-	-	-	10,000.00	942.90	2,020.00	10,000.00	
6260	Roof Repairs & Mtnce	-	-	-	-	-	-	-	3,000.00	
6276	Dryer Vent cleaning	2,000.00	1,074.15	1,075.00	1,500.00	-	-	-	-	
6278	Window Cleaning	-	-	-	-	6,000.00	3,699.15	3,699.15	4,000.00	
6330	5 1	3,000.00	-	-	4,000.00	3,000.00	-	-	3,000.00	
	TOTAL BUILDING MAINTENANCE	40,350.00	27,742.51	31,606.08	42,600.00	79,333.00	51,457.22	67,047.04	71,778.00	
	GROUNDS MAINTENANCE						ir.			
7010		-	-	-	-	11,000.00	9,057.14	10,434.00	11,000.00	
7020	Landscaping Improvements/Upgrade	-	-	-	-	3,000.00	810.98	1,000.00	3,000.00	
7075	Parkade Maintenance	-			-	2,000.00	-	-	6,000.00	
7080		-	-	-	-	7,000.00	4,032.00	4,032.00	7,000.00	
	TOTAL GROUNDS MAINTENANCE	-	-	-	-	23,000.00	13,900.12	15,466.00	27,000.00	
	TOTAL OPERATING EXPENSES	85,167.50	54,382.26	69,164.43	85,373.00	235,233.00	174,446.82	201,928.67	228,583.00	
		Í	•	,		,	ĺ	Í		
	TRANSFER TO RESERVES									
9510	Transfer to CRF	10,000.00	9,166.63	9,999.96	15,000.00	21,952.00	20,122.63	21,951.96	21,952.00	
	TOTAL TRANSFER TO RESERVES	10,000.00	9,166.63	9,999.96	15,000.00	21,952.00	20,122.63	21,951.96	21,952.00	
	NET SURPLUS (DEFICIT)	-	27,955.34	20,198.41	-	-	41,150.33	33,250.04	-	

Strata Plan EPS3957 - Newport at West Beach Approvd Strata Fees Combined for the 2021-2022 Fiscal Year October 1, 2021 to September 30, 2022

Unit Number	Unit #	Strata Lot	UE	Previous Combined Fees 2020-2021	Total Contribution to Strata Corporation	Total Contribution to Residential Section	Total Combined Monthly Fees 2021- 2022	Monthly Increase
01120	1120 Oxford St	2	127	317.38	323.72		323.72	2%
01130	1130 Oxford St	1	120	299.88	305.88		305.88	2%
14807	14807 Marine Drive	3	113	282.39	288.04		288.04	2%
14811	14811 Marine Drive	4	60	149.94	152.94		152.94	2%
14815	14815 Marine Drive	5	66	164.94	168.23		168.23	2%
14819	14819 Marine Drive	6	98	244.90	249.80		249.80	2%
14823	14823 Marine Drive	7	96	239.91	244.70		244.70	2%
A-001	1-14820 Buena Vista Ave	50	175	618.37	446.07	184.65	630.72	2%
A-002	2-14820 Buena Vista Ave	51	168	593.63	428.23	177.27	605.50	2%
A-003	3-14820 Buena Vista Ave	52	168	593.63	428.23	177.27	605.50	2%
A-004	4-14820 Buena Vista Ave	53	168	593.63	428.23	177.27	605.50	2%
A-005	5-14820 Buena Vista Ave	60	110	388.69	280.39	116.07	396.46	2%
A-006	6-14820 Buena Vista Ave	61	83	293.28	211.57	87.58	299.15	2%
A-007	7-14820 Buena Vista Ave	54	91	321.55	231.96	96.02	327.98	2%
A-008	8-14820 Buena Vista Ave	59	46	162.54	117.25	48.54	165.79	2%
A-009	9-14820 Buena Vista Ave	67	111	392.22	282.94	117.12	400.06	2%
A-010	10-14820 Buena Vista Ave	58	51	180.21	130.00	53.81	183.81	2%
A-011	11-14820 Buena Vista Ave	66	109	385.15	277.84	115.01	392.85	2%
A-012	12-14820 Buena Vista Ave	57	99	349.82	252.35	104.46	356.81	2%
A-013	13-14820 Buena Vista Ave	65	109	385.15	277.84	115.01	392.85	2%
A-014	14-14820 Buena Vista Ave	64	109	385.15	277.84	115.01	392.85	2%
A-015	15-14820 Buena Vista Ave	56	49	173.14	124.90	51.70	176.60	2%
A-016	16-14820 Buena Vista Ave	63	109	385.15	277.84	115.01	392.85	2%
A-017	17-14820 Buena Vista Ave	55	50	176.68	127.45	52.76	180.21	2%
A-018	18-14820 Buena Vista Ave	62	125	441.69	318.62	131.90	450.52	2%
B-201	201-1150 Oxford St	13	146	515.89	372.15	154.05	526.20	2%
B-202	202-1150 Oxford St	12	117	413.42	298.23	123.45	421.68	2%
B-203	203-1150 Oxford St	11	86	303.88	219.21	90.74	309.95	2%
B-204	204-1150 Oxford St	10	146	515.89	372.15	154.05	526.20	2%
B-205	205-1150 Oxford St	9	109	385.15	277.84	115.01	392.85	2% 2%
B-206	206-1150 Oxford St	8	112 177	395.75	285.49	118.18 186.76	403.67	2%
B-301 B-302	301-1150 Oxford St	19 18	138	625.43	451.17		637.93	2%
	302-1150 Oxford St	17		487.63	351.76	145.61	497.37	2%
B-303 B-304	303-1150 Oxford St 304-1150 Oxford St	16	104 173	367.49	265.10 440.98	109.74 182.54	374.84	2%
B-305	305-1150 Oxford St	15		611.30	367.05	151.94	623.52	2%
B-306	306-1150 Oxford St	14	144 136	508.83 480.56	346.66	143.50	518.99 490.16	2%
C-101		22						2%
C-101 C-102	101-1160 Oxford St 102-1160 Oxford St	21	132 65	466.42	336.47 165.68	139.28 68.59	475.75 234.27	2%
C-102 C-103	103-1160 Oxford St	20	151	229.68 533.56	384.90	159.33	544.23	2%
C-103	104-1160 Oxford St	26	141	498.23	359.41	148.78	544.23	2%
C-104 C-105	105-1160 Oxford St	25	66	233.21	168.23	69.64	237.87	2%
C-105	106-1160 Oxford St	23	70	247.35	178.43	73.86	252.29	2%
C-100	107-1160 Oxford St	23	135	477.02	344.11	142.45	486.56	2%
C-201	201-1160 Oxford St	30			356.86	147.72	504.58	2%
U-201	1201-1100 Oxidia St	30	140	434.03	330.00	141.12	304.38	∠ 70

Strata Plan EPS3957 - Newport at West Beach Approvd Strata Fees Combined for the 2021-2022 Fiscal Year

October 1, 2021 to September 30, 2022

	Total Residential UE		7348 6668		18,729.99 224,759.88	7,035.81 84,429.72	25,765.80 309,189.60	
C-408	408-1160 Oxford St	45	100	353.35	254.90	105.52	360.42	2%
C-407	407-1160 Oxford St	46	91	321.55	231.96	96.02	327.98	2%
C-406	406-1160 Oxford St	47	91	321.55	231.96	96.02	327.98	2%
C-405	405-1160 Oxford St	48	97	342.75	247.25	102.35	349.60	2%
C-404	404-1160 Oxford St	49	54	190.81	137.65	56.98	194.63	2%
C-403	403-1160 Oxford St	42	132	466.42	336.47	139.28	475.75	2%
C-402	402-1160 Oxford St	43	121	427.56	308.43	127.67	436.10	2%
C-401	401-1160 Oxford St	44	127	448.76	323.72	134.01	457.73	2%
C-308	308-1160 Oxford St	37	100	353.35	254.90	105.52	360.42	2%
C-307	307-1160 Oxford St	38	91	321.55	231.96	96.02	327.98	2%
C-306	306-1160 Oxford St	39	91	321.55	231.96	96.02	327.98	2%
C-305	305-1160 Oxford St	40	97	342.75	247.25	102.35	349.60	2%
C-304	304-1160 Oxford St	41	54	190.81	137.65	56.98	194.63	2%
C-303	303-1160 Oxford St	34	132	466.42	336.47	139.28	475.75	2%
C-302	302-1160 Oxford St	35	121	427.56	308.43	127.67	436.10	2%
C-301	301-1160 Oxford St	36	127	448.76	323.72	134.01	457.73	2%
C-207	207-1160 Oxford St	31	140	494.69	356.86	147.72	504.58	2%
C-206	206-1160 Oxford St	32	67		170.78	70.70	241.48	2%
C-205	205-1160 Oxford St	33	142	501.76	361.96	149.83	511.79	2%
C-204	204-1160 Oxford St	27	141	498.23	359.41	148.78	508.19	2%
C-203	203-1160 Oxford St	28	67	236.75	170.78	70.70	241.48	2%
C-202	202-1160 Oxford St	29	67	236.75	170.78	70.70	241.48	2%



COUNCIL MEETING MINUTES

Thursday, September 8, 2021

EPS 3957 – Newport at West Beach (Residential Executive Section)



LOCATION

5:30 p.m. **Electronically via Zoom**

STRATA COUNCIL 2020-2021

PRESIDENT

Rick Davis

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "0" for emergency assistance.

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Kelly Erdman Narinder Johal Elaine Murray

REGRETS:

Pedro Alvernaz

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 6:00 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda and the addition of a couple of items, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held June 10, 2021 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

After a review of the Financial Statements as of July 31, 2021, it was moved, seconded and **CARRIED** to adopt the Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$20,474.42 much of which relates to the Special Levy for the insurance deductible which was due July 1, 2021. It was agreed to proceed with Demand Letters to those who have yet to make payment of the Special Levy.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.



Step 2: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot.

Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, all legal feels charge will be applied to their unit to cover the costs associated with the lien.

Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next

step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the Owner's default.

Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

C. QUARTERLY PROJECT PLANNING

Upon a review of the recommended quarterly maintenance expenditures, there are no planned expenditures for this quarter.

(5) **BUSINESS ARISING**

1. Waste Removal Contract

Overall Council is pleased overall with the new waste management company. Unfortunately, due to the size of the bins, the fob reader was knocked by one of the containers. The company paid for the repair. Council will be looking to install some protective measures in the new budget year.

2. Annual General Meeting

The Treasurer and President reviewed with Council the proposed operating budget for 2021-2022. After a few amendments, it was moved, seconded and **CARRIED** to accept the budget as amended. As well, Council discussed several resolutions to be proposed.

With respect to the upcoming Council Election, it was noted that Bylaw 17, Council member terms, states that after the third Annual General Meeting, the members elected to fill the vacant positions must be for a term of 2 years and that half the members must be a 2 year term.

It was noted that, Rick Davis. Kelly Erdman, Elaine Murray and Narinder Johal will continue with the 2nd year of the 2-year term. This will allow for the election of three new members to Council who will be elected for a two-year term.

The AGM is set for October 14th. The Notice Package will be sent once finalized.

3. <u>Dryer Vent Cleaning</u>

National Air Technologies completed the dryer vent cleaning as previously approved. One unit was missed. The Property Manager will follow up with the Owner to have it completed.

(6) <u>NEW BUSINESS</u>



1. Parking Stall Sale / Purchase

Further to the Owners request for assistance from the Strata Corporation to purchase a parking stall from another Owner, it was determined that given the need to have lawyers involved and the large cost to facilitate the sale not knowing if a unanimous resolution could be reached, it was agreed by the owner to not proceed. It was moved, seconded and **CARRIED** to charge back the legal costs to date on this matter to the unit Owner.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

- Council reviewed communication from an Owner related to a noise complaint from a neighboring unit. The Property Manager confirmed that a bylaw infraction letter had been sent. above them.
- Council reviewed communication from a Tenant
- Council reviewed communication with respect to smoking incidents. As this unit was previously
 warned of the bylaws in writing, it was moved, seconded, and CARRIED to authorize levying a fine
 in the amount of \$200. Further incidents will result in additional fines being levied.
- Council reviewed communication a Resident with respect to continued smoking incidents. As this
 unit was previously warned of the bylaws in writing, it was moved, seconded, and CARRIED to
 authorize levying a fine in the amount of \$200. Further incidents will result in additional fines being
 levied.
- Council reviewed an Application for Alterations from an Owner. It was moved, seconded, and
 CARRIED to approve the request provided the Owner signs an Alteration Agreement.

(8) COUNCIL MEETING SCHEDULE

- 1 of 6 Council Meeting December 10, 2020
- 2 of 6 Council Meeting February 25, 2021
- 3 of 6 Council Meeting April 22, 2021
- 4 of 6 Council Meeting June 10, 2021
- 5 of 6 Budget Meeting August 5, 2021
- 6 of 6 Council Meeting September 8, 2021
- Annual General Meeting October 14, 2021

(9) TERMINATION

As there was no further business, the meeting was terminated at 7:05 pm.

These minutes were taken by the Property Manager in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828 Email: susan.macgregor@dwellproperty.ca



ONLINE ACCESS TO YOUR STRATA CORPORATION

Please go to clients.dwellproperty.ca LOGIN is EPS3957

Subscribe to receive notifications - scroll down to the bottom right-hand side, and select *subscribe* to receive all Strata Notices to stay up-to-date with information regarding your Strata. Owners will find useful tools such as reviewing Owner ledgers, review minutes, Bylaws, Rules, reports, insurance documents, etc.

Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act.



Thursday, September 8, 2021

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "5" for emergency assistance

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Jas Binpal Narinder Johal

REGRETS:

Jerome Erdman

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:09 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda and the addition of a couple items, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held April 22, 2021 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

It was moved, seconded and **CARRIED** to adopt the July 31, 2021 Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$1,961.96. The Property Manager noted that the payments have not yet been posted and will be adjusted by September 15th.



Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

C. QUARTERLY PROJECT PLANNING

Upon a review of the recommended 3rd quarter maintenance expenditures, it was moved, seconded and **CARRIED** to authorize the expense of \$3,255.00 as quoted by Xpert Mechanical to reconfigure the drainage piping between two units and in the parkade.

(5) **BUSINESS ARISING**

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Council will be putting forward a resolution to the Owners to allocate funds for the 5-year building envelope report. This needs to be completed prior to the expiry of the warranty. Council also discussed the need to have a report completed related to the parkade slab wall, which would be a more in-depth report.

2. Parkade Water Discharge Pipes

Xpert Mechanical completed re-piping the water discharge pipes in the parkade.

3. Water Escape - 1160 Building

Canstar Restoration is mostly complete all repairs. They have worked with Owners to choose colors/flooring etc. The City of White Rock will be conducting inspections to close off the permits. Several Owners have yet to pay the Special Levy; the Property Manager was directed to send Demand Letters to those that have not paid as of yet.

The Strata Corporation is in receipt of the final water damage deductible invoice from Canstar Restoration for the deductible of \$100,000. It was moved, seconded and **CARRIED** to authorize payment of \$50,000 from the Special Levy fund as of September 8, 2021, representing 100% of the 100,000 deductibles.

4. City of White Rock - Fire Rescue Inspection

Community Fire will proceed with the inspection as approved as part of the annual fire inspection.

5. Water Leak - Townhouse Unit

Council reviewed a quotation from Xpert Mechanical with respect to the drainage issue between two units. It was moved, seconded and **CARRIED** to approve the quotation to reconfigure the piping for a cost of \$3,080 plus GST.

6. <u>Insurance Renewal</u>

BFL Insurance was able to negotiate the renewal of the insurance policy for EPS 3957 with a 6.1% premium decrease. The valuation of the renewal increased by 3.7%. Via email communication prior to the meeting, it was moved, seconded and **CARRIED** to accept the proposal from BFL in the amount of



\$80,764 for the Corporation annual insurance, and it was agreed to finance the renewal via Snap Premium Finance with a finance charge od \$2,415.99.

The deductibles have changed from last year as follows:

	All Risks	Reduced to	\$25,000
\triangleright	Water Damage	No Change	\$100,000
	Sewer Back-up	No Change	\$100,000
	Flood	No Change	\$100,000
	Earthquake	No Change	15% / \$250,000 minimur

A copy of the insurance policy has been posted to the website.

OWNERS ARE ENCOURAGED TO TAKE THE INSURANCE SUMMARY OF COVERAGES TO THEIR PERSONAL HOME INSURANCE COMPANY TO ARRANGE FOR COVERAGE OF THE DEDUCTIBLES.

7. Annual Fire Inspection

Council reviewed the annual fire inspection notice and repair summary as prepared by Community Fire. It was moved, seconded and **CARRIED** to approve the quotation for common area only repairs as presented. It was noted that Owners are required to replace smoke alarms as needed. Owners will receive written communication should they need to attend to a smoke alarm replacement. Several Owners did not provide access for the inspection; a secondary date will be set up.

8. Annual General Meeting

The Treasurer reviewed with Council the proposed operating budget for 2021-2022. After a few amendments, it was moved, seconded and **CARRIED** to accept the budget as amended. As well, Council discussed several resolutions to be proposed. With respect to the upcoming Council Election, it was noted that Bylaw 17, Council member terms, states that after the third Annual General Meeting, the members elected to fill the vacant positions must be for a term of 2 years.

It was noted that Sean Erdman, Rick Davis and Jerome Erdman will continue with the 2nd year of the 2-year term. In addition, Jas Binpal is the Commercial representative. This will allow for the election of three new members to Council who will be elected for a two-year term and that half the members must be a 2 year term.

The AGM is set for October 14th. The Notice Package will be sent once finalized.

(6) <u>NEW BUSINESS</u>

1. Sprinkler Head Audit

Community Fire will be conducting the fire sprinkler head audit at the same time as the annual fire inspection so there is less intrusion to the Owners. Council reviewed an incomplete report as several units did not provide access. An updated report will be forthcoming. In addition, it was noted that several sprinkler heads were pulled and replaced for the purpose of inspection. Upon an initial review, it was noted that the sprinkler heads met fire code for the sprinkler rating.

2. Snow Removal

Council reviewed two quotes for snow removal services. It was moved, seconded and **CARRIED** to accept the proposal from Atkinson Landscaping who had done the work in the past and are familiar



with the building. It was agreed that a couple of buckets with pet friendly ice melt would be placed at the entrances once the icy season is upon us.

3. <u>Unapproved Common Area Alteration</u>

Council reviewed communication prepared by the Commercial Section management company sent to one of the commercial unit Owners requesting them to remove the a/c unit installed without Council permission. It was also noted that a financial penalty was assessed to the strata lot account. It has been reported that the a/c unit has now been removed.

4. Common Hallway Defect - 4th floor

Council received a report on a soft spot on the 4th floor walkway and arranged for a contractor to review. It was noted that water is sitting below the walkway membrane and creating a soft spot. The Property Manager will reach out to the Developer regarding this item; however, it will be addressed as part of the 5 year building envelope review for warranty purposes.

Owners are reminded of their responsibility to have their hot water on demand tank services annually by flushing the system and checking overflow drains, etc.

Also, please do not flush anything down the toilet that is not meant to be flushed. This only causes costly plumbing repairs.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

- Report of Truck Damage Council reviewed communication from an Owner who reported their vehicle
 was damaged from the height indicator at the entrance to the main parking garage. The height indicator
 was reinstalled, and the Owners were advice to contact ICBC.
- Response to Bylaw Infraction: Council reviewed communication from an Owner who received notices on their vehicle and a bylaw infraction letter. The Owner expressed concerns related to the level of enforcement and the procedures in place. Council acknowledged receipt of the complaint.

(8) COUNCIL MEETING SCHEDULE

- 1 of 6 Council Meeting December 10, 2020
- 2 of 6 Council Meeting February 25, 2021
- 3 of 6 Council Meeting April 22, 2021
- 4 of 6 Council Meeting June 10, 2021
- 5 of 6 Budget Meeting August 5, 2021
- 6 of 6 Council Meeting September 8, 2021
- Annual General Meeting October 14, 2021



(9) TERMINATION

As there was no further business, the meeting was terminated at 6:00 pm.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Susan MacGregor **Dwell Property Management**#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca

ONLINE ACCESS TO YOUR STRATA CORPORATION

Please go to clients.dwellproperty.ca LOGIN is EPS3957 (top right corner of the screen)
Subscribe to receive notifications - scroll down to the bottom right-hand side, and select *subscribe* to receive all Strata Notices to stay up-to-date with information regarding your Strata. Owners will find useful tools such as reviewing Owner ledgers, Minutes, Bylaws, Rules, reports, insurance documents, etc.



Thursday, June 10, 2021

EPS 3957 – Newport at West Beach (Residential Executive Section)



LOCATION

5:30 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Rick Davis

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "0" for emergency assistance.

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Kelly Erdman Narinder Johal Elaine Murray

REGRETS:

Pedro Alvernaz

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:33 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda, it was moved, seconded and **CARRIED** to approve the Agenda as presented.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held April 22, 2021 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

After a review of the Financial Statements as of April 30, 2021, it was moved, seconded and **CARRIED** to adopt the Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$88,584.86 much of which relates to the Special Levy for the insurance deductible which is due July 1, 2021. The Treasurer asked that Dwell consider allocating the special levy charges to the Strata Corporation section as the receivable is Strata's not Residential. The Property Manager will follow up with the Controller. Statement of Account notices are sent out on monthly basis.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.



Step 2: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot.

Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, all legal feels charge will be applied to their unit to cover the costs associated with the lien.

Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

C. QUARTERLY PROJECT PLANNING

Upon a review of the recommended quarterly maintenance expenditures, it was moved, seconded and **CARRIED** to authorize the Q3 expenditure of up to \$1,300 for dryer vent cleaning.

(5) **BUSINESS ARISING**

1. Waste Removal Contract

Maple Leaf Disposal has acknowledged termination of the contract and will be removing their bins on June 30th. New bins will go in on June 30th. The on contract for almost two years. There have been numerous concerns related to the service levels. The contract with Maple Leaf comes up for renewal July 1st. Council reviewed a competitor quote for waste removal service. The proposal allows for a decrease in costs. It was noted that the proposed service would be single stream meaning no separation for organics, the need to educate Owners and provide proper signage. It was moved, seconded and **CARRIED** to terminate the contract with Maple Leaf Disposal providing notice as of March 31st for a June 30th termination subject to a few questions raised. The Property Manager will communicate with Target Zero and Council to answer a few additional questions.

(6) **NEW BUSINESS**

1. Elevator Maintenance - MCP

Council reviewed communication from Richmond Elevator regarding the recent Technical Safety BC adoption of B44-2016 Elevator Safety Code, which went into effect April 30, 2020. The new code requires that Strata Corporations are complying by September 30, 2021, and requires that they are compliant by having a Maintenance Control Plan in place. Richmond Elevator advised that there is a one time increase of 5% to implement the MCP and an annual increase of 3% for the service contract.

2. Visitor Parking Usage

There has been an increase of visitor parking violations by Residents of Newport. Council directed the Property Manager to post a notice reminding Residents of their responsibility to adhere to the Bylaws.



3. Annual General Meeting

The Annual General Meeting is tentatively scheduled for October 14, 2021. Owners are encouraged to mark the date in their calendars. The Treasurer's of both Sections will meet on August 5th to review the proposed budget.

4. Dryer Vent Cleaning

Please be advised that dryer vent cleaning from the exterior is scheduled for July 28th. Should Residents wish to have their dryer vents cleaned from the interior in addition to the exterior, the cost to do so is a Resident responsibility and is \$25. For more details, please await the Notice which will be posted closer to the date.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

- Owner. The parking stalls are considered Limited Common Property and attached to the unit. Thus, this would require a unanimous vote of the Owners at a General Meeting to amend the strata plan. Should approval be obtained, it would be necessary to amend the strata plan and file it at Land Titles Office. Council agreed the process may proceed provided the Owner take responsibility for all costs associated with presenting at the upcoming General Meeting. The Property Manager will follow up with the Owner to advise that all costs including retaining a lawyer to prepare the resolution will be charged back to their occupant ledger.
- Council reviewed communication from an Owner related to a noise complaint from a unit above them. The Property Manager confirmed a letter was sent.
- Council reviewed communication from a Tenant disputing a noise bylaw infraction letter received and reported noise from the complainant's unit. Council acknowledged receipt of the letter and wishes to remind all Residents that respect is a two-way street. Noise does travel and with the nice weather, windows are open resulting in additional noise.
- Council reviewed communication from reporting a smoking infraction. The complaint alleges the occupant on the balcony of a 2nd floor unit smoking marijuana as the smell drifts into units around the source unit. The Property Manager confirmed a bylaw infraction letter was sent to the unit in question.

(8) COUNCIL MEETING SCHEDULE

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1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – April 22, 2021
4 of 6 – Council Meeting – June 10, 2021
5 of 6 – Budget Meeting – August 5, 2021
6 of 6 – Council Meeting – September 9, 2021
Annual General Meeting – October 14, 2021
```



(9) **TERMINATION**

As there was no further business, the meeting was terminated at 6:21 pm.

These minutes were taken by the Property Manager in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor **Dwell Property Management**#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828 Email: susan.macgregor@dwellproperty.ca

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Thursday, June 10, 2021

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Jas Binpal Narinder Johal

REGRETS:

Jerome Erdman

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:04 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda, it was moved, seconded and **CARRIED** to approve the Agenda as presented.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held April 22, 2021 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

The Treasurer reported that the Strata currently has a year to date surplus; however, there are some upcoming expenditures not accounted for. It was moved, seconded and **CARRIED** to adopt the April 30, 2021 Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$8,324.04 all of which relates to a portion of the Special Levy for the insurance deductible which is due July 1, 2021. Statement of Account notices are sent out on monthly basis.

C. QUARTERLY PROJECT PLANNING

Upon a review of the recommended 3rd quarter maintenance expenditures, it was moved, seconded and **CARRIED** to authorize



the following expenditures for a cost of approximately \$9,430 some of which has been approved previously but will be incurred in this quarter.

SRC Engineering for \$1,260
Positronic's for \$1,680
Hose bib repair for \$254
Marine Dr fob/lock repairs for \$500
Irrigation repairs for \$250
Sump pump repair for \$535
Backflow testing for \$1,252
Window Cleaning for \$3,699

It was determined the fan on the storage room under the ramp is working properly.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

(5) **BUSINESS ARISING**

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Mack Kirk at the direction of the warranty provided, WBI has completed work on the common area of the 3rd floor of the 1160 building. There is a tile deficiency that will be completed shortly. It was agreed funding for the 5-year warranty review will be budgeted.

2. Parkade Water Discharge Pipes

Xpert Mechanical will commence re-piping the water discharge pipes in the parkade on June 11th.

3. Parkade Slab Walls

Warranty claims have been filed related to parkade leaks; however, the work has not yet been completed.

4. Water Escape - 1160 Building

Canstar has completed the emergency mitigation work and has all units dried out. A scope of work and quotation was received from Canstar Restorations in the amount of \$90,541.07, which does not include the emergency work or additional 'non-Canstar" expenses. The claim is estimated at between \$140,000 and \$160,000. Council met via Zoom on May 6th with Pat Williams, legal counsel from Clark Wilson to discuss the matter and options available to the Strata Corporation as a result of the water escape. It was noted that given the sprinkler head may have failed and it may have not been properly "fused", the Owner of the strata lot is not responsible. Mr. Williams advised Council that in accordance with the Strata Property Act, they may assess a levy against the Owners for payment of the insurance deductible without a Special General Meeting. Via email communication between meetings, it was moved, seconded and **CARRIED** to levy an assessment payable by July 1, 2021 upon all Owners in the amount of \$100,000 to pay the insurance deductible in accordance with S. 158 (3) of the Strata Property Act. Owners were mailed an information page on the water escape and the reasons for the assessment. As well, this information was posted to the website.



Several other options were discussed with legal Counsel including whether the Strata could recover the deductible, their obligation to repair the building and ensure that an inspection of the sprinkler heads is undertaken to reduce the chances of another failure. Once the inspection is completed, Council will know if it is necessary to replace heads and what the cost of that work will be. Legal Counsel discussed what legal action the Strata Corporation may take against the Developer, Installer and Manufacturer related to the situation noting that negligence would need to be proved.

Council reviewed a quotation from Community Fire in the amount of \$1,860 plus taxes to conduct an audit of the in-suite sprinkler heads located above / next to the fireplaces at the same time as the annual fire inspection. Council discussed the quote, and it was agreed more clarification on the inspection was required. It was also noted, that this was for only those sprinkler heads next to / over the fireplace; however, all sprinkler heads will need to be inspected at a later date.

Many Owners have written to express their concern related to the reason why they were responsible for the deductible and not the Developer, the Installer, Manufacturer or the source unit. Owners are advised that the Strata Council is working through the process, and has every intention of addressing responsibility; however, this will be separate from the insurance claim. Investigation of the sprinkler heads to determine if the correct sprinkler head was installed or if there were manufacturer's defects, and if so, a ¾ vote of the Ownership is required to proceed. There will substantial legal costs to pursue if it is found to be viable; therefore, it is important to ensure proper research is undertaken.

Council directed the Property Manager to send a letter to the Developer, LLW to put them on notice. The Strata Corporation is in receipt of invoices from Canstar Restoration for the deductible of \$100,000. It was moved, seconded and **CARRIED** to authorize payment of \$50,000 from the Special Levy fund as of July 15th, 2021 representing 50% of the 100,000 deductible.

Owners are encouraged to pay the Special Levy on time to ensure funds are available to pay the contractor.

5. Window Cleaning

Gorilla Property Services completed window cleaning. A couple of deficiencies were noted and have been attended to.

6. City of White Rock - Fire Rescue Inspection

Council reviewed a quotation from Community Fire to attend to the City of White Rock, Fire Rescue request that the Strata Corporation take on the responsibility of the annual inspection. It was moved, seconded and **CARRIED** to accept the quotation from Community Fire in the amount of \$248 plus tax.

7. Water Leak - Townhouse Unit

Repairs to a lower unit are underway due to a Navien water heater leak from an upper unit and at no charge to the Strata Corporation. A letter was sent to the Developer and the Warranty provider regarding the garburator piping issue in another upper unit that also caused a back up in the lower unit. Subsequent to the meeting, the Developer and the Warranty provider responded advising that the repairs are outside of the warranty timeline, and therefore, they will not be repairing the piping. A quote for repairs is in progress.



(6) NEW BUSINESS

1. <u>Insurance Appraisal</u>

Council reviewed the appraisal provided by Normac Appraisals in the amount of \$24,681,000 as of July 28, 2021. This information will be used with respect to the upcoming renewal of the Strata Corporation's insurance renewal.

2. Insurances Renewal

The Strata's insurance policy renews July 28, 2021. Council directed the Property Manager to follow up with BFL Insurance to ensure the best possible pricing and the lowest deductibles despite the recent insurance claim. The Property Manager has also reached out to CMW Insurance for a competitive quotation.

3. Annual Fire Inspection

Council reviewed a quote from Community Fire for the annual in-suite and common area inspection. It was moved, seconded and **CARRIED** to approve the quotation from Community Fire in the amount of \$1,895.00 plus GST.

4. Annual General Meeting

The Annual General Meeting is tentatively scheduled for October 14, 2021. Owners are encouraged to mark the date in their calendars. The Treasurer's of both Sections will meet on August 5th to review the proposed budget.

Owners are reminded of their responsibility to have their hot water on demand tank services annually by flushing the system and checking overflow drains, etc.

Also, please do not flush anything down the toilet that is not meant to be flushed. This only causes costly plumbing repairs.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

Council reviewed a Home Inspection Report related to one unit wherein several items were reported as requiring attention. Upon review, it was noted that there were only a couple of areas that were the Strata Corporation's review. It was noted that the parkade walls showed signs of settlement cracks and moisture. The Strata Council noted that these concerns are part of the warranty review to be addressed in next year's budget. As well, the parkade water discharge pipes were noted; this work is scheduled for repair. It was noted that a bracket on the balcony is missing and requires replacement. The Strata Council directed the Property Manager to attend to the repair. Council noted that the report stated that the smoke detectors had been removed. At Council's direction, the Owner was advised via email



communication that due to life safety concerns for the occupants of the unit and the other residents of the building, the smoke detectors need to be re-installed immediately.

(8) COUNCIL MEETING SCHEDULE

```
1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – April 22, 2021
4 of 6 – Council Meeting – June 10, 2021
5 of 6 – Budget Meeting – August 5, 2021
6 of 6 – Council Meeting – September 9, 2021
Annual General Meeting – October 14, 2021
```

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:22 pm.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

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Thursday, April 22, 2021

EPS 3957 – Newport at West Beach (Residential Section)



LOCATION

5:30 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Rick Davis

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

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EMERGENCY CONTACT

Please call

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Kelly Erdman Pedro Alvernaz Elaine Murray

REGRETS:

Narinder Johal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:33 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda and the removal of one item, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held February 25, 2021 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

After a review of the Financial Statements as of February 28, 2021, it was moved, seconded and **CARRIED** to adopt the Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable as of the meeting date, which stands at \$4,846.67. It was noted that approximately \$2,500 of the outstanding relates to unpaid strata fees. The balance relates to unpaid move fees, fines and fob fees.

The Property Manager advised Statement of Account notices are sent out on monthly basis and she will send arrears letters to those who are outstanding in their strata fees.



POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.

A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not

paid in full within 21 days, a lien will be placed against the strata lot.

Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will

be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit,

all legal feels charge will be applied to their unit to cover the costs associated with the lien.

Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next

step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the

Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

C. QUARTERLY PROJECT PLANNING

Upon a review of the recommended quarterly maintenance expenditures, it was moved, seconded and **CARRIED** to authorize the Q3 expenditure of up to \$1,300 for dryer vent cleaning.

(5) **BUSINESS ARISING**

Step 2:

1. Caretaker - Contract

This item of business has been deferred.

2. Waste Removal Contract

Newport has had Maple Leaf Disposal on contract for almost two years. There have been numerous concerns related to the service levels. The contract with Maple Leaf comes up for renewal July 1st. Council reviewed a competitor quote for waste removal service. The proposal allows for a decrease in costs. It was noted that the proposed service would be single stream meaning no separation for organics, the need to educate Owners and provide proper signage. It was moved, seconded and **CARRIED** to terminate the contract with Maple Leaf Disposal providing notice as of March 31st for a June 30th termination subject to a few questions raised. The Property Manager will communicate with Target Zero and Council to answer a few additional guestions.

(6) <u>NEW BUSINESS</u>

1. CRA Tax Filing

The Treasurer reported that the CRA tax filing for the Residential Section and Strata Corporation have been filed by Dwell Property Management. It was noted that the Commercial Section has not complied.



(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

No correspondence was received/reviewed.

(8) COUNCIL MEETING SCHEDULE

```
1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – April 22, 2021
4 of 6 – Council Meeting – June 10, 2021
5 of 6 – Council Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```

(9) TERMINATION

As there was no further business, the meeting was terminated at 6:27 pm.

These minutes were taken by the Property Manager in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

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Thursday, April 22, 2021

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Jas Binpal

REGRETS:

Jerome Erdman Narinder Johal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:08 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda and the addition of a couple items, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held February 25, 2021 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

After a review of the Financial Statements as of February 28, 2021, it was moved, seconded and **CARRIED** to adopt the Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at nil owing.

C. QUARTERLY PROJECT PLANNING

Upon a review of the recommended quarterly maintenance expenditures, it was moved, seconded and **CARRIED** to authorize the following expenditures for a cost of approximately \$16,619

Repairs to the parkade water discharge piping for \$10,920

Window cleaning for \$3,699

Door & paver repairs for \$1,000

Sump pump repairs for \$1,000.



It was noted a fan that was replaced last year is not working; the Property Manager will follow up with the installation contractor.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

(5) **BUSINESS ARISING**

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Rick Davis updated Council on the status of the high priority outstanding items from the 15 month and 2 year warrantable items. It was reported that work as approved by WBI at unit #301 will commence shortly by Mack Kirk Roofing. Council is awaiting a start date.

2. <u>Caretaker – Contract</u>

This item was deferred due to higher priority items.

3. Vandalism to Commercial Unit Window

Clearbrook Glass has completed the previously approved work.

4. Parkade Water Discharge Pipes

SRC Engineering attended site to review the parkade water discharge piping. Xpert Mechanical was also present to review options best suited to address the concerns noted by both Council and Owners. As approved earlier in these Minutes, Xpert Mechanical will proceed with re-piping the water discharge pipes in the parkade.

5. Parkade Slab Walls

Based on new cracks, a claim has been filed with WBI and the Developer.

(6) NEW BUSINESS

1. CRA Tax Filing

The Treasurer reported that the CRA tax filing for the Residential Section and Strata Corporation have been filed by Dwell Property Management. It was noted that the Commercial Section has not complied.

2. Backflow Testing

Xpert Mechanical completed the annual testing and certifying of the backflows for Newport at West Beach for a cost of \$600.00.

3. Water Escape - 1160 Bldg

Council discussed the water escape from a fire sprinkler head that occurred on March 23, 2021 from a second-floor unit in the 1160 building that damaged five units in total. Canstar Restorations



attended to mitigate damage and dry out the units. Community Fire attended to replace the damaged head and restore water to the building as it has been shut off. A security company was retained to conduct fire watch while the water was shut down to the building. As there was a concern that the sprinkler head was activated due to excessive heat from the fireplace, it was moved, seconded and CARRIED via email communication prior to this meeting to retain the services of Baker Engineering to conduct forensic testing on the sprinkler head and test the fireplace to determine the cause. As of the meeting date, no report had been received. The Strata Corporation's water damage deductible is \$100,000 and the expected damage was estimated to be in the range of \$140,000 - \$160,000. Depending on the result of the engineering report, will determine whether the water damage deductible will be charged back to the source unit or not. Whether, the deductible is charged back, the Strata Corporation will be required to pay for the \$100,000, and either collect from the source unit or levy it upon the Owners of Newport at West Beach. The Property Manager will contact BFL Insurance to determine what coverage for legal expenses will be covered as part of the claim. As there are many unknowns, it was agreed by Strata Council to seek legal advice from a lawyer not affiliated with the insurance company. The Property Manager will set up a meeting with Clark Wilson.

The Strata Council wishes to recommend that Owners do not use their remotes when using their fireplaces and not to leave their fireplace unattended. The Strata Council

4. Window Cleaning

Upon review of a couple quotes, it was moved, seconded and **CARRIED** to accept the quotation for window cleaning from Gorilla Property Services in the amount of \$3,669.15. Work is scheduled for May 27th and 28th. A notice will be posted to the website closer to the date.

5. City of White Rock Inspection

Council received a letter from the City of White Rock Fire Department requesting assistance from Strata Corporations by taking on the responsibility to complete a modified inspection program so as to reduce the risk exposure of Covid-19. Council directed the Property Manager to obtain a quotation from the Strata's fire protection company to conduct the City of White Rock Fire Departments inspection program.

6. Landscaping - Mulch Proposal

Council reviewed a quotation from Atkinson Landscaping to supply and install mulch in all of the common area garden beds for a cost of \$2,123.10. After some discussion, it was moved, seconded and **CARRIED** to defer this work due to other higher priority expenses.

7. Landscape Irrigation Start Up

A-Team Irrigation has been requested to complete the spring start up of the irrigation system and repair any lines required.

8. Water Leak - Townhouse Unit

The Owner of a lower level townhouse unit reported two separate water leaks in two different areas of their townhome. After some investigation, it was determined that the Navien water heater in one of the units above was leaking, which in turn affected the lower level unit. The Owners insurance company is arranging for repairs to the unit. The Owner also reported a back up in their water closet, which was determined to be caused by another unit above the lower level unit when using the garburator. It was found that the garburator was not properly piped at the time of development. The Property Manager will put the concern forward in writing to the Developer requesting they take responsibility for repairs.



Owners are reminded of their responsibility to have their hot water on demand tank services annually by flushing the system and checking overflow drains, etc.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

- Council reviewed correspondence from a Commercial section addressing bylaw violations by one of the commercial units related to signage and notifying the unit Owner that a fine in the amount of \$200 has been levied to their strata lot account.
- Council reviewed communication from an Owner's Property Manager requesting permission to allow their Tenant use of common area electrical for charging their electric vehicle. The Strata's common electrical system is not for the use of individual Owners. Allowing one Owner to do so would set a precedent to which the Strata Council does not wish to do. The Strata Corporation does not have EVC stations at this time and advises that the City of White Rock has a facility a few blocks away providing several new charging stations for use. It was moved, seconded and **CARRIED** to deny the Owners request.

(8) COUNCIL MEETING SCHEDULE

```
1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – April 22, 2021
4 of 6 – Council Meeting – June 10, 2021
5 of 6 – Budget Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
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(9) TERMINATION

As there was no further business, the meeting was terminated at 5:26 pm.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca



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Thursday, February 25, 2021

EPS 3957 – Newport at West Beach (Residential Section)



LOCATION

5:30 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Rick Davis

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "0" for emergency assistance.

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Pedro Alvernaz Elaine Murray

REGRETS:

Narinder Johal Kelly Erdman

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:32 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda and the addition of two items, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held December 10, 2020 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

After a review of the Financial Statements as of December 31st, it was moved, seconded and **CARRIED** to adopt the Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable as of the meeting date, which stands at \$3,426.06. It was noted that approximately \$2,000 of the outstanding relates to unpaid move fees, fines and fob fees.

The Property Manager advised that Dwell has received confirmation of payment of \$400 owing from one Owner.

The Property Manager advised Statement of Account notices are sent out on monthly basis and she will send arrears letters to those who are outstanding in their strata fees.



POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.

Step 2: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not

paid in full within 21 days, a lien will be placed against the strata lot.

Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will

be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, all legal feels charge will be applied to their unit to cover the costs associated with the lien.

Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next

step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the

Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

C. QUARTERLY PROJECT PLANNING

Council reviewed a spreadsheet prepared by the Treasurer setting out upcoming maintenance expenditures.

It was moved, seconded and **CARRIED** to authorize the Q2 expenditure of \$1,500 for a high quality bulletin board for the front lobby.

(5) BUSINESS ARISING

1. Caretaker - Contract

Council will be reviewing the scope of work in further detail and to ensure efficiency.

(6) NEW BUSINESS

2. Waste Removal Contract

Newport has had Maple Leaf Disposal on contract for almost two years. There have been numerous concerns related to the service levels. The contract with Maple Leaf comes up for renewal July 1st. Council reviewed a competitor quote for waste removal service. The proposal allows for a decrease in costs. It was noted that the proposed service would be single stream meaning no separation for organics, the need to educate Owners and provide proper signage. It was moved, seconded and **CARRIED** to terminate the contract with Maple Leaf Disposal providing notice as of March 31st for a June 30th termination subject to a few questions raised. The Property Manager will communicate with Target Zero and Council to answer a few additional questions.

3. Pet Waste Concerns

The Caretaker has noted an increasing number of pet messes on common property at Newport. Owners are reminded of their responsibility to ensure they and their tenants clean up immediately after their pets. Cleaning up pet defecation is not the Caretakers responsibility. It is unsanitary and inappropriate of Owners/residents to disregard the need to clean up the mess.



(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

No correspondence was received.

(8) COUNCIL MEETING SCHEDULE

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1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – April 22, 2021
4 of 6 – Council Meeting – TBD
5 of 6 – Council Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
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(9) TERMINATION

As there was no further business, the meeting was terminated at 6:17 p.m.

These minutes were taken by the Property Manager in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828 Email: susan.macgregor@dwellproperty.ca

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Thursday, February 25, 2021

EPS 3957 - Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: EPS3957

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "5" for emergency assistance

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Jas Binpal

REGRETS:

Jerome Erdman Narinder Johal

(1) **CALL TO ORDER**

There being a quorum of Council present, the meeting was called to order at 4:04 pm.

(2) APPROVAL OF AGENDA

After a review of the Agenda and the addition of one item, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) <u>APPROVAL OF PREVIOUS MINUTES</u>

It was moved, seconded and CARRIED to approve the Minutes of the Strata Council Meeting held December 10, 2020 as prepared by the Property Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

After a review of the Financial Statements as of December 31st, it was moved, seconded and CARRIED to adopt the Financial Statements as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at nil owing.

C. QUARTERLY PROJECT PLANNING

Council reviewed a spreadsheet prepared by the Treasurer setting out upcoming maintenance expenditures.

It was moved, seconded and CARRIED to authorize the following expenditures for a cost of approximately \$11,000:

Repairs to exterior lighting were completed by Cooper Electric

Repair to a unit because of the water testing



J	Repairs to the gate at 14820
J	Removal of graffiti and replacement of commercial unit window
J	Plumbing repairs due to toilet back up
Ĵ	Repairs to water discharge pipes in parkade
Ĵ	Engineering costs to address the water discharge pipe concerns
Ĵ	E-Comm inspection and certification
Ĵ	Legal expenses

Note:

Some of the above may be duplicate approvals from Q1 or may be addressed elsewhere in these Minutes.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

(5) BUSINESS ARISING

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Rick Davis updated Council on the status of the high priority outstanding items from the 15 month and 2 year warrantable items.

2. Caretaker - Contract

Council will be reviewing the scope of work in further detail and to ensure efficiency. Council has requested that the Caretaker brush the water in the parkade away to the drains as a safety measure.

3. Vandalism to Commercial Unit Window

Clearbrook Glass is scheduled to replace the window shortly. The graffiti was previously removed.

4. E-Comm System

Further to the E-Communication system inspection, Council received the report for their records.

5. Parkade Water Discharge Pipes

There has been much concern both by Council and Owners related to the water discharge pipes in the parkade. Council discussed via telephone with the original engineer and architect for Newport at West Beach. The water discharge pipes are working as intended for the design of the building. While the intended operation is not optimal. Council discussed options such as extending the height of the pipes, pipe over to a storm drain or sawcut a drain in the parkade floor over to a drain or retain an Engineer.

It was moved, seconded and **CARRIED** to authorize up to \$2,000 for an Engineering review and preparation of a report to reduce or eliminate the issues in the long term.

6. Parkade Slab Walls

It was also noted that there are continuing water ingress leaks noted to the wall slabs and the Developer/WBI continue to pressure inject the cracks.



Discussion ensued with respect to the parkade slab wall leaks after which it was moved, seconded and **CARRIED** to authorize that an Engineer be consulted to determine whether there is a warranty claim to be made on this issue, along with other building envelope issues, and if not, the cost to reduce or eliminate further leaks in the future. As the full cost is not in the 2020/2021 these costs will be included in the 2021/2022 Budget for the unit Owners approval.

(6) NEW BUSINESS

1. Gas Fireplaces – Excessive Heat

Previously, the Strata Corporation filed a claim with the Warranty provider regarding excessive heat from the fireplaces, WBI; however, the claim was denied. Since then some Owners have taken steps on their own accord such as installing a mantle over the fireplace, installing a fan, minimizing the use of the fireplace or stopped using the fireplace to combat concerns of excessive heat. Recently an Owner brought forward the concern again, which resulted in the Strata Council discussing various options. Sense Engineering was contacted and it was suggested that Owners adhere to the manufacturers recommendations as there should be recommendations of heat protection. Owners are encouraged to review their Owners manual and refer to the Manufacturers recommendations related to the fireplaces, which can be found on-line. The Model # is BLDV400NSCSL.

2. Exterior Building - Stucco Repair

An area of stucco below a 3rd floor unit by the balcony of the 1150 building was noted as cracked. The Developer and warranty provider were notified. The Developer's contractor attended to the repair at no cost to the Strata Corporation.

3. Mechanical Maintenance Report

Council received the Planned Maintenance report for Q1. Nothing was reported as requiring attention.

4. Landscape Maintenance Contract

It was moved, seconded and **CARRIED** to renew the landscaping contract with Atkinson Landscaping for a further year with no increase.

5. Plumbing Back Up

A residential unit in the 1160 building reported a toilet back up. The Owner arranged for their own plumber to attend and the Strata Corporation arranged for Xpert Mechanical to attend site. They cleared the toilet line and the main horizontal in the parkade. The technician reported that approximately 10 lbs of pistachio shells were cleared from the line along with toilet paper. Two days later, the unit owner reported the toilet was again plugged. Xpert Mechanical again returned and cleared more pistachio shells from the line. As there was no concrete evidence from which unit the pistachio shells originated from, the Strata Corporation has no choice but to pay for the invoice from Xpert Mechanical. It was moved, seconded and **CARRIED** to authorize payment of invoice W67463 from Xpert Mechanical in the amount of \$2,074.93.

A letter will be sent to all unit Owners in the stack of units that were associated with the back up incident. In the future if the Strata Corporation can prove fault in any of these types of situations, the costs to address the issue will be charged back to the unit in question.



OWNERS ARE REMINDED THAT NOTHING SHOULD EVER BE FLUSHED DOWN THE TOILET WITH THE EXCEPTION OF HUMAN WASTE AND TOILET PAPER.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

- Council reviewed correspondence from a Commercial unit for signage. The commercial unit resident provided a diagram and specifications that were in accordance with the Strata Corporation Bylaws. It was moved, seconded and **CARRIED** to approve the signage request provided the Owner sign an Alteration Agreement.
- Council reviewed correspondence from a Commercial unit for installation of proper signage as the original signage did not adhere to the Bylaws. The commercial unit resident provided a diagram and specifications that were in accordance with the Strata Corporation Bylaws. It was moved, seconded and **CARRIED** to approve the signage request provided the Owner sign an Alteration Agreement. It was noted that paint on the sidewalk in front of the unit have been cleaned up.
- Council reviewed an email communication from an Owner wherein the backup originated disputing contractor comments that the cause was related to their unit. As noted above, given there is no concrete evidence what unit was responsible for the backup, all Owners will be responsible for the cost as it will be paid through the operating budget.

(8) COUNCIL MEETING SCHEDULE

```
1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – April 22, 2021
4 of 6 – Council Meeting – TBD
5 of 6 – Budget Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:15 p.m.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca



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Thursday, December 10, 2020

EPS 3957 – Newport at West Beach (Residential Section)



LOCATION

5:30 p.m. **Electronically via Zoom**

STRATA COUNCIL 2020-2021

PRESIDENT

Rick Davis

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Kelly Erdman Pedro Alvernaz

REGRETS:

Elaine Murray Narinder Johal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:40 pm.

After an informal election of Council, the positions were filled as noted above.

(2) APPROVAL OF AGENDA

After a review of the Agenda and a few additions, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held May 13, 2020 and July 15, 2020 (no quorum) as prepared by the Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

The Treasurer reported that the fiscal year end completed with a surplus as budgeted for and carried over to the new operating budget to offset an increase in strata fees. At the recommendation of the Treasurer, it was moved, seconded and **CARRIED** to adopt the Financial Statements for September 30, 2020 and October 31, 2020 as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable as of the meeting date, which stands at \$2,418.30. It was noted that approximately \$2,000 of the outstanding relates to unpaid move fees, fines and fob fees. The Property Manager advised Statement of Account notices are sent out on monthly basis and she will send arrears letters to those who are outstanding in their strata fees.



Strata Council requested that a formal bylaw infraction letter is sent to all Owners in arrears. With those accounts, which Owners have not responded to requests for payment, the Strata Council continues the process of filing a claim with the Civil Resolution Tribunal for a judgement for collection.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.

Step 2: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot.

Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, all legal feels charge will be applied to their unit to cover the costs associated with the lien.

Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

C. QUARTERLY PROJECT PLANNING

Council reviewed a spreadsheet prepared by the Treasurer setting out upcoming maintenance expenditures. There are no required expenditures for Q1.

(5) BUSINESS ARISING

There is no previous business for discussion.

(6) NEW BUSINESS

1. Dryer Vent Cleaning

Between meetings and via email communication, it was moved, seconded and **CARRIED** to authorize outside only dryer vent cleaning by National Air Technologies in the amount of \$1,020 plus GST. The work was completed on September 14th and expensed to the prior year.

2. Parkade Gate Maintenance

Between meetings and via email communication, it was moved, seconded and **CARRIED** to authorize the expenditure of \$1,125 plus GST to have Precision Door & Gate replace the torsion springs on the residential overhead gate. The work has been completed and expensed to the prior year.

3. Locker A24

A resident placed their personal belongings in Locker A24. Several months ago, the Owner who was assigned to that locker requested that the items be removed so that they can utilize the locker. After placing a notice on the locker and on the bulletin board and after waiting approximately 90 days, Council arranged for the lock to be cut and the contents removed from the locker so the rightful



Owner can use the locker. If anyone wishes to claim the removed items, please contact the Property Manager prior to February 28, 2021 after which the contents will be disposed of.

4. Sale of Parking Stall

Commercial Unit Owner, Glenn Duff of Royal LePage Northstar Realty, wishes to advise that a residential parking stall is available for purchase. Any Owner interested in may contact Mr. Duff by calling 604-538-2125 or in person at 14811 Marine Drive.

5. Caretaker Hours / Duties

Council wishes to advise that the Caretaker hours have been changed and are now Tuesday to Friday and Sundays from 9 am to 1 pm. Council will be reviewing the duties to determine if changes are required.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

Complaint of Noise/Smoking/Parties

Council received 12 items of communication from various Owners over a period of approximately 2 months reporting various bylaw infractions such as smoking, noise and partying. Between meetings, it was moved, seconded and **CARRIED** to levy fines in the amount of \$200 as bylaw infraction letters were sent previously. Two of the problematic individuals have since moved out of Newport and there have been no further complaints since then.

Notification of Tenant Moving

Council received notification from an Owner advising their Tenant was vacating and requesting that the recent fine levied being reversed. It was moved, seconded and **CARRIED** to deny reversal of the fine.

Security Recommendation

Council received communication from an Owner asking if the recently placed door stoppers could be removed as they serve as a potential security breach with residents propping open doors. Council directed the Caretaker to remove them.

Request for Move Fee Reversal

Council reviewed two communications from the same Owner requesting that the move in/out fee be reversed as they still reside there on a part-time basis and the unit is not rented out. It was moved, seconded and **CARRIED** to reverse the fees.

Report of Excessive Heat from Fireplaces

Council reviewed communication from an Owner reporting the excessive heat from the fireplace. It was noted that when a television was removed, there was evidence of melting. Council directed the Property Manager to arrange for a professional to attend to inspect a couple of the units.

Report of Noise and Aggression

Council received correspondence from a Tenant reporting noise violations and an aggressive face to face incident from an Owner/Resident. A very detailed communication was reviewed. Council



directed a bylaw infraction letter sent to the Owner/Resident. A second complaint was received; Council directed the Property Manager to correspond on their behalf.

Report of Inappropriate Behaviour

Council reviewed communication from an Owner/Resident reporting inappropriate behaviour by a Tenant. Council directed the Property Manager to correspond with the Owner of the unit in question.

Notice of Rate Increase

Council received notification from Target Zero, the Strata's waste removal broker, that the Greater Vancouver Regional District will be implementing rate increases for waste removal services.

Notice of Rate Increase

Council received a letter from Maple Leaf Disposal reporting a 10% increase in waste management services for Newport. The Property Manager advised Council communication was sent to Maple Leaf Disposal disputing the increase due to service issues of the past by Maple Leaf.

(8) COUNCIL MEETING SCHEDULE

```
1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – TBD
4 of 6 – Council Meeting – TBD
5 of 6 – Council Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```

(9) **TERMINATION**

As there was no further business, the meeting was terminated at 6:55 p.m.

These minutes were taken by Susan MacGregor in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828 Email: susan.macgregor@dwellproperty.ca

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Subscribe to receive notifications - scroll down to the bottom right-hand side, and select *subscribe* to receive all Strata Notices to stay up-to-date with information regarding your Strata. Owners will find useful tools such as reviewing Owner ledgers, review minutes, Bylaws, Rules, reports, insurance documents, etc.



Thursday, December 10, 2020

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2020-2021

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "5" for emergency assistance

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Jas Binpal

REGRETS:

Jerome Erdman Narinder Johal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:03 pm.

After an informal election of Council, the positions were filled as noted above.

(2) APPROVAL OF AGENDA

After a review of the Agenda and a few additions, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held July 15, 2020 as prepared by the Manager and edited by Council prior posting.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

The Treasurer was pleased to report that the fiscal year end completed with a surplus as budgeted for and carried over to the new operating budget to offset an increase in strata fees. At the recommendation of the Treasurer, it was moved, seconded and **CARRIED** to adopt the Financial Statements for September 30, 2020 and October 31, 2020 as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$200 owing representing the purchase of two fobs.

C. QUARTERLY PROJECT PLANNING

Council reviewed a spreadsheet prepared by the Treasurer setting out upcoming maintenance expenditures. Council reviewed each item



along with quotations received. It was moved, seconded and **CARRIED** to authorize the following expenditures:

- Repair to the ceiling and light fixture because of a water leak while flood testing the common walkways for a cost of approximately \$2,700 plus GST by Canstar Restorations. As this expenditure is related to the warranty investigation on the walkways, there may be a possibility of reimbursement from the Developer.
- Repairs to five more standpipes in the parkade that are emitting water for a cost of approximately \$3,000 plus GST by Xpert Mechanical.
- Repairs to the walk-in gate at 14820 Buena Vista for a cost of approximately \$250 plus GST
- Drain cleaning of a unit wherein a back up occurred for a cost of \$452.81 by Xpert Mechanical. This work is completed and interior repairs were deemed the responsibility of the unit Owner.
- Replacement of the access control system back up batteries and the ULC fire alarm communicator batteries for a cost of \$942.90 by Reliable Security Systems. As this was a safety issue, this work has been completed.
- Winterization of the garden irrigation system for a cost of approximately \$250 by A-Team Sprinklers.
- Removal of graffiti on the east wall second floor for a cost of \$395.85 plus GST by Goodbye Graffiti.
- Annual signal testing of the E-Comm system as required by the City of White Rock and annual monitoring of the system for a cost of \$1,500 plus GST by Positronics.
- Annual maintenance of the building emergency generator for a cost of \$427.50 plus GST by Absolute Power.
- Winterization of the Parkade Sprinkler System for a cost of \$676 plus GST by Community Fire Prevention.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

(5) BUSINESS ARISING

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Rick Davis updated Council on the status of the high priority outstanding items from the 15 month and 2 year warrantable items.

- 1. Roof ponding water on the roof at 305-1150 has been resolved and ponding at 301-1150 is under investigation.
- 2. 1160 Levels 3 & 4 atrium walkways sloping Water testing was completed by Mack Kirk Roofing that resulted in a water leak into unit #207. Repairs are underway by Canstar Restorations. Results of the water testing are deemed warrantable and LLW will be sending a contractor to address the problem.
- 3. Below-grade vertical drainage pipes Xpert Mechanical attended to two of the pipes as a test case. Five more have been approved to be modified by Xpert Mechanical .



2. Sump Pump / Grease & Oil Interceptor Cleaning

This item will be reviewed and discussed in Q2 as part of the Quarterly Project Planning.

3. Annual Fire Inspection

Inspection of the common area fire safety is scheduled for July 21st. In-suite inspections will resume after it is considered Covid-19 safe to do so.

4. C02 Sensor Calibration

Calibration of the C02 sensors was completed by Xpert Mechanical.

5. Caretaker - Contract Review

Council agreed to review the Caretakers contract with a view to increasing the scope of work. Once a list is compiled; Priority Building Maintenance will be contacted to discuss what options are available to the Strata Corporation.

6. Annual General Meeting

Council thanks Owners for their cooperation and patience with respect to the recent Annual General Meeting, which was held electronically and via proxy. The Budget with a zero percent increase was approved; the Depreciation Report was deferred for another year, and the bylaw related to Quorum for General Meetings was defeated. It was noted that bylaws must be approved by ¾ of the Residential Section and ¾ of the Non-Residential Section to be CARRIED.

(6) NEW BUSINESS

1. Front Entrance Fire Alarm Annunciator

The fire alarm annunciator at the front entrance to 1150/1160 was replaced as a matter of urgency as due to the location and overtime, the sun had heat damaged the panel. Council via email communication between meetings, moved, seconded and **CARRIED** the proposal from Community Fire in the amount of \$5,448.62 plus GST. This work has been completed and expensed last fiscal year.

2. Vandalism to Commercial Unit Window

At the time of the graffiti vandalism, one of the commercial unit occupants reported that two of the window panels were scratched. Council reviewed two quotes for repair. One was to remove the scratches by gently grinding down the glass and the other was replacement of the glass panels. As it was more cost effective to replace the panels and repair, it was moved, seconded and **CARRIED** to authorize the expenditure of \$1,651.65 plus GST by Clearbrook Glass for Q2 this year.

3. Snow Removal

Council reviewed three quotations for snow removal services at Newport. It was moved, seconded and **CARRIED** to approve the quotation from Atkinson Landscaping who conducted the work last year and did not propose a price increase over the past year.

4. Insurance Webinar

CapriCMW Insurance held a webinar for Council members and Property Managers to provide an update on what is happening with respect to insurance and upcoming renewals. While Newport is



insured by BFL Canada, the Council felt it beneficial to partake. Please see attached some takeaways from the meeting.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

- Council reviewed correspondence from an Owner reporting the poor appearance of one of the commercial units noting paint on the sidewalk, poorly installed signage and mats placed outside of the unit. Council confirmed a bylaw infraction letter was sent to the offending unit and after no response a second letter was sent.
- Council reviewed correspondence from a commercial unit tenant in response to a bylaw infraction letter. The tenant advised they have tried to get the paint off the sidewalk and will continue to work on it, and that new signage will be installed in February. Council directed the Property Manager to respond back in writing advising that all improvements must be completed by February 15, 2021.
- Council reviewed an alteration request for a commercial unit that has recently been tenanted. Upon review of the application, it was moved seconded and **CARRIED** to approve the requested changes except for signage, which was not included in the application.
- Council reviewed communication from an Owner related to concerns of the fireplaces in some of the units, which get extremely hot when in use. Owners are advised that previously there was claims filed with the Warranty Provider regarding the heat issue but were denied. Council discussed the matter and recommended that a professional is contacted to review and make recommendations. The Property Manager will follow up.

(8) COUNCIL MEETING SCHEDULE

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1 of 6 – Council Meeting – December 10, 2020
2 of 6 – Council Meeting – February 25, 2021
3 of 6 – Council Meeting – TBD
4 of 6 – Council Meeting – TBD
5 of 6 – Budget Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:07 p.m.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca



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Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act.





November 13, 2020

Minutes of Annual General Meeting

Dear Owner(s),

RE: Strata Corporation EPS3957 – Annual General Meeting Minutes

Residential Section

Dear Owner(s),

We are writing on behalf of the Council of Owners, Strata Plan EPS3957, Newport at West Beach.

Further to the Restricted Proxy Annual General Meeting held on October 22, 2020, enclosed you will find a copy of the Residential Section Meeting Minutes, the 2020-2021 approved Operating Budget, and strata fee schedule (with 0% fee increase), and a copy of the insurance declaration.

As there is no change in the strata fees, and you pay your strata fees by way of the Pre-Authorized Payment (PAP) agreement, Dwell Property Management will continue to automatically debit your account.

If you pay your strata fees by post-dated cheques, please send a new series of cheques dated **October 1, 2020** to **September 1, 2021**, payable to "**Strata Plan EPS3957**", to the Richmond office of Dwell Property Management (address below).

Please take a moment to read the attached AGM Minutes. We recommend that you save this document for future reference. Should you have any questions, please contact the undersigned.

Warm Regards,

Dwell Property Management Agents for the Owners of **EPS3957**, **Newport at West Beach**

Susan MacGregor Property Manager

Strata Corporation Website

Sign-up to the Strata Corporation website today! Receive updates on new postings, access bylaws, minutes and much more! Need help?

Contact <u>clients@dwellproperty.ca</u> with your name, unit number, strata plan or address, and we will be happy to get you started.





ANNUAL GENERAL MEETING MINUTES STRATA PLAN EPS3957 – NEWPORT AT WEST BEACH "RESIDENTIAL SECTION"

HELD: Wednesday, October 22, 2020 at 6:30 pm

Electronically via Zoom

This meeting was held via proxy due to health restrictions imposed by the

Covid-19 pandemic.

PRESENT: Twenty-nine (29) Strata Lots Represented

Two (2) In Person Electronically Twenty-seven (27) By Proxy

CALL TO ORDER

At 6:30 pm the Residential Section Council President, Rick Davis called the meeting to order. Council Treasurer, Kelly Erdman and the Property Manager were present electronically.

DETERMINATION OF QUORUM AND CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Residential Section Council President and the Property Manager.

There are **60** Strata Corporation votes at **Newport at West Beach "Residential Section"**. The Strata Property Act and Bylaws requires one-third of the Strata Corporation's votes (**20 votes**) to be eligible voters present in person or by proxy to constitute a quorum.

There were **Twenty-nine** (29) proxies in in total represented and as such quorum was established. The meeting was declared competent to deal with the business at hand.

ELECTION OF CHAIR OF MEETING

The Residential Section Council President, Rick Davis, chaired the meeting with the Property Manager facilitating.

PROOF OF NOTICE OF MEETING

As the proxies have granted, it was **MOVED and SECONDED** that proper Proof of Notice had been provided in accordance with the requirements of the Strata Property Act with the Notice of Meeting being mailed on or before September 29, 2020.

29 In Favour, 0 Opposed, 0 Abstained

CARRIED

APPROVAL OF THE AGENDA

As the proxies have granted, it was **MOVED and SECONDED** to approve the agenda of the Annual General Meeting as distributed.



29 In Favour, 0 Opposed, 0 Abstained

CARRIED

APPROVAL OF GENERAL MEETING MINUTES

As the proxies have granted, it was **MOVED and SECONDED** to approve the previous Annual General Meeting Minutes dated November 26, 2019 as previously distributed. **29** In Favour, **0** Opposed, **0** Abstained **CARRIED**

RESIDENTIAL SECTION COUNCIL PRESIDENT'S REPORT (Rick Davis)

On behalf of your Residential Section Council, we are pleased to provide this Presidents' Report summarizing the projected financial results for the year ended September 30, 2020 and the Budget for 2021 plus projects/activities completed or started in 2019–2020.

Projected Financial Results for the Year Ended September 30,2020

- We were extremely careful in creating a surplus this year as there was a great deal of concern that the insurance premium increase would be extreme. Although largely a Strata issue, we wanted to have a surplus in Residential Section results because most Strata fees are paid by residential home owners.
- As a result, we were careful not to spend money that was not 100% necessary.
- Luckily, we are projecting a surplus in the Strata that can cover the insurance increases for 2021.
- Accounts Receivable remains above our comfort level at approximately \$3,300; however, it's important to keep in mind that:
 - o Approximately \$600 of accounts receivable are for bylaw infraction fines that are collectible when the owner sells their property.
 - Approximately \$2,200 of accounts receivable relate to move fees or fob purchases not paid.
 - We have worked hard to collect delinquent accounts and were successful in collecting several hundred dollars of outstanding fines from prior years.
 - We will continue to work on accounts receivable with the guidance and support of Susan who has spent a great deal of time on this issue.

Budget 2021

There is NO increase budgeted in 2020/2021 fees.

There are a few small changes from this years estimated spending vs 2020/2021:

- We are budgeting for a small number of legal fees to deal with accounts receivable collection.
- Sewer and water is increasing slightly because we accrued costs in 2019 that reversed in 2020 (so the accrual was too high)
- o A full year of garbage removal and Janitorial/Caretaker services.
- An allowance for General R&M and Building Improvements that we had in last years' budget that was not spent because of our insurance concerns. As our building gets older and the insurance increases become less volatile we will need to spend money in these areas.



Projects and Issues Addressed in 2019 – 2020

Completed projects:

- New residential parkade gate opener which has proven to be much quieter and more reliable than the gate opener installed by the developer.
- o Garbage room issues with Maple Leaf have been an ongoing issue for us but progress is being made. Residents are asked to please flatten cardboard boxes and not place items that cannot be taken by the garbage collector (see signage).
- The Elevator contract entered this year has resulted in reduced emergency call outs.
 Our understanding is that the first few years are most challenging for elevators in general as there are many issues that need to be worked out (apparently common issue).
- o All Units Dryer vents in the complex cleaned (exterior only).

Issues addressed or in progress

- Visitor Parking we have been making sure that the Visitor Parkade is not used by those living in Newport and that Visitors stay no longer than 2 days at a time as per our bylaws. Please help us by abiding by the bylaws.
- Challenging residents as most of you are aware we do have a small number of residents who have been a challenge for us this year. Although we have had similar issues in the past this summer has been a difficult period. Please know that we have done all that is legally possible and have fined residents for noise, smoking and other issues.
- Janitor/Caretaker Mark has been of great assistance meeting with contractors (e.g elevator), monitoring the visitor parkade, cleaning up unnecessary garbage in the garbage room and addressing minor maintenance issues. His presence has meant the council and Property Manager can focus on other matters.

It should be noted that your Residential Section Council worked hard this year on a variety of issues. On behalf of the Owners of Newport, I would like to thank the efforts of Vice President Elaine Murray, Treasurer Kelly Erdman, Council Members At Large Narinder Johal and Pedro Alvernaz.

The Residential Section Council would also like to take the opportunity to express appreciation for the efforts of our Property Managers, Susan MacGregor and Sylvien Mak (warranty issues), at Dwell Property Management. As a team, we have overcome several challenges and managed many issues in the last year and we continue towards the betterment of our community.

ANNUAL INSURANCE REPORT

The Strata Corporation Insurance agent is **BFL Insurance Services**. The current policy runs from **July 28, 2020** to **July 28, 2021**. A copy of the renewal policy can be found within the Strata Corporation Annual General Meeting Minutes. Deductibles are as follows:

 All Losses
 \$50,000
 Flood
 \$100,000

 Water Damage
 \$100,000
 Sewer Back Up
 \$100,000

 Earthquake
 15%



Owners are encouraged that if you have not provided your personal home owner insurance company with the updated deductibles to please do so as soon as possible. *It is crucial that you have sufficient coverage.*

Private Insurance:

Owners should be sure to have a private insurance policy that covers any damage or insurance deductible which is charged back to their Strata lot in the event damage is caused to the building, another unit or their Strata lot through the negligence, omission, act or error of the Owner or his or her family or guests.

Strata Corporation Policy Deductible:

The Strata Corporation has a water damage deductible of **\$100,000**. If an Owner's washing machine or dishwasher, or other item should overflow and cause damage, the Strata Corporation's insurance policy will not be executed until the damage exceeds **\$100,000**. At that point, the Strata has the authority to charge back the deductible to the Owner's Strata lot – this is what needs to be covered by an Owner's private insurance policy. The Owner would be responsible to pay up to the first **\$100,000** of any damage claim caused by their Strata lot.

What Owners are Responsible for:

Owners are responsible for any accidents that occur with anything located inside their unit – this includes (but is not limited to) dishwashers, washers, bathtubs, showers, toilets, sinks, garburators and all associated piping located within the unit to operate these appliances. As well, an Owner is responsible for repairs within their unit from an exterior source such as roof leak, sewer back-ups, etc. The Strata Corporation is responsible for repairs to the exterior / common areas of the complex.

The purpose of Strata insurance is to insure the common asset – 'the building'. The Strata Corporation is not obligated to provide coverage for improvements or upgrades or for the negligent or accidental damage caused by Owners.

All Owners are covered by the insurance policy for incidents, but only above the amount of the policy insurance deductible. Therefore, it is recommended that Owners consult their private insurance providers and secure coverage for:

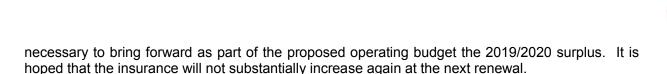
- Any Strata policy deductible that may be charged back to the Strata lot for damage caused by any item or person,
- Any items (personal or otherwise), along with any upgrades to the unit that were not part of the original construction.

Owners, are encouraged to have coverage for deductibles as noted on the insurance summary provided. If you have questions about the Strata insurance policy, please contact BFL Insurance Services at 604-669-9600 or the Property Manager.

MAJORITY VOTE CONSIDERATION OF 2020/2021 OPERATING BUDGET

It was **MOVED S/L 50 and SECONDED S/L 66** to place the 2020-2021 Proposed Operating Budget on the floor for consideration.

The Residential Section Council has worked hard to keep expenditures to a minimum over the past year so they could ensure no increase in strata fees for the Ownership for the coming year. It was



As the proxies have granted for a Majority Vote decision on the proposed 2020-2021 Operating Budget, there were 28 In Favour, 0 Opposed, 1 Abstained CARRIED

Total votes cast	In Favour	Opposed	% In Favor
29	28	0	97%

A copy of the approved budget and the schedule of strata fees are attached.

ELECTION OF 2020/2021 STRATA COUNCIL

In accordance with the Strata Corporation Bylaws and Strata Property Act, the Residential Section Council is deemed to have resigned; however, are eligible for re-election. The nominees for the new Strata Council were as follows:

Rick Davis (s/l #50) Kelly Erdman (s/l #66) Pedro Alvernaz (s/l #43) Elaine Murray (s/l #63) Narinder Johal (s/l #65)

As the proxies have granted, the above 5 nominees were elected to Council by Majority Vote approval. CARRIED

TERMINATION OF THE MEETING

There being no further business, it was **MOVED and SECONDED** to terminate the meeting at 6:45 pm with thanks to Owners for their cooperation with respect to the Restricted Proxy process.

Minutes were taken by Susan MacGregor in the first instance and then edited by the Residential Section Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca

24 Hour Emergency: 604-821-2999 *5

Please keep these minutes as a record of the Strata Corporation's business.

Replacement of minutes, bylaws and rules will be at the Owner's expense, in accordance with the Strata Property Act Regulations.



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Owners are encouraged to subscribe to the newsletter to receive e-mail notification of important notices, meeting minutes, and other Strata Corporation related documents.

Strata Plan EPS3957 - NEWPORT at WEST BEACH Approved Operating Budget For the 2020-2021 Fiscal Year Fiscal Year End September 30, 2020

		Residential				Strata Corporation (Common)				
	2		2019-2020 Actual to Estimated		2020-2021	2019-2020	Actual to	Estimated	2020-2021	
		Budget	Jul 31, 2020	Sept 30, 2020	Approved Budget	Budget	Jul 31, 2020	Sept 30, 2020	Approved Budget	
	REVENUE				0.00%				0.00%	
4100	Strata Fees	82,776.00	68,980.00	82,776.00	82,776.00	220,354.00	183,628.30	220,353.96	220,354.00	
4500	Parking Income	-	40.00	-	-	-			-	
4515	Keys, Fobs	-	320.00	-	-	-	100.00	460.00	-	
4520	Move In/Out Charges	500.00	3,400.00	3,400.00	800.00	-	-	-	-	
4580	Interest Income	250.00	363.75	415.00	300.00	250.00	644.98	710.00	600.00	
4550	Bylaw Fines	-	- 425.00	- 425.00	-	-	-	-	-	
4940	Prior Year Brought Forward	14,000.00	11,666.70	14,000.04	11,291.50	14,000.00	11,666.70	14,000.04	36,231.00	
	TOTAL REVENUE	97,526.00	84,345.45	100,166.04	95,167.50	234,604.00	196,039.98	235,524.00	257,185.00	
	OPERATING EXPENSES									
	ADMINISTRATIVE EXPENSES									
5020	Property Management	13,860.00	11,053.92	13,860.72	14,000.00	13,860.00	11,053.92	13,860.72	14,000.00	
5030	Bank Charges	600.00	472.50	567.00	600.00	600.00	477.50	572.00	600.00	
5040	Sundry, Postage & Copies	-	124.94	-	2,000.00	3,500.00	2,389.06	3,400.00	1,500.00	
5052	Professional - Audit	-	367.50	367.50	367.50	750.00	735.00	735.00	750.00	
5055	Professional - Engineering	-	-	-	-	4,000.00	-	-	4,000.00	
5060	Professional - Legal	2,000.00	87.41	87.41	5,000.00	4,000.00	719.51	772.01	4,000.00	
5100	Insurance	800.00		825.00	850.00	51,000.00	43,014.50	57,818.45	86,050.00	
5110	Insurance Appraisal	-	-	-	-	1,500.00	840.00	840.00	-	
5230	Telephone	2,100.00	1,710.14	2,180.00	2,100.00	-	186.22	-	-	
	TOTAL ADMIN. EXPENSES	19,360.00	13,816.41	17,887.63	24,917.50	79,210.00	59,415.71	77,998.18	110,900.00	
	UTILITIES									
5520	Utilities - Electricity	-	-	-	-	22,349.00	16,483.37	19,615.37	22,000.00	
5530	Utilities - Natural Gas	250.00	301.79	371.00	400.00	-	-	-		
5540	Sewer & Water Charges	19,500.00	10,260.60	17,550.00	19,500.00	-	-	-	-	
	TOTAL UTILITIES	19,750.00	10,562.39	17,921.00	19,900.00	22,349.00	16,483.37	19,615.37	22,000.00	

			R	esidential		Strata Corporation (Common)				
		2019-2020			2020-2021	2019-2020	Actual to	Estimated	2020-2021	
		Budget	Jul 31, 2020	Sept 30, 2020	Approved Budget	Budget	Jul 31, 2020	Sept 30, 2020	Approved Budget	
	BUILDING MAINTENANCE									
6010	Garbage Disposal & Recycling	17,000.00	12,495.91	15,366.00	17,000.00	-	-	-	-	
6020	Janitorial Services	12,250.00	4,370.66	5,590.00	7,350.00	36,360.00	14,284.08	17,693.95	22,000.00	
6040	Pest control	-	-	-	-	1,500.00	161.94	161.94	1,500.00	
6100	General Repairs & Maintenance	5,700.00	-	-	4,000.00	14,000.00	7,277.97	12,580.00	22,000.00	
6160	Elevator Maintenance	5,666.00	4,525.50	5,430.60	6,000.00	-	-	-	-	
6170	Mechanical Maintenance	-	-	-	-	6,000.00	7,146.55	9,089.05	7,500.00	
6175	Garage Door Maintenance	1,000.00	204.75	500.00	1,000.00	1,000.00	2,073.75	2,073.75	1,000.00	
6180	Fire & Alarm Maintenance	-	-	-	-	6,333.00	364.35	6,100.00	6,333.00	
6190	Security Services & Cameras	-	-	-	-	16,500.00	630.00	630.00	10,000.00	
6276	Dryer Vent cleaning	2,000.00	-	1,365.00	2,000.00	-	-	-	-	
6278	Window Cleaning	-	-	-	-	4,000.00	3,489.15	3,489.15	6,000.00	
6330	Building Improvement	4,800.00	-	-	3,000.00	4,000.00	-	-	3,000.00	
	TOTAL BUILDING MAINTENANCE	48,416.00	21,596.82	28,251.60	40,350.00	89,693.00	35,427.79	51,817.84	79,333.00	
	GROUNDS MAINTENANCE									
7010	Landscaping Services	-	-	-	-	11,000.00	8,236.56	10,400.00	•	
7020	Landscaping Improvements/Upgrade	-	-	-	-	1,400.00	2,395.95	2,395.95	3,000.00	
7075	Parkade Maintenance	-			-	2,000.00	-	-	2,000.00	
7080	Snow Removal	-	-	-	-	7,000.00	6,825.00	6,825.00	7,000.00	
	TOTAL GROUNDS MAINTENANCE	-	-	-	-	21,400.00	17,457.51	19,620.95	23,000.00	
	TOTAL OPERATING EXPENSES	87,526.00	45,975.62	64,060.23	85,167.50	212,652.00	128,784.38	169,052.34	235,233.00	
	TRANSFER TO RESERVES									
9510	Transfer to CRF	10,000.00	8,333.30	9,999.96	10,000.00	21,952.00	18,293.30	21,951.96	21,952.00	
	TOTAL TRANSFER TO RESERVES	10,000.00	8,333.30	9,999.96	10,000.00	21,952.00	18,293.30	21,951.96	21,952.00	
	NET CURRILLE (DEFICIT)		20.026.52	26 405 05			49.062.20	44 540 70		
	NET SURPLUS (DEFICIT)	-	30,036.53	26,105.85	-	-	48,962.30	44,519.70	-	

Strata Plan EPS3957 - Newport at West Beach Approved Strata Fees Combined for the 2020-2021 Fiscal Year October 1, 2020 to September 30, 2021

Unit Number	Unit #	Strata Lot	UE	Previous Combined Fees 2019 - 2020	Total Contribution to Strata Corporation	Total Contribution to Residential Section	Total Combined Monthly Fees 2020/2021	Monthly Increase
01120	1120 Oxford St	2	127	317.38	317.38		317.38	0%
01130	1130 Oxford St	1	120	299.88	299.88		299.88	0%
14807	14807 Marine Drive	3	113	282.39	282.39		282.39	0%
14811	14811 Marine Drive	4	60	149.94	149.94		149.94	0%
14815	14815 Marine Drive	5	66	164.94	164.94		164.94	0%
14819	14819 Marine Drive	6	98	244.90	244.90		244.90	0%
14823	14823 Marine Drive	7	96	239.91	239.91		239.91	0%
A-001	1-14820 Buena Vista Ave	50	175	618.37	437.33	181.04	618.37	0%
A-002	2-14820 Buena Vista Ave	51	168	593.63	419.84	173.79	593.63	0%
A-003	3-14820 Buena Vista Ave	52	168	593.63	419.84	173.79	593.63	0%
A-004	4-14820 Buena Vista Ave	53	168	593.63	419.84	173.79	593.63	0%
A-005	5-14820 Buena Vista Ave	60	110	388.68	274.89	113.79	388.68	0%
A-006	6-14820 Buena Vista Ave	61	83	293.28	207.42	85.86	293.28	0%
A-007	7-14820 Buena Vista Ave	54	91	321.55	227.41	94.14	321.55	0%
	8-14820 Buena Vista Ave	59	46	162.55	114.96	47.59	162.55	0%
	9-14820 Buena Vista Ave	67	111	392.22	277.39	114.83	392.22	0%
A-010	10-14820 Buena Vista Ave	58	51	180.21	127.45	52.76	180.21	0%
A-011	11-14820 Buena Vista Ave	66	109	385.15	272.39	112.76	385.15	0%
A-012	12-14820 Buena Vista Ave	57	99	349.81	247.40	102.41	349.81	0%
A-013	13-14820 Buena Vista Ave	65	109	385.15	272.39	112.76	385.15	0%
A-014	14-14820 Buena Vista Ave	64	109	385.15	272.39	112.76	385.15	0%
A-015	15-14820 Buena Vista Ave	56	49	173.14	122.45	50.69	173.14	0%
A-016	16-14820 Buena Vista Ave	63	109	385.15	272.39	112.76	385.15	0%
A-017	17-14820 Buena Vista Ave	55	50	176.67	124.95	51.72	176.67	0%
A-018	18-14820 Buena Vista Ave	62	125	441.69	312.38	129.31	441.69	0%
B-201	201-1150 Oxford St	13	146	515.90	364.86	151.04	515.90	0%
B-202	202-1150 Oxford St	12	117	413.43	292.39	121.04	413.43	0%
B-203	203-1150 Oxford St	11	86	303.89	214.92	88.97	303.89	0%
B-204	204-1150 Oxford St	10	146	515.90	364.86	151.04	515.90	0%
	205-1150 Oxford St	9	109	385.15	272.39	112.76	385.15	0%
	206-1150 Oxford St	8	112	395.75	279.89	115.86	395.75	0%
B-301	301-1150 Oxford St	19	177	625.44	442.33	183.11	625.44	0%
B-302	302-1150 Oxford St	18	138	487.63	344.87	142.76	487.63	0%
	303-1150 Oxford St	17	104	367.49	259.90	107.59	367.49	0%
B-304	304-1150 Oxford St	16	173	611.30	432.33	178.97	611.30	0%
B-305	305-1150 Oxford St	15	144	508.83	359.86	148.97	508.83	0%
B-306	306-1150 Oxford St	14	136	480.56	339.87	140.69	480.56	0%
C-101	101-1160 Oxford St	22	132	466.42	329.87	136.55	466.42	0%
C-102	102-1160 Oxford St	21	65	229.68	162.44	67.24	229.68	0%
C-103	103-1160 Oxford St	20	151	533.56	377.35	156.21	533.56	0%
C-104	104-1160 Oxford St	26	141	498.22	352.36	145.86	498.22	0%
C-105	105-1160 Oxford St	25	66	233.22	164.94	68.28	233.22	0%
C-106	106-1160 Oxford St	24	70		174.93	72.41	247.34	0%
C-107	107-1160 Oxford St	23	135	477.03	337.37	139.66	477.03	0%
	201-1160 Oxford St	30	140	494.69	349.86	144.83	494.69	0%
	202-1160 Oxford St 203-1160 Oxford St	29 28	67 67	236.74 236.74	167.43 167.43	69.31 69.31	236.74 236.74	0% 0%

Strata Plan EPS3957 - Newport at West Beach Approved Strata Fees Combined for the 2020-2021 Fiscal Year

October 1, 2020 to September 30, 2021

C-204	204-1160 Oxford St	27	141	498.22	352.36	145.86	498.22	0%
C-205	205-1160 Oxford St	33	142	501.76	354.86	146.90	501.76	0%
C-206	206-1160 Oxford St	32	67	236.74	167.43	69.31	236.74	0%
C-207	207-1160 Oxford St	31	140	494.69	349.86	144.83	494.69	0%
C-301	301-1160 Oxford St	36	127	448.76	317.38	131.38	448.76	0%
C-302	302-1160 Oxford St	35	121	427.55	302.38	125.17	427.55	0%
C-303	303-1160 Oxford St	34	132	466.42	329.87	136.55	466.42	0%
C-304	304-1160 Oxford St	41	54	190.81	134.95	55.86	190.81	0%
C-305	305-1160 Oxford St	40	97	342.76	242.41	100.35	342.76	0%
C-306	306-1160 Oxford St	39	91	321.55	227.41	94.14	321.55	0%
C-307	307-1160 Oxford St	38	91	321.55	227.41	94.14	321.55	0%
C-308	308-1160 Oxford St	37	100	353.35	249.90	103.45	353.35	0%
C-401	401-1160 Oxford St	44	127	448.76	317.38	131.38	448.76	0%
C-402	402-1160 Oxford St	43	121	427.55	302.38	125.17	427.55	0%
C-403	403-1160 Oxford St	42	132	466.42	329.87	136.55	466.42	0%
C-404	404-1160 Oxford St	49	54	190.81	134.95	55.86	190.81	0%
C-405	405-1160 Oxford St	48	97	342.76	242.41	100.35	342.76	0%
C-406	406-1160 Oxford St	47	91	321.55	227.41	94.14	321.55	0%
C-407	407-1160 Oxford St	46	91	321.55	227.41	94.14	321.55	0%
C-408	408-1160 Oxford St	45	100	353.35	249.90	103.45	353.35	0%
	Total		7348	25,260.82	18,362.83	6,897.99	25,260.82	0%
	Residential UE		6668	303,129.84	220,353.96	82,775.88	303,129.84	



COUNCIL MEETING MINUTES

Wednesday, July 15, 2020

EPS 3957 – Newport at West Beach (Residential Section)



LOCATION

5:30 p.m.

Electronically via Zoom

STRATA COUNCIL 2019-2020

PRESIDENT

Rick Davis

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "0" for emergency assistance.

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Narinder Johal

REGRETS:

Kelly Erdman Pedro Alvernaz Elaine Murray

(1) CALL TO ORDER

There being no quorum of Council present, no official business of the Strata could be conducted.

The two members of Strata Council discussed various items; however, no decisions were made and discussion was not recorded.

The meeting was terminated at 5:50 p.m.



These minutes were taken by the Property Manager.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828 Email: susan.macgregor@dwellproperty.ca

ONLINE ACCESS TO YOUR STRATA CORPORATION

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Subscribe to receive notifications - scroll down to the bottom right-hand side, and select *subscribe* to receive all Strata Notices to stay up-to-date with information regarding your Strata. Owners will find useful tools such as reviewing Owner ledgers, review minutes, Bylaws, Rules, reports, insurance documents, etc.

Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act.



COUNCIL MEETING MINUTES

Wednesday, July 15, 2020

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2019-2020

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "5" for emergency assistance

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Jerome Erdman Narinder Johal

REGRETS:

Jas Binpal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:08 pm.

Council acknowledged resignation of Council member Arlene Rode and thanks Arlene for her commitment to the Strata Corporation since time of Ownership and wishes them all the best.

(2) APPROVAL OF AGENDA

After a review of the Agenda and a few additions, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held May 13, 2020.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

At the recommendation of the Treasurer, it was moved, seconded and **CARRIED** to adopt the Financial Statements up to May 31, 2020 as prepared by Dwell Property Management.

Council Treasurer noted that the Strata Corporation has a substantial surplus by keeping expenses to a minimum to subsidize the potential insurance increase that is expected.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at nil owing.



Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

(5) **BUSINESS ARISING**

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Rick Davis updated Council on the status of the high priority outstanding items from the 15 month and 2 year warrantable items.

- 1. Roof ponding water on the roof of 1150 Oxford Maintenance of the 1150 will be conducted this fall.
- 2. 1160 Levels 3 & 4 atrium walkways sloping It was moved, seconded and **CARRIED** to approve a quotation from Mack Kirk Roofing to conduct water testing of the walkways as a precautionary measure and as part of the deficiency/warranty process.
- 3. All parkade leak and concrete repairs Repairs are on going at the expense of the Developer and the warranty provider.
- 4. Below-grade vertical drainage pipes Xpert Mechanical attended as quoted, and it was reported by that the water issues at two of the most problematic stand pipes have been addressed.

2. Common Area Stair Lighting

Cooper Electric has completed the common area stairwell lighting work. Council is very pleased with the work completed. It was noted that one area of the interior walkways does not have sufficient lighting and was not part of the stairwell lighting project. It was moved, seconded and **CARRIED** to direct the Property Manager to have Cooper Electric install one light to improve the lighting near the walkway between the townhouse units.

3. Sump Pump / Grease & Oil Interceptor Cleaning

Prior to the meeting, it was moved, seconded and **CARRIED** to authorize Xpert Mechanical to open and inspect one of the four interceptors. This has been completed; a formal report is pending.

4. Annual Fire Inspection

Inspection of the common area fire safety is scheduled for July 21st. In-suite inspections will resume after it is considered Covid-19 safe to do so.

5. C02 Sensor Calibration

It was noted that Global Gas Detection had already provided Xpert Mechanical a quotation for calibration for the C02 sensors; therefore, they wouldn't quote for the building. It was noted two other companies were contacted both of which declined for various reasons. It was moved, seconded and **CARRIED** to accept the quotation from Xpert Mechanical in the amount of \$750 plus GST for calibration of the C02 sensors in the parkade.

6. Insurance Renewal

Your Strata Council has been diligent with expenditures, which have resulted in a surplus this year as of the May month end. Council will endeavor to keep costs down the rest of the year with the hopes of maintaining a year-end surplus. With the anticipated surplus funds saved from the



operating budget, the money could be put towards the anticipated increase for the 2020-2021 insurance renewal increase thereby keeping the strata fees from escalating.

Council reviewed the renewal proposal from BFL and is pleased to report that 100% coverage has been attained. The renewal comes a premium increase of approximately 78% in addition, the deductibles increased as follows:

All Risks increased to \$50,000 from \$5,000
Water/Sewer Backup Lock & Key increased to \$100,000 from \$10,000
increased to \$2,500 from \$250

The policy allows for a layered property placement, which is done to combat the insurers' capacity limitations for higher valued properties. The total value of Newport at West Beach as per the recent appraisal is \$23,800,000. BFL Insurance has secured a \$20,000,000 primary property policy for any claims up to this amount, the insurers are on risk will pay 100% of these losses. The remaining \$3,800,000 valuation will be insured on an excess property policy, which allows BFL Insurance to insure the full appraised replacement cost value of the property overall. The excess policy would only ever pay if a loss were to exceed the \$20M primary property policy.

A competitive proposal was requested from CMW Insurance who managed to secure 83% coverage; however, the remaining underwriters available for capacity were on risk with BFL, and thus could not quote CMW Insurance.

The Property Manager provided Council with financing options as there are insufficient funds in the Strata Corporation's Contingency Reserve Fund to take a temporary loan for payment.

After the meeting and via email communication, it was moved, seconded and **CARRIED** to accept the proposal from BFL Insurance in the amount of \$86,050 for the Strata Corporation policy commencing July 28, 2020 and that the cost of the premium is financed with First Insurance Funding.

Please find attached to these Minutes, please find a copy of the Insurance Declaration, Loss Prevention Recommendations and a Summary of Increased Deductibles.

OWNERS ARE ENCOURAGED TO TAKE THE INSURANCE DECLARATION PAGE TO THEIR PERSONAL HOME INSURANCE COMPANY TO ARRANGE FOR COVERAGE FOR THE INCREASED DEDUCTIBLES.

7. Bird Exclusion

The kite was recently installed on the roof of the 1160 building. Council will monitor its effectiveness.

8. Roof Maintenance

Roof maintenance was conducted by Mack Kirk Roofing September 2019. A quotation for annual maintenance for this September has been requested.

(6) NEW BUSINESS

1. Parkade Fan / Door Grill

Council reviewed two quotations to supply and install a new fan in the Storage Room under the parkade ramp and install an air vent in the Storage Room door. It was moved, seconded and **CARRIED** to approve the quotation from ESK Plumbing in the amount of \$1,100 plus GST.



2. Mechanical Maintenance (Q1-2020)

Council reviewed the Q1 quarterly maintenance report from Xpert Mechanical. Prior to the meeting, it was necessary to have Xpert Mechanical attend to address a leaking pressure reducing valve in the Mechanical Room. Repairs have been completed. In addition, a leak in the parkade by a parking stall is under investigation. Xpert Mechanical has reviewed the units above; however, the cause has yet to be confirmed.

3. Generator Maintenance

It was moved, seconded and **CARRIED** to approve the quotation from Absolute Power for the annual servicing of the generator in the amount of \$427.50 plus taxes.

4. Caretaker - Quality Control Report

Council reviewed the quarterly quality control report representing an 88% average.

5. Caretaker - Contract Review

Council agreed to review the Caretakers contract with a view to increasing the scope of work. Once a list is compiled; Priority Building Maintenance will be contacted to discuss what options are available to the Strata Corporation.

6. Annual General Meeting

Council discussed the upcoming General Meeting and how Covid-19 factors into how the meeting is run. Due to the social distancing restrictions of groups larger than 50 people. Council discussed the two options available to them for holding the Annual General Meeting given there are more than 50 Owners at Newport At West Beach. One, a Restricted Proxy Meeting with an Electronic Information Meeting scheduled two weeks prior to the AGM for Owners to ask questions. Two, an Electronic General Meeting with the Owners. The pros and cons of each option were discussed, and it was generally agreed that a Restricted Proxy Meeting with an Electronic Information Meeting would be the most manageable way of holding the upcoming Annual General Meeting to address the 2020/2021 Operating Budget and ¾ Vote Resolutions.

The Property Manager will work with the Treasurer of each section on the proposed 2020/2021 Operating Budgets prior to sending to all of Council for review. Council discussed Resolutions to be presented including Waiving of the Depreciation Report, and addition of a Quorum Bylaw for General Meetings. Council hopes the increase in fees will be minimal. The Annual General Meeting is tentatively scheduled for October but an exact date is yet to be determined.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

Council reviewed correspondence from an Owner requesting reimbursement for an invoice paid to Xpert Mechanical to clear a blockage that was found to be approximately 50 feet out and eventually cleared from a common pipe in the parkade. The Owner requested reimbursement of \$342.74, which they paid to resolve the issue. It was moved, seconded and **CARRIED** to reimburse the Owner in the amount of \$342.74 for the Xpert Mechanical invoice.



An Owner reported that their locker is under use by another Resident in the building and the Owner would like the contents removed for their own use. A notice has been placed on the locker for the last two months; however, no one has claimed the items. The Strata Council directed a Notice be posted in the building giving Residents 20 days to clear out the locker. Failing that, the lock will be cut, and the contents put in a locker for a period of 45 days prior to disposal.

(8) COUNCIL MEETING SCHEDULE

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1 of 6 – Council Meeting – January 22, 2020
2 of 6 – Council Meeting – March 18, 2020
3 of 6 – Council Meeting – May 12, 2020
4 of 6 – Council Meeting – July 15, 2020
5 of 6 – Budget Meeting – September 2, 2020
6 of 6 – Council Meeting – TBD
Annual General Meeting – October 14, 2020
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(9) TERMINATION

As there was no further business, the meeting was terminated at 5:32 p.m.

These Minutes were taken by the Property Manager in the first instance and then edited by the Strata Council prior to distribution on the Strata Corporation website.

Susan MacGregor **Dwell Property Management**

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca

ONLINE ACCESS TO YOUR STRATA CORPORATION

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reviewing Owner ledgers, review minutes, Bylaws, Rules, reports, insurance documents, etc.

Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act.



COUNCIL MEETING MINUTES

Wednesday, May 13, 2020

EPS 3957 – Newport at West Beach (Residential Section)



LOCATION

5:30 p.m. **Electronically via Zoom**

STRATA COUNCIL 2019-2020

PRESIDENT

Rick Davis

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "0" for emergency assistance.

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Rick Davis Kelly Erdman Elaine Murray Narinder Johal

REGRETS:

Pedro Alvernaz

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:35 pm.

Council acknowledged resignation of Council member Arlene Rode and thanks Arlene for her commitment to the Strata Corporation since time of Ownership and wishes them all the best.

It was moved, seconded and **CARRIED** to appoint Rick Davis to Council to replace Ms. Rode and to step into the position of President.

(2) APPROVAL OF AGENDA

After a review of the Agenda and a few additions, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held April 1, 2020.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

At the recommendation of the Treasurer, it was moved, seconded and **CARRIED** to adopt the Financial Statements up to March 31, 2020 as prepared by Dwell Property Management.

Council reviewed an accrual of \$2,000 for expenses that arose as a result of the waste removal contract with Maple Leaf Disposal from the previous year. As these expenses never materialized, it was moved, seconded and **CARRIED** to reverse the accrual in the amount of \$2,000.



B. ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable as of the meeting date, which stands at \$6,775.48. It was noted that approximately \$2,500 of the outstanding relates to unpaid move fees, fines and fob fees and approximately \$1,300 is outstanding by the Developer. The Property Manager advised Statement of Account notices are sent out on monthly basis and she will send arrears letters to those who are outstanding in their strata fees.

With those accounts, which Owners have not responded to requests for payment, the Strata Council has begun the process of filing a claim with the Civil Resolution Tribunal for collection of outstanding accounts.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

- Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.
- Step 2: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot.
- Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, all legal feels charge will be applied to their unit to cover the costs associated with the lien.
- Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

(5) **BUSINESS ARISING**

1. Car Share Agreement

Kelly Erdman reported that she has been in communication with the City of White Rock related to the \$18,000 deposit made by the Developer on behalf of the Strata Corporation. The City has insisted several times that the funds are allocated to a car share; however, the Council has declined to proceed with this as it would jeopardize the security of the Owners. The parking stall allocated would be in the Residential parkade, and a car share agreement would mean strangers would access the parkade. The City of White Rock has accepted that the funds be allocated to a shuttle that would transport people. The Council is happy with the suggestion, and pleased the funds will be used for the benefit of the residents of White Rock.

(6) NEW BUSINESS

1. Storage of Items – Common Property

It has been noted that some Owners are placing personal items outside of their unit doors on common property. The Residential Bylaw 47.4 (e) reads as follows:



(4) An owner of a residential strata lot will not:

(e) use, or permit any occupant of his or her strata lot or a guest, employee, agent or invitee of the owner or occupant to use, any part of the common property (other than established storage rooms or lockers) for storage, without the written consent of the strata council.

Owners are reminded to please not place items in the common hallways. The Strata Council will review this item of business in the coming months with a view to addressing at the Annual General Meeting.

2. Storage Room Fan

Council reviewed a quotation from Xpert Mechanical in the amount of approximately \$1,500 to supply and install a functioning fan in a Storage Room and install a grill in the Storage Room door to provide airflow. The fan motor has failed and not under warranty. It was suggested by Xpert that it would be less costly to replace the fan than to try and replace the motor as the fan no longer seems to be discontinued. The Property Manager advised that she would obtain another quotation, and Council agreed this item should be discussed at the Corporation meeting instead of Residential.

3. Refundable Recyclables - Container in Garbage Room

A container and signage will be put in the Garbage Room for Owners to separate out their recyclables.

4. Bylaw Infractions

Council reviewed a few past bylaw infraction letters sent out, and directed the Property Manager to follow up with the Owners one more time. Fines will be implemented if they do not correct the infraction.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

Complaint of Unleased Pet

Council received communication from an Owner reporting a Tenant who has on several occasions allowed their dog to run unleashed and barking throughout the courtyard. A formal bylaw infraction letter was sent along with an email reminder. Any further incidents may result in financial penalties of \$200 levied in accordance with the Bylaws.

(8) COUNCIL MEETING SCHEDULE

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1 of 6 – Council Meeting – January 22, 2020
2 of 6 – Council Meeting – March 18, 2020
3 of 6 – Council Meeting – May 12, 2020
4 of 6 – Council Meeting – July 15, 2020
5 of 6 – Council Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```



(9) TERMINATION

As there was no further business, the meeting was terminated at 6:32 p.m.

These minutes were taken by Susan MacGregor in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor **Dwell Property Management**#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828 Email: susan.macgregor@dwellproperty.ca

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Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act.



COUNCIL MEETING MINUTES

Wednesday, May 13, 2020

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2019-2020

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

604-821-2999 (24-hour service) then press "5" for emergency assistance

PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Jerome Erdman Narinder Johal Jas Binpal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:02 pm.

Council acknowledged resignation of Council member Arlene Rode and thanks Arlene for her commitment to the Strata Corporation since time of Ownership and wishes them all the best.

(2) APPROVAL OF AGENDA

After a review of the Agenda and a few additions, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held April 1, 2020.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

At the recommendation of the Treasurer, it was moved, seconded and **CARRIED** to adopt the Financial Statements up to March 31, 2020 as prepared by Dwell Property Management.

Council reviewed an accrual of \$525 for an invoice that was expected from a contractor last summer. As no invoice has been forthcoming, it was moved, seconded and **CARRIED** to reverse the accrual in the amount of \$525.

B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$297.05. The Property Manager will follow up for payment.



Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

(5) **BUSINESS ARISING**

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Council reviewed a report from Sylvien Mak, Dwell Property Mgmt. updating the status of the most important issues outstanding from the 15 month and 2 year warrantable items. Rick Davis spoke to the following items:

- 1. Roof ponding water on the roof of 1150 Oxford Unit 305 resolved. Unit 304 still under review and still awaiting information on 301.
- 2. 1160 Levels 3 & 4 atrium walkways sloping Still under review.
- 3. All parkade leak and concrete repairs Some repairs effected; some to be completed yet.
- 4. Below-grade vertical drainage pipes Still in progress.
- 5. Several detection/alarm devices, annunciator and control panels are incorrectly programmed WBI has denied fire safety claims.

2. Security Upgrades

Due to COVID-19 a quotation has not yet been obtained. It was agreed by Council that due to the upcoming insurance renewal costs and priority expenses, security upgrades would be deferred for the time being.

Action Lock repaired the door handle on the main entrance door of 1150/1160 that was pulled off.

3. Roof Top A/C Responsibility

Council reviewed communication from legal Counsel with respect to responsibility of the rooftop units on the 1150 building. After much consideration, it was moved, seconded and **CARRIED** to not implement any changes to the current responsibility of maintenance of the roof top units as a change would require a ¾ vote of the Ownership at a General Meeting and Council did not believe it was appropriate to "type" Newport any further as it was already a sectioned building.

4. Parkade Water Discharge

Council reviewed a quotation from Xpert Mechanical to pipe the water discharge to the sumps via the parkade ceiling. After some discussion, it was moved, seconded and **CARRIED** to accept the quotation from Xpert Mechanical in the amount of \$1,550 plus tax to supply and install pipe and fittings on 1 of the 4 critical stand pipes as a "test" case.

5. Common Area Stair Lighting

As the common area stair lighting is non-warrantable, it was moved, seconded and **CARRIED** via email communication prior to the meeting to approve the maintenance expenditure of \$4,200 plus GST for Cooper Electric to supply and install new stairway lighting, and \$130 for bollard light repairs. Upon starting the work, Cooper Electric reported that the existing lighting system is considered for interior use not exterior, and the wires are rusted and shorting out due to the water ingress. In addition, the new system will not fit into the existing space. Because of this, the Council and the Contractor have agreed to research alternative solutions.



6. Window Cleaning

Upon review of four quotations, it was moved, seconded and **CARRIED** via email communication to accept the quotation from Gorilla Property Services in the amount of \$3,323 plus tax to clean all exterior inaccessible windows, the exterior railing glass, front entrance canopy and commercial glass. Work commenced May 12th.

(6) NEW BUSINESS

1. Backflow Testing

As required by the City of White Rock, Xpert Mechanical completed testing and filing of certification of the backflow preventers at Newport at West Beach. The work was completed on April 22nd.

2. Sump Pumps/Grease/Oil Interceptor Cleaning

Edenflo Pump Service and McRaes have been on site to review the requirements related to sump pumps and grease/oil interceptor cleaning. Given the complicated design layout of the system, more investigation is required before Council can decide on how to proceed.

3. Pressure Washing - Common Areas

Council received a quotation from Priority Building Maintenance in the amount of \$2,390 plus tax to power wash the common areas. After some discussion, it was agreed to not proceed at this time given the cost and that here are other higher priority expenses.

4. Annual Fire Inspection

Community Fire Prevention provided a quotation for the annual fire inspection for the common area equipment only. Due to COVID-19 all in-suite inspections are cancelled until it is considered safe to enter suites. It was moved, seconded and **CARRIED** to approve the quotation from Community Fire Prevention in the amount of \$1,835 plus GST to conduct the common area annual inspection less the backflow preventer work. Notice of work will be posted on the website and at the bulletin board once dates are set.

5. C02 Sensor Calibration

The recent Quarterly Mechanical Report advised that the C02 Sensors are due for inspection and calibration. The Property Manager will contact Global Gas Detection for a quotation.

6. Insurance Appraisal / Insurance Renewal

Council reviewed the Normac Appraisal as of April 29, 2020 valuating Newport at West Beach at \$23,800,000, which is an increase of approximately \$1,000,000 over the previous year.

Owners are reminded that the Strata Corporation's insurance renewal is due July 28th, and that based on industry information that there may be a substantial increase in premiums and deductibles. As information comes available, Owners will be advised.

7. <u>Use of Common Property Electricity</u>

Council wishes to remind Owners that unattended consistent charging of vehicles or vehicle batteries using the underground parkade electrical outlets is not permitted.



8. Bird Exclusion

It was agreed to move forward with the bird deterrent plan using the 1160 Oxford building as a test for the eagle on a kite. The Council President will order the product.

9. Roof Maintenance - 1150 Oxford

Council discussed setting up a roof maintenance program. It was moved, seconded and **CARRIED** to approve the quotation from Mack Kirk Roofing for annual maintenance of the roof at 1150 Oxford in the amount of \$1,500 plus tax.

(7) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

Council reviewed correspondence from an Owner who has previously reported moisture conditions in their unit. The Strata Corporation has arranged and paid for attendance by two contractors and the manufacturer of the windows all of which have advised that the issue relates to condensation. In addition, the Strata Corporation has provided the Owner will humidity monitors to use in the unit to monitor. The Strata Council directed the Property Manager to contact the Owner in writing outlining the steps taken, request a copy of their contractors report, and try to find a resolution.

(8) COUNCIL MEETING SCHEDULE

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1 of 6 – Council Meeting – January 22, 2020
2 of 6 – Council Meeting – March 18, 2020
3 of 6 – Council Meeting – May 12, 2020
4 of 6 – Council Meeting – July 15, 2020
5 of 6 – Council Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:31 p.m.

These minutes were taken by Susan MacGregor in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

Direct: 604-248-3828

Email: susan.macgregor@dwellproperty.ca



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COUNCIL MEETING MINUTES

Wednesday, April 1, 2020

EPS 3957 – Newport at West Beach (Residential Section)



LOCATION

5:30 p.m.

Electronically via Zoom

STRATA COUNCIL 2019-2020

PRESIDENT

Arlene Rode

VICE-PRESIDENT

Elaine Murray

TREASURER

Kelly Erdman

AT LARGE

Narinder Johal Pedro Alvernaz

Strata Website

Visit: www.dwellproperty.ca Login: **EPS3957**

EMERGENCY CONTACT

Please call

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Arlene Rode Kelly Erdman Elaine Murray Narinder Johal

REGRETS:

Pedro Alvernaz

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 5:18 pm.

Dwell Property Management has closed their offices to walk in's and meetings due to COVID-19 concerns; therefore, the Council meeting was held electronically via Zoom.

(2) APPROVAL OF AGENDA

After a review of the Agenda and a few additions, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held January 22, 2020.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

At the recommendation of the Treasurer, it was moved, seconded and **CARRIED** to adopt the Financial Statements up to November 30, 2019 as prepared by Dwell Property Management.

B. ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable as of the meeting date, which stands at \$6,381.31. It was noted that approximately \$2,500 of the outstanding relates to unpaid move fees, fines and fob fees and approximately \$1,100 is outstanding by the Developer. The Property Manager advised Statement of Account notices are sent out on monthly.



With those accounts, which Owners have not responded to requests for payment, the Strata Council has begin the process of filing a claim with the Civil Resolution Tribunal for collection of outstanding accounts.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

- Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.
- Step 2: A lien warning letter (Notice of Default) will be sent advising the Owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot.
- Step 3: If there is no response to the lien warning letter within 21 days of the date of the letter, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, all legal feels charge will be applied to their unit to cover the costs associated with the lien.
- Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a Demand Letter from a lawyer advising the Owner that if payment in full is not received within 30 days, the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt, which includes all costs associated with the collection of the outstanding debt. The Owner's mortgage company is advised in writing of the Owner's default.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After the Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Corporation's Bylaws.

(5) BUSINESS ARISING

1. Garbage / Recycling Room

Cleanliness of the garbage room has improved with the addition of the Caretaker/Janitor. Council reviewed a quotation from Xpert Mechanical for a commercial grade fan for the garbage room for a cost of \$1,685.00 plus GST. Xpert also advised that the existing fan should be able to manage the issue of air flow in the garbage room and that installing a larger fan may result in additional costs such as ducting changes. After some discussion, it was agreed by Council to defer any further action on this item of business until such time given improvements as a result of the addition of the Caretaker.

2. Car Share Agreement

There is no update on this item of business.

3. Caretaker Maintenance Items

Elevator Cab: It was noted the cost of professionally buffing of the elevator cab is approximately \$1,100. Council agreed to defer the cost at this time and have the Caretaker continue to clean with specific products to keep the elevator looking good.

COVID-19: The Caretaker is cleaning twice a day all high touch points with appropriate sanitizers to keep Newport clean and safe. Owners need to social distance and adhere to other recommendations by Health Canada.



4. Elevator Safety Branch Mandatory MCP

The Property Manager provided Council with communication related to the mandatory changes as put forward by the Elevator Safety Branch for the Maintenance Control Program. Newport at West Beach is exempt from this requirement until October 2021 at which time a new contract will be considered and the Strata should expect a 5% increase to manage the new MCP. No further action is required at this time.

(6) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

Complaint of Smoking

Council received communication from an Owner reporting a resident smoking. A bylaw infraction letter was sent.

Report of Smoking and Short Term Rental

Council received communication from a resident reporting a unit Owner's short term tenants are smoking. The Property Manager advised that the new bylaw requires a rental to be 90 days or longer. A letter will be sent to the unit regarding the alleged bylaw infractions.

(7) NEW BUSINESS

1. Water Detection Alarms

Council recommends Owners purchase a wireless water detection alarm to assist with keeping water leaks to minimum. The inexpensive alarms can be purchased at Home Depot, Canadian Tire, Amazon, etc. and range in price from \$10 to \$100. Installing them under sinks, by the washing machine, dishwasher, behind fridges with ice makers, etc., will provide early detection of moisture and will assist with stopping a water leak before it becomes an insurance claim.

(8) COUNCIL MEETING SCHEDULE

```
1 of 6 – Council Meeting – January 22, 2020
2 of 6 – Council Meeting – March 18, 2020
3 of 6 – Council Meeting – May 12, 2020
4 of 6 – Council Meeting – TBD
5 of 6 – Council Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```

(9) TERMINATION

As there was no further business, the meeting was terminated at 6:21 p.m.

These minutes were taken by Susan MacGregor in the first instance and then edited by the Strata Council for distribution.



Susan MacGregor **Dwell Property Management**

#170-4311 Viking Way, Richmond, BC V6V 2K9

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COUNCIL MEETING MINUTES

Wednesday, April 1, 2020

EPS 3957 – Newport at West Beach (Strata Corporation Section)



LOCATION

4:00 p.m.

Electronically via Zoom

STRATA COUNCIL 2019-2020

PRESIDENT

Sean Erdman

VICE-PRESIDENT

Jerome Erdman

TREASURER

Rick Davis

AT LARGE

Arlene Rode Narinder Johal

Commercial Representative

Jas Binpal

Strata Website

Visit: clients.dwellproperty.ca Login: **EPS3957**

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PROPERTY MANAGER

Susan MacGregor Direct Phone: (604) 248-3828

ALL ACCOUNTING INQUIRIES

604-248-3002

DWELL PROPERTY MGMT 4311 Viking Way, Suite 170, Richmond, BC, V6V 2K9 (604) 821-2999

ATTENDANCE:

Sean Erdman Rick Davis Arlene Rode Jerome Erdman Narinder Johal Jas Binpal

(1) CALL TO ORDER

There being a quorum of Council present, the meeting was called to order at 4:03 pm.

Dwell Property Management has closed their offices to walk in's and meetings due to COVID-19 concerns; therefore, the Council meeting was held electronically via Zoom.

(2) APPROVAL OF AGENDA

After a review of the Agenda and a few additions, it was moved, seconded and **CARRIED** to approve the Agenda as amended.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved, seconded and **CARRIED** to approve the Minutes of the Strata Council Meeting held January 22, 2020.

(4) FINANCIAL REPORT

A. FINANCIAL STATEMENTS

At the recommendation of the Treasurer, it was moved, seconded and **CARRIED** to adopt the Financial Statements for December 31, 2019, January 31, 2020 and February 29, 2020 as prepared by Dwell Property Management.

The Treasurer discussed with Council the upcoming annual insurance premium increase which is likely to be substantial given all the reports in the media. The Treasurer suggested that all upcoming spending is carefully considered to end the year with a surplus and not a deficit. The Property Manager advised that there is no set pattern of what the increase will look like and recent experience has shown that that renewal options are not presented much before the renewal despite the best interest of CapriCMW Insurance. Deductibles are increasing whether a building has a claims history or not as are premiums.

Council discussed priority spends for the year most of which have been reported in these Minutes.



B. ACCOUNTS RECEIVABLE

The Strata Corporation Accounts Receivable as of the meeting stands at \$297.05. The Property Manager will follow up for payment.

Owners Are Reminded Strata Fees Are Due and Payable On The First Day Of Each And Every Month, And The Strata Corporation Is Solely Dependent Upon Prompt Receipt Of All Strata Fees To Finance Its Day-To-Day Activities And Assessment Payments To Finance Special Projects. Any Money Owing After The Due Date Will Be Assessed A Late Payment Penalty In Accordance With The Strata Bylaws.

(5) **BUSINESS ARISING**

1. Building Warranty and Related Items

15-Month Warranty Review / 2 Year Warranty Review

Council reviewed a report from Sylvien Mak, Dwell Property Mgmt., updating the status of the 15 month and 2 year warrantable items. While a number of warranty issues remain outstanding and the Strata Council has focused their attention on the following 5 items determined to be top priority:

- 1. Roof ponding water on the roof above 304 & 305 -1150 Oxford.
- 2. 1160 Levels 3 & 4 atrium decks sloping.
- 3. All parkade leak and concrete repairs.
- 4. Below-grade vertical drainage pipes.
- 5. Several detection/alarm devices, annunciator and control panels are incorrectly programmed.

Slow progress is being made on most of these issues, considering the circumstances, and the Council continues to work with LLW and WBI to resolve warranty issues.

The Strata Council wishes to thank Grant Byers for all his efforts over the past couple of years related to the warranty review. His knowledge, experience and willingness have ensured the Strata stay on track with the warranty issues to date.

2. Fob Review

There is no update.

3. Landscaping Update

Atkinson Landscaping has changed their service date to Monday. Arlene Rode agreed to arrange for spring start up of the irrigation system.

4. 1150 Roof Top - WBI Claim

Upon a report from Sylvien Mak, Dwell Property Management, water ingress form the roof deck has been acknowledged by WBI, and will be continuing their investigation on the matter.

5. Security Upgrades

The Council President advised that a formal quotation for the various security upgrades has not yet been provided given many of the contractors are not attending site due to COVID-19 unless it is an emergency. He did advise that the main doors on the fob system are identified.



6. Planter Removal (1160 2nd Floor)

The planter removal work is complete. The Property Manager advised that the invoices for the work have been received and will be processed with 1/3 of the work being charged back to a unit Owner.

7. Roof Top A/C Responsibility

Council will be reviewing the responsibility of the 1150 roof top a/c units. The Property Manager will forward documents to Council for their review.

8. Parkade Water Discharge

Council discussed the recently approved work related to the parkade water discharge. After some review via email, it was moved, seconded and **CARRIED** to rescind the previous approval. Council has agreed to revisit options for addressing the elimination of the water either via piping across the ceiling or at floor level. Quotes will be obtained.

9. Caretaker/Janitorial Position

The new Priority Building Maintenance Caretaker/Janitor started with Newport at West Beach on March 1st. The Caretaker is on site five days a week for four hours each day. The Property Manager and a member of Council are working with the Caretaker to assist with the start up of his job. Owners are advised they are not to give the Caretaker direction; all requests are to go through the Property Manager. Council thanks Owners for their cooperation in this regard.

(6) CORRESPONDENCE

Correspondence must be received one week ahead of the next scheduled Strata Council meeting to be included in the Agenda package for consideration.

The Strata Council reviewed the correspondence received and where deemed necessary the Property Manager was directed to correspond directly with the Owners to resolve/remedy the situation. Others will have their concerns addressed in the Minutes or be contacted directly by a member of Council.

- Council reviewed correspondence from the Commercial unit 14823 Marine Drive Owner requesting permission to build out the strata lot. After a review of the application, permits and drawings, it was moved, seconded and **CARRIED** to approve the alterations provided the Owner sign an Assumption of Liability Agreement.
- Council reviewed correspondence from the Commercial unit 1130 Oxford Street Owner requesting permission to build out the strata lot. After a review of the application, permits and drawings, it was moved, seconded and **CARRIED** to approve the alterations provided the Owner sign an Assumption of Liability Agreement.

(7) NEW BUSINESS

1. CRA Tax Filing

The Treasurer reported that the CRA tax filing for the Residential Section and Strata Corporation have been filed by Dwell Property Management. It was noted that the Commercial Section has not complied.

2. Mechanical - Quarterly Report

Council reviewed the quarterly report as prepared by Xpert Mechanical. The report recommended pulling and inspecting for proper operation of one sump pump that is triggering an alarm. Also, it was reported that one of the exhaust fans servicing a storage room is inoperable and requires a new



motor. A quotation will be obtained for the exhaust fan motor. The sump pump work has now been completed by Xpert Mechanical for a cost of \$336.00

3. Parkade Gate Repair

It was moved, seconded and **CARRIED** to approve a quotation from Precision Door & Gate in the amount of \$1,225 plus GST to supply and install one pair of high cycle balance springs and one pair of pick up cables on the main garage gate.

4. Common Area Stair Lighting

Cooper Electric attended to investigate the issue of the non-working exterior stair lighting and bollard lighting. It was noted that the existing system is of poor quality and water has causing a short. Council noted the warranty for this work has expired. Council considered temporary replacement lighting; however, noted this would not resolve the issues. It was moved, seconded and **CARRIED** to approve the quotation from Cooper Electric in the amount of \$4,200 for a high-quality system and \$130 for each bollard repair provided they are able to ensure that the system will not be affected by the moisture in the existing conduit causing failure of the lighting system.

5. Common Area Doors

Council discussed the possibility of re-keying common area doors at Newport given there are a couple of doors that no one has key access too. It was greed that the two doors in question are not of a priority at this time and that re-keying will be considered once the matter of COVID is revisited and after we understand expenses related to the upcoming insurance renewal. An Owner pointed out two doors that have some minor damage. A Council member inspected the doors in question reporting that the damage may have been done during the break in of last year. It was recommended to defer any repairs at this time as the doors function well and the damage is cosmetic.

6. Window Cleaning

Quotes for window cleaning will be obtained for consideration at the next meeting.

(8) COUNCIL MEETING SCHEDULE

```
1 of 6 – Council Meeting – January 22, 2020
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3 of 6 – Council Meeting – May 12, 2020
4 of 6 – Council Meeting – TBD
5 of 6 – Council Meeting – TBD
6 of 6 – Council Meeting – TBD
Annual General Meeting – TBD
```

(9) TERMINATION

As there was no further business, the meeting was terminated at 5:15 p.m.

These minutes were taken by Susan MacGregor in the first instance and then edited by the Strata Council for distribution.

Susan MacGregor

Dwell Property Management

#170-4311 Viking Way, Richmond, BC V6V 2K9

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